

**MARIN COUNTY  
EFFICIENCY AND EFFECTIVENESS TASK FORCE  
2010 - 2011**

**COMMITTEE:** County Wide Technology Committee (CWTC)

**GOAL:** Districts to share a technology support position in the 2011-12 school year.

<p>CURRENT REALITY (Baseline)</p>	<p>Marin County school district technology departments are being impacted by reductions in funding for staff that support technology infrastructure and operations. Districts cannot afford to hire full time technology support.</p>
<p>ACTION STEPS (Activities/Processes to achieve Goal)</p>	<ul style="list-style-type: none"> <li>• Technology Directors draft a plan that outlines a system in which a district may contract for a portion of a full FTE of technology support.</li> <li>• Identify districts that will contract for support in 2011-12.</li> <li>• Determine the agency that will be the employer of record.</li> <li>• Review the plan with employer of record's superintendent, personnel and business office.</li> <li>• Draft an MOU defining the terms and conditions of the agreement between the employer of record and the district contracting for technology support services.</li> <li>• MOU's are approved and signed.</li> <li>• Shared Technology support is hired by the employer of record.</li> <li>• Shared Technology support is deployed to districts contracting for the service.</li> </ul>
<p>KEY INDICATORS: (Evidence)</p>	<ul style="list-style-type: none"> <li>• Signed MOU's.</li> </ul>
<p>TIMELINE:</p>	<ul style="list-style-type: none"> <li>• January – May 2011 – Directors draft a plan for technology support.</li> <li>• May- June 2011 – Develop the MOU and get approval to proceed from district superintendents, personnel, and business.</li> <li>• July- 2011 Employer of record hires technology support.</li> <li>• August - 2011 Deploy shared technology support position to districts.</li> </ul>
<p>RESPONSIBILITY:</p>	<ul style="list-style-type: none"> <li>• District Technology Directors and employer of record.</li> </ul>
<p>RESULTS: (Monitoring Evaluation)</p>	<ul style="list-style-type: none"> <li>• Quarterly evaluation.</li> <li>• Reports at the CWTC meetings.</li> </ul>

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**COMMITTEE:** District Business Officials (DBO) Monthly Meetings

**GOAL:** To utilize purchase practices and tools that will result in savings and efficiencies in the purchasing process.

<p>CURRENT REALITY (Baseline)</p>	<p>There are 19 school district in Marin County that serve approximately 30,000 students with operating budgets for books, supplies and other operating expenses totaling approximately \$59.5 million (2009-2010 actuals) A countywide master contract exists for the purchasing of paper. No other formal cooperative purchase agreements are in place.</p>
<p>ACTION STEPS (Activities/Processes to achieve Goal)</p>	<ul style="list-style-type: none"> <li>• Identify the areas with the combined purchasing power of all districts will result in overall savings .</li> <li>• Identify possible web-based tools that will result in efficiencies.</li> <li>• Create a subcommittee of DBO to investigate EdBuy and the application of Epylon workflow.</li> <li>• Report to the full DBO group the outcome of the analysis of the EdBuy and Epylon products.</li> <li>• Implement the EdBuy and Epylon products countywide.</li> <li>• Train all users prior to end of 2010-2011 school year.</li> </ul>
<p>KEY INDICATORS: (Evidence)</p>	<ul style="list-style-type: none"> <li>• Data demonstrates that savings can be achieved.</li> <li>• Inquiry of current district users provides definitive evidence that efficiency will be achieved.</li> <li>• Analysis completed by MCOE Information Services demonstrates that products are compatible with QSS.</li> <li>• Users are trained and using the products.</li> </ul>
<p>TIMELINE:</p>	<ul style="list-style-type: none"> <li>• January 13, 2011 meeting with EdBuy/Epylon.</li> <li>• February 2011 analysis performed by DBO MCOE Information Services department.</li> <li>• March –April 2011 Concensus by districts to use products.</li> <li>• May-June forward – training of users.</li> </ul>
<p>RESPONSIBILITY:</p>	<ul style="list-style-type: none"> <li>• DBO Committee – 5 districts.</li> <li>• All DBO/Superintendents</li> </ul>
<p>RESULTS: (Monitoring Evaluation)</p>	<ul style="list-style-type: none"> <li>• Reports generated demonstrating savings.</li> </ul>

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COMMITTEE: HEALTH - MARIN SCHOOL NURSES ORGANIZATION

GOAL: To coordinate and implement a new law, Assembly Bill 354, requiring Pertussis (Whooping Cough) Immunization for students 2011-2012.

<p>CURRENT REALITY (Baseline)</p>	<p>The California Department of Public Health recommends all Californians 10 years and older receive a booster shot against pertussis (known as Tdap). Assembly Bill 354 requires students to be fully immunized against pertussis. For the 2011-2012 school year all students entering 7<sup>th</sup> through 12<sup>th</sup> grades will need proof of a Tdap booster shot before starting /entering school. Applies to all public and private schools.</p>
<p>ACTION STEPS (Activities/Processes to achieve Goal)</p>	<ul style="list-style-type: none"> <li>• Appraise districts and parents of law</li> <li>• Distribute education information/materials</li> <li>• Partner with Marin Co. Public Health Department</li> <li>• Provide a training for District staffs</li> <li>• Develop a Tdap timeline &amp; implementation strategies plan county-wide</li> <li>• Offer school clinics at designated sites. Send out information to schools.</li> <li>• Develop a system designed to collect and track Tdap records</li> </ul>
<p>KEY INDICATORS: (Evidence)</p>	<ul style="list-style-type: none"> <li>• Completed county –wide training for all districts and private school.</li> <li>• Supplies/ stickers distributed to Districts to meet data &amp; recording requirements.</li> <li>• Access California Automated Immunization Registry (CAIR) data of state immunization records in cooperation with Public Health staff to provide to schools of students immunization records.</li> <li>• Report of students reporting Tdap proof by April 1<sup>st</sup> to District Superintendents</li> </ul>
<p>Timeline:</p>	<ul style="list-style-type: none"> <li>• September 30, 2010 state CDPH notified schools</li> <li>• November, 2010 Three school Pertussis Clinics held.</li> <li>• February 7, 2011 Pertussis Training at MCOE</li> <li>• April 6th , 2011 Tdap compliancy assessment Report due to Superintendents</li> </ul>
<p>RESPONSIBILITY:</p>	<ul style="list-style-type: none"> <li>• All School Nurses /District Superintendents</li> <li>• Marin County Health &amp; Human Services Public Health</li> <li>• Private &amp; Public School Registrar's</li> </ul>

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RESULTS: (Monitoring Evaluation)	<ul style="list-style-type: none"><li>• Students meet the requirements and are able to attend school in fall. No shots/ No School enforcement.</li></ul>
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COMMITTEE: COUNTYWIDE LEARNING COLLABORATIVE

GOAL: Increased use of DataDirector within school districts and throughout Marin County will be a contributing factor to the increase in student achievement as identified in County-wide student achievement SMART Goal.

<p>CURRENT REALITY (Baseline)</p>	<p>There are 19 school districts in Marin County that serve 30,000 students. Each district is a part of the DataDirector Consortium. DataDirector is a product that contains assessments, results, and student information.</p> <p>A project specialist was hired to provide coordinated support for districts in implementing DataDirector at the district and school level. District Strategy meetings were held at each district office to determine how MCOE could best support districts. Two common needs emerged from the respective discussions: (1) Districts wanted support for administrators and lead teachers who would then guide implementation within their districts, and (2) districts were interested in sharing resources to implement DataDirector more efficiently and effectively.</p> <p>The DataDirector contract was renewed spring 2010 for 3 years.</p> <ul style="list-style-type: none"> <li>• The County Office used flexible dollars to purchase the Base Cost.</li> <li>• Most districts paid an ADA cost and Base Cost to support a Project Specialist position.</li> <li>• All districts have a representative who participates in the County Learning Collaborative and DataDirector User Group.</li> <li>• Created position summer 2010.</li> <li>• Hired project specialist fall 2010.</li> <li>• Project Specialist met with all districts for a needs assessment fall 2010.</li> </ul>
<p>ACTION STEPS (Activities/Processes to achieve Goal)</p>	<p>Three initiatives are now in place as direct results of the District Strategy Meetings:</p> <ul style="list-style-type: none"> <li>• An Administrators' Workshop Series will be developed to provide administrators with information and resources to help them guide their districts in the use of DataDirector.</li> <li>• The DataDirector User Group (DDUG) was restructured to meet monthly to provide consortium leadership and trainer of trainer workshops.</li> <li>• Three virtual environments will be developed to share training and assessment resources.</li> </ul> <p>Teacher trainings will continue to be offered.</p>

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<p>KEY INDICATORS: (Evidence)</p>	<ul style="list-style-type: none"> <li>• Increased usage of DataDirector by total log-ins.</li> <li>• Increased creation and use of assessments.</li> <li>• Increased dialogue regarding data understanding</li> <li>• Increased participation in DataDirector workshops for teachers and administrators.</li> </ul>
<p>TIMELINE:</p>	<p>2010-2011</p> <ul style="list-style-type: none"> <li>• Needs assessment with all districts – introduction of the concept of Data Landscape.</li> </ul> <p>2011-2012</p> <ul style="list-style-type: none"> <li>• Continue to build resources to share with common assessments.</li> <li>• Use virtual environment to share materials and resources.</li> </ul>
<p>RESPONSIBILITY:</p>	<p>Superintendent Assistant Superintendent, Education Services</p> <ul style="list-style-type: none"> <li>• Countywide Learning Collaborative members.</li> <li>• DataDirector User Group.</li> <li>• DataDirector Project Specialist.</li> </ul>
<p>RESULTS: (Monitoring Evaluation)</p>	<ul style="list-style-type: none"> <li>• Improvement in student achievement aligned with County-wide Student achievement SMART Goal.</li> <li>• Through observation on the part of educational leaders, there will be an increase in the use of DataDirector specifically for the purpose of promoting collaborative teams and the sharing of best practices.</li> <li>• Increased use of data to inform instruction as a Learning Community.</li> </ul>

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**COMMITTEE:** School District Directors of Maintenance and Operations

**GOAL:** To leverage the combined purchasing power of Marin County school districts to achieve cost savings in the purchase of custodial supplies and other products and services required to maintain and operate schools.

CURRENT REALITY (Baseline)	Marin County school districts maintenance and operations budgets are being impacted by reductions in funding while at the same time experiencing enrollment growth. School districts have been separately purchasing supplies and services from many vendors.
ACTION STEPS (Activities/Processes to achieve Goal)	<ul style="list-style-type: none"> <li>• Identify the products and services that are candidates for discounted pricing when purchased by a cooperative.</li> <li>• Identify vendors that can provide the products and services identified.</li> <li>• Invite the vendor(s) to meet with the M&amp;O Directors to present their proposal for group purchasing.</li> <li>• Select a vendor(s) that can provide quality customer service and product cost savings of 5-10%.</li> <li>• Initiate purchasing with vendor(s).</li> </ul>
KEY INDICATORS: (Evidence)	<ul style="list-style-type: none"> <li>• Projected cost savings are realized.</li> <li>• Directors are satisfied with customer service.</li> </ul>
TIMELINE:	<ul style="list-style-type: none"> <li>• January 2011 – Identify product candidates and vendors.</li> <li>• February 2011 - Vendor(s) meet with each M&amp;O Director.</li> <li>• March- May 2011 Select vendor</li> <li>• July 2011 Districts begin purchasing good and services at the cooperative rate.</li> </ul>
RESPONSIBILITY:	<ul style="list-style-type: none"> <li>• Maintenance and Operations Directors</li> </ul>
RESULTS: (Monitoring Evaluation)	<ul style="list-style-type: none"> <li>• Comparative costs analysis.</li> <li>• Regular updates at the M&amp;O Directors meetings.</li> </ul>

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2011 - 2012**

COMMITTEE: Payroll Roundtable Group

GOAL: QCC Payroll Users Group

<p>CURRENT REALITY (Baseline)</p>	<p>QCC is the newest financial system using a Windows platform. Currently districts are in the process of migrating to this platform, however have come across different challenges to this process.</p>
<p>ACTION STEPS (Activities/Processes to achieve Goal)</p>	<ul style="list-style-type: none"> <li>• MCOE External will host a QCC Payroll users group in which districts can participate in order to familiarize themselves with the program and provide an opportunity for district staff to share their experiences with one another. Through this process, the users group will be able to provide support and tips to their fellow payroll users.</li> </ul>
<p>KEY INDICATORS: (Evidence)</p>	<ul style="list-style-type: none"> <li>• Districts will have more knowledge about QCC which will make payroll processing more efficient</li> </ul>
<p>TIMELINE:</p>	<ul style="list-style-type: none"> <li>• Starting in July, MCOE External will host a QCC Payroll users group meeting before the Payroll Roundtable meetings.</li> <li>• QCC users group results will be shared at every payroll roundtable meeting.</li> </ul>
<p>RESPONSIBILITY:</p>	<ul style="list-style-type: none"> <li>• District Payroll Staff</li> <li>• External Payroll staff</li> </ul>
<p>RESULTS: (Monitoring Evaluation)</p>	<ul style="list-style-type: none"> <li>• QCC Payroll Users group will continue until districts determine it is not necessary.</li> </ul>



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**COMMITTEE: COUNTYWIDE PERSONNEL GROUP**

**GOAL:** To use current knowledge on QSS software (Personnel/HR components) within the countywide personnel group to create a group learning atmosphere utilizing local “experts” (district staff) to efficiently and effectively train the group on the new QCC platform.

<p><b>CURRENT REALITY</b> (Baseline)</p>	<p>QSS is releasing the new QCC platform and moving users from the Traditional platform. Personnel staff in the various districts in the county of Marin are each taking separate trainings led by QSS/non-end users and “recreating the wheel” in learning and applying how the general trainings apply to the specifics of QSS version that Marin uses.</p>
<p><b>ACTION STEPS</b> (Activities/Processes to achieve Goal)</p>	<ol style="list-style-type: none"> <li>1. Form a Personnel QSS Users Group to facilitate trainings and identify key local “experts”</li> <li>2. Host trainings on key topics within the QSS HR Module, including Employee Maintenance, Absence Tracking, HR Report/Job Selector and HR Query.             <ol style="list-style-type: none"> <li>a. The training would involve the archived QSS webinars with the ability to stop and discuss questions as they arise (successful model for our Credentials function)</li> <li>b. The training would also involve the local “expert” in that field to provide guidance on impact within the district, common uses, etc.</li> </ol> </li> </ol>
<p><b>KEY INDICATORS:</b> (Evidence)</p>	<ul style="list-style-type: none"> <li>• Savings in staff time at each district attending longer QSS trainings/coming home and trying to apply to district</li> <li>• Creates local, cost-free resources with “experts”</li> <li>• Creates communication forum for ease of problem solving and elimination of “recreating the wheel”</li> </ul>
<p><b>TIMELINE:</b></p>	<p>April 2011- June 2012</p> <ol style="list-style-type: none"> <li>1. April – June 2011: identify the users group experts, volunteers to attend QSS training</li> <li>2. July 2011- June 2012: hold webinar trainings and ensure implementation</li> </ol>
<p><b>RESPONSIBILITY:</b></p>	<p>CountyWide Personnel User Group in conjunction with MCOE Personnel</p>
<p><b>RESULTS:</b> (Monitoring Evaluation)</p>	<p>Staff efficiently learn new QCC platform with no additional costs of independently attending QSS training.</p>