

Program Service Evaluation/Program Renewal

High Desert ESD shall implement designated procedures that are flexible, credible and meet component school district priorities for increasing economies and efficiencies in defined areas of operation. The intent of the procedures as developed by the ESD is to promote quality and cooperation in operations for all component school districts.

The following procedures will be used to review and report efficiencies and economies on component school district services and operations:

1. The superintendent, in collaboration with the superintendents of the component school districts, will identify areas of operations which, in their judgment, have high potential for implementation of economies and efficiency measures. A list of identified areas will be maintained by the ESD superintendent;
2. The list of identified areas will be compared with the areas mandated by the State Board of Education in OAR 581-024-0228. If there is discrepancy between the priority areas identified by local superintendents and the areas identified in Oregon Administrative Rules, the superintendent will seek authority from the ESD Board to request a waiver from the State Board of Education so that locally identified high priority areas will be given precedence;
3. The following procedures will be used to review identified priority areas of component school district operations as well as those areas listed in OAR 581-024-0228 not waived by the State Board of Education:
 - a. A steering committee composed of representatives of component school districts and the ESD will be established for each area of review. The ESD will provide staff assistance for each steering committee;
 - b. Each steering committee will develop a plan for review of the designated area. The plan may include provisions for self-evaluation by component school districts, means for identifying unnecessary duplication, means for implementing economies of scale, means for reducing labor intensity, means for implementing technological application and research of procedures being used elsewhere in the state or the nation;
 - c. The plan will be reviewed and approved by the component school district superintendent;
 - d. The plan will be completed in accordance with approved timelines and any recommendations for economies and efficiencies will be documented;
 - e. The ESD staff member(s) assigned to the steering committee will draft a report summarizing the results of the review including recommendations for measures to increase economies or efficiencies;
 - f. The report will be forwarded to the superintendent of each component school district and to the ESD Board;
 - g. A summary of the report will be prepared and included in the Annual Report of the High Desert Education Service District submitted to the State Board of Education.

**Component School District Self-evaluation
(OAR 581-024-0228)**

School district: _____

Reviewer's name and title: _____

Date of self-review: _____

Operation being reviewed (please check one):

- accounting auditing insurance investments legal services payroll printing
- transportation other (please describe) _____

Briefly describe the operation being reviewed (include pertinent statistical data such as FTE assigned and a brief narrative description, automated or manual system, etc.):

OBJECTIVE

The objective of OAR 581-024-0228 is to assist component school districts to identify opportunities for improved efficiencies and economies. This annual self-evaluation is to be forwarded to your ESD who will in turn schedule a meeting to share these ideas with other component school districts.

SELF-EVALUATION

(Please respond to each statement below using a score of 1 to 5; where "5" means the statement describes your district accurately; "1" means the statement does not fit at all.)

A. Human Resources

Staff members are adequately trained to carry out their assigned responsibilities and produce quality results. _____ (1 to 5)

The quantity of staff assigned is appropriate to carry out the responsibilities of this operation. _____ (1 to 5)

B. Physical Resources

Sufficient and suitable working space, equipment and supplies are provided so that staff members can do their work efficiently and effectively. _____ (1 to 5)

C. Productivity/Results

The results of the operations of this function are of high quality and satisfy all major requirements. _____ (1 to 5)

D. Overall Evaluation

The operation being reviewed operates efficiently and economically. That is, it successfully accomplishes its mission while using only those human, physical and financial resources which are necessary. _____ (1 to 5)

E. List any recent achievements in improving productivity and efficiency in this operation.

F. Recommendations for achieving improved economies/efficiencies in this operation.

G. Suggestions for possible cooperation with other districts or governmental agencies in this area of operation.
