

# Malheur Education Service District

Code: **IMA-AR**  
Revised/Reviewed: 9/20/05; 7/15/14  
Orig. Code(s): IMA-AR

## **Review of Component District Operations**

The 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;

**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 full-time equivalent (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.

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

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

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