

**Eastern Suffolk BOCES**

**Strategic Action Plan VII.A: Ensuring Operations, Management, and Finance**

**ADDRESSES BOCES GOAL(S):**

- II. Staff Development
- III. Shared Services
- IV. Program and Services Availability
- V. Cost-Effectiveness, Quality Management, and Operational Efficiency
- VI. Technology
- VII. Strategic Planning
- VIII. Health, Safety, Security, and Space
- X. Internal Communications
- XI. Human Resources
- XII. Research, Program Improvement and Regional Advocacy

**RESPONSIBLE ADMINISTRATOR:**

Associate Superintendent, Management Services

**COLLABORATOR(S):**

Administrative Council Members

**STRATEGIC PLANNING STRATEGY:**

By July 2016, Eastern Suffolk BOCES will: 1) continue to review and update its Board Policies, Administrative Regulations, rules, procedures, practices, and forms ensuring alignment with federal and state requirements; agency vision, mission, beliefs, and goals; and best practices; 2) continue to evaluate and improve the agency's internal controls to ensure compliance with all regulatory authorities; and 3) provide expanded regional leadership and resources to school districts in the areas of school operations, business management, and educational finance.

<b>ACTIVITIES</b>	<b>Target Date for Completion</b>	<b>Responsible Person/Group</b>	<b>Status/Outcome</b> <i>(include dates - mm/dd/yy)</i>
1. Annual review of agency Board policies, Administrative regulations, etc. to align with the latest and most current federal state and local requirements.	Ongoing through 2016	Associate Superintendent, Management Services and Divisional Directors	
2. Conduct annual evaluations and implement improvements for internal controls agency-wide.	Ongoing through 2016	Associate Superintendent, Management Services and Divisional Directors	
3. Increase internal and external leadership/resources/support role of all administrators and other appropriate staff within the division.	Ongoing through 2016	Associate Superintendent, Management Services and Divisional Directors	

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**RESOURCES REQUIRED:**

- Time

**POSSIBLE SOURCES OF FUNDING:**

- Administrative and Program Budgets

**BASELINE DATA:**

**1) Measurement A. ESBOCES Board Policies and Procedures**

Baseline Year: 2007-2008

Baseline Data:

The following data sources are available to all ESBOCES Intranet users.

- 745 employees have access online to:
  - Board Policies
  - Administrative Regulations
  - Procedures
  - Agency forms
- Alerts notify users via e-mail of any new, revised, or deleted Board Policies, Administrative Regulations, Procedures and Forms
- Updates are provided on as needed basis due to changes in the law or internal procedures
- Annual list is compiled of Policies requiring notification or action
- One word search feature is available on the Intranet

Internet access available to component districts for Board policies

2016 Projection:

- Intranet access will be upgraded to provide all ESBOCES employees with access to the ESBOCES Policies, Regulations, Procedures, and Forms.
- Internet access to ESBOCES Regulations, Procedures and Forms will be provided to component districts.
- Electronic filing of forms will be instituted, including electronic signatures and tracking components
- Automatic updates will be provided to Administrative Council members when a policy calls for action or notification
- Updates to policies, administrative regulations, procedures, and forms will continue to be provided on an as needed basis
- Workshops on an annual basis will be provided to all users of the system
- Upgrades to the system will allow for multi-word searches for Intranet and Internet

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**2) Measurement B. Evaluate and Improve the Agency's Internal Controls**

Baseline Year: 2007-2008

Baseline Data:

- Report to the ESBOCES Board on audits which have been completed by internal and external auditors over the past ten years
- Provide to the ESBOCES Board corrective action plans for the past five years
- Provide annual update to the ESBOCES Board regarding status of corrective action plans

2016 Projection:

- Continue to provide updated reports to the ESBOCES Board on Audits that have been conducted for the past ten years
- Prepare a five-year cycle for audits as identified by the external auditors to be completed each year by the internal auditors hired by the ESBOCES Board
- Corrective action plan for each audit completed by external or internal auditors
- Provide annual update to the corrective action plan to the ESBOCES Board
- Corrective action plans will be available on ESBOCES website for internal and external audits

**3) Measurement C. Provide Expanded Regional Leadership and Resources to School Districts in the Areas of School Operations, Business Management and Educational Finance**

Baseline Year: 2007-2008

Baseline Data:

- **Regional Leadership** - For the 2007-2008 school year, the Office of Management Services provided eight in-service meetings to school business officials
- **Resources** - ESBOCES currently supports a SharePoint site which provides up-to-date information to school business officials and a number of topics relating to fiscal issues impacting schools, workshops available or leadership information. There are over 120 users from component and non-component school districts with access to the site.  
ESBOCES currently provides a cooperative bidding service to 65 districts and three town governments. This cooperative bidding service has over 30 bid categories available and provides participants with Request for Proposal (RFP) specifications for eleven services via the online library which is accessed through the ESBOCES website.
- Associate Superintendent for Management Services is serving on the Purchasing International ASBO Committee and has presented a workshop at the annual NYS ASBO Summer Academy

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2016 Projection:

- The number of workshops for school business officials will increase to ten per year offering topics that will benefit fiscal management operations and business management
- SharePoint will be expanded to accommodate additional users and will be accessible from the Suffolk County ASBO website. Users will be encouraged to add items to SharePoint. A SharePoint website will be set up for Superintendents to provide users with information regarding regional issues relating to schools
- The cooperative bidding service will provide access to e-procurement, a fully integrated online bidding system. The number of bids available will increase by 20% as will the number of RFPs
- The Associate Superintendent for Management Services will continue to serve on various committees with international, state, and local ASBO chapters. In addition, the Associate Superintendent for Management Services will present at three or more conferences per year

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