Pinal County School Office Education Service Agency (PCSOESA)

Strategic Business Plan

VISION

Pinal County Government leads through innovation and collaboration which results in vibrant, safe, sustainable communities.

COUNTY MISSION

Pinal County Government protects and enhances its citizens' quality of life by driving economic development and providing efficient, effective, needed services through talented, motivated employees.

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, PCSOESA stakeholders will utilize 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 rate their student's overall education as excellent or good
- Annually, 75% of PCSOESA employees will indicate they are satisfied or very satisfied with the 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

Program Goal

- 100% 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]
- 100% districts balanced to the county treasurer by the 20th of each month (exception: encumbrance period) [number of districts reported as balanced with the county treasure / #of districts served]
- 80% of school districts will have prior year balanced and the carry overs completed by November 1 [#of completed district carry overs/ #of districts served]
- 80% of Fiscal Services Department (FSD) annual surveys will have a customer service rating of excellent customer service [#of annual surveys with customer service rating of excellent customer service/ # of annual surveys received]
- 100% of district personnel will meet with accountant to visit and discuss district issues [#of meetings/3of districts served]

Contact Persons

- Tonya Taylor
- Anna Ortega
- Jeff Miller

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" • Administrative Surveys • Hand Books • Consortium and Partnerships • Newsletters • Information Inquiry Responses • District Surveys & Interviews
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]
Contact Persons	• Linda Hughes • David Roman

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, 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
- "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 meet the Annual Measurable Objectives (AMO) each year [# of schools meeting AMO / # 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
- 75% of detained/jailed students surveyed will indicate "Strongly Agree" or "Agree" with the effectiveness of the Transition Program

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

- Newspapers will be notified of School Board terms expiring and where to obtain a School Board packet by March 15
- School Board Packets will be available for distributed to interested citizens by March 15
- The Pinal County School Office (PCSO) will send out reminder notifications with forms attached to each active political action committee that is registered with the PCSO. A second reminder will be sent out within 3 business days of the deadline
- Election Information will be posted to the County School Office Election Website within 5 days of receiving it

Contact Persons

- Tonya Taylor
- Brenda Thwaits

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

Program Goals

- By 2015, all PCSOESA sites will have the ability to administer state computer based assessments.

Contact Persons

- Peter Lin
- David Roman
- Jeff Miller
- Shannon Henderson