

Pinal County School Office Education Service Agency (PCSOESA)

Strategic Business Plan

VISION

Pinal County Government provides progressive and proactive leadership in the areas of economic development, state-of-the-art technologies, growth management, and public services to promote healthy and safe communities.

COUNTY MISSION

Pinal County Government protects and enhances its citizens' quality of life by providing public services in an ethical, efficient, and responsible manner delivered by a motivated, skilled, and courteous workforce.

DEPARTMENT MISSION

The Pinal County School Office is an educational service agency meeting the needs of an ever-changing and complex society through educational and fiscal management and support for local schools and communities. To this end, the County Superintendent and staff are committed to working cooperatively with local, state and federal entities in identifying the educational needs and serving the educational agencies of the county.

DEPARTMENT STRATEGIC GOALS

Strategic Goal 1 Technology

The stakeholders of the Pinal County School Office Education Service Agency (PCSOESA) will experience increased benefit from access to online services and information via cutting edge technology as evidenced by:

- Annually, there will be an increase in the number of PCSOESA stakeholders who utilize access to online services

Strategic Goal 2 Data Collection & Analysis

The stakeholders of the Pinal County School Office Education Service Agency (PCSOESA) will benefit from the results of enhanced data collection and analysis as evidenced by:

- Annually, 85% of parents will respond that they are very satisfied with PCSOESA Schools
- Annually, 75% of PCSOESA employees in PCSOESA schools will indicate they are satisfied or very satisfied with availability and quality of data used to perform their mission

DEPARTMENT ORGANIZATION

- 1. Fiscal Services Program**
- 2. Professional Development Program**
- 3. Pinal County Schools Program**
- 4. Elections Program**
- 5. Information Technology Program**

PROGRAMS

1. Fiscal Services Program

Purpose Statement

The purpose of the Fiscal Services Program is to provide mandated financial and business support services to the public school districts within Pinal County so the school districts can provide sound fiscal management of local, state, and federal dollars.

Major Services Provided

- Data Processing Services
 - Accounts Payable Voucher Processing
 - Payroll Voucher Processing
 - Monitoring of Cash and Budget Limits
 - Certification Verification
 - Cash Receipts
 - Grants Management
 - Year End Accounting Records
 - Revenue Distributions
 - County Ledger Balancing
 - Tax Rate Consultations
 - Budget Projections
 - Statistical Reports
 - Procedures Manuals
 - Data Reports
 - Budget/Accounting Consultations
 - Coaching and Mentoring Sessions
 - Legislative Advocacy Meetings
 - Technology Training Sessions
 - IGA's
 - Information Inquiry Response
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Program Goal

- 80% of Fiscal Services Department (FSD) forms and manuals will be updated and available online [# of FSD forms and manuals updated and available online / # of forms and manuals available]
 - 95% of school district completion reports approved/rejected within 5 business days of receipt by FSD [# of school district completion reports approved/rejected within 5 business days / total # of school district completion reports received]
 - Two business office personnel meetings will be held by the FSD annually
 - 100% of financial software support calls received by Data Processing will be resolved within one business day [# of calls resolved within 1 business day / # of calls received]
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Contact Persons

- Tonya Taylor
 - Anna Ortega
 - Jeff Miller
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2. Professional Development Program

Purpose Statement

The purpose of the Professional Development Program is to provide resources, collaboration and professional training to educators, local schools and districts so they can improve student achievement.

Major Services Provided

- Budget Developments
 - Leadership Meetings
 - Policies and Procedures
 - Grant Reports
 - IGA's
 - Budget Projections
 - Statistical Reports
 - Grant Applications
 - Employee Evaluations
 - Grant Progress Reports
 - Human Resources
 - Staff Surveys
 - Data Reports
 - PC3 (Pinal County Curriculum Consortium)
 - Professional Training Sessions "Teach to Standards"
 - Student Leadership Camps
 - Administrative Surveys
 - Hand Books
 - Consortium and Partnerships
 - Newsletters
 - Information Inquiry Responses
 - District Surveys & Interviews
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Program Goal

- 90% of participants completing evaluations will indicate effective delivery of strategies and knowledge of human learning and change as measured by an average of the exit evaluations [# of participants indicating effective delivery of strategies and knowledge of human learning and change / # of participants completing evaluations]
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Contact Persons

- Linda Hughes
 - David Roman
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3. Pinal County Schools Program

Purpose Statement

The purpose of the Pinal County Schools Program is to provide mandated educational services to elementary, alternative secondary, special education, and incarcerated students as required by state and federal statutes.

Major Services Provided

- Budget Development
- Spending Requests
- Leadership Meetings
- Facilities Maintenance
- Policies and Procedures
- Purchasing Network Contracts
- I.G.A.'s (Inter Governmental Agreements)
- Procedure Manuals
- Payroll Reports
- Grant Applications
- Employee Evaluations
- GED Sessions
- Special Education Program Sessions
- Ceremonies
- PTO Meetings
- Student Information System Uploads
- Teacher Certification Records
- Truancy (Meetings, Reports, Court Appearances)
- Data Reports
- Professional Trainings
- Student Leadership Camps
- "Teach to Standards"
- Behavioral Emotional Counseling Sessions
- Food Services
- Transportation
- Academic Classes
- Diplomas
- Report Cards
- Discipline Hearings
- Field Trips
- Information Inquiry Responses
- North Central Accreditation Activities
- Human Resources
- Parent Surveys
- Staff Surveys

Program Goals

- 100% of the schools in the Mary C. O'Brien Accommodation District will make adequate yearly progress (AYP) each year [# of schools making AYP / # of schools]
- 100% of students with an Individual Education Plan (IEP) will meet at least 75% of the plan's goals. [# of students meeting 75% of the plan's goals / # of students with an IEP plan]
- 75% of detained/jailed students tested for a GED will earn a passing grade (minimum 420) [# of students earning a passing grade / # of students tested for GED]

Contact Persons

- Linda Hughes
- Jill Broussard

4. Elections Program

Purpose Statement

The purpose of the Elections Program is to provide school related election services to candidates, political action committees (PAC), local school districts and the general public so all stakeholders can effectively participate in the political process as appropriate for their candidacy and/or issues.

Major Services Provided

- Policies and Procedures
- Dissemination of Information Packets
- Telephone Inquiry Responses
- Legislative Updates
- Election Services
- Appointment Certificates
- Election Certificates
- Election Receipts

Program Goal

- By 2014, school election related materials will be accepted electronically as well as in person or by mail, except where law requires original signature [# of school election related materials accepted electronically / # of school elected related materials accepted]
- By 2014, school election related materials will be available online [# of school election related materials available online / # of school relation related materials]

Contact Persons

- Tonya Taylor
 - Brenda Thwaites
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5. Information Technology Program

Purpose Statement

The purpose of the Information Technology Program is to provide direct services to school districts and enable access to all PCSOESA stakeholders to online services and information via cutting edge technology.

Major Services Provided

- Technology Training Sessions
 - Data Collection Reports
 - Access to Instructional Software
 - Remote Access Sessions
 - Online Professional Development Classes
 - E-newsletter
 - Online surveys
 - Data Processing Services
 - Agency Links
 - Employment Opportunity Links
 - Manuals
 - Distance Learning
 - Staff Surveys
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Program Goals

- By 2014, three of four PCSOESA sites will have distance learning capability (the ability to interact over long distance) [# of PCSOESA sites that have distance learning capability / # of PCSOESA sites]
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Contact Persons

- Peter Lin
- David Roman
- Jeff Miller