

**Linn Benton Lincoln
Education Service District**

Code: **IMA-AR**
Adopted: 6/9/99
Readopted: 11/14/12

Program Service Evaluation/Program Renewal

The ESD shall implement procedures that are flexible, credible, and that meet component district priorities for increasing economies, efficiencies, and effectiveness in defined areas of operation. The intent of these procedures is to promote quality and cooperation in operations for all component districts.

The following procedures will be used to review and report on an annual basis on efficiencies and economies of component district services and operations:

1. The ESD superintendent, in collaboration with the superintendents of the component districts, will identify areas of operations which, in their judgment, have high potential for improvement through implementation of economies and efficiencies 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 a discrepancy between the priority areas identified by local superintendents and those identified by the State Board of Education, the ESD superintendent will seek authority from the Board to request a waiver from the State Board of Education via OAR 581-024-0228(3), so that locally identified high priority areas will be given precedence in remedial efforts.
3. The following procedures will be used to review identified priority areas of component district operations, as well as those areas listed in OAR 581-024-0228 not otherwise waived by the State Board of Education:
 - a. The ESD may establish a steering committee composed of representatives of component districts and the ESD for each area to be reviewed. The ESD will provide staff assistance for each steering committee as needed;
 - b. Each steering committee will develop a plan for review of the designated area. The plan may include provisions for self-evaluation by component districts, means for identifying unnecessary duplication, means for implementing economies of scale, means for reducing labor intensity, means for implementing new technological applications, and for research on other similar procedures being used in Oregon or elsewhere in the United States;
 - c. The plan will be reviewed and approved by the component district superintendents before the evaluation begins;
 - d. The evaluation review set forth in the plan will be completed in accordance with approved timelines, and any recommendations for economies and/or efficiencies will be documented;
 - e. The ESD staff assigned to the steering committee will draft a report summarizing the results of the review, including any recommendations for measures to improve economies or efficiencies;

- f. The report will be forwarded to the superintendent of each component district and to the ESD Board; and
- g. A summary of the report will be prepared and included in the Annual Report of the Linn-Benton-Lincoln Education Service District submitted to the State Board of Education.

Component School District Self-Evaluation Form
(OAR 581-024-0228)

Name of School District: _____

Reviewer's Name and Title: _____

Date of Self-Evaluation: _____

Operation being reviewed (please check one only):

- Accounting
- Auditing
- Insurance Cooperative
- Investments
- Legal Services
- Payroll
- Printing
- Transportation
- Other (Please describe) _____

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

OBJECTIVE

The objective of OAR 581-024-0228 is to assist component districts to identify opportunities for improved efficiencies and economies. This annual self-evaluation is to be forwarded to the ESD by _____, who will in turn schedule a meeting to share these ideas with other component 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 and "1" means the statement does not fit your district 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. It successfully accomplishes its mission while using only those human, physical, and financial resources that are necessary.

_____ (1 to 5)

E. List any achievements in improving productivity and efficiency in this area of operation:

F. List any recommendations for achieving improved economies or efficiencies in this area:

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

H. Suggestions for improving this self-evaluation:
