



# Standard Program and Service Evaluation Template

(Board of Education Approved on June 1, 2004)

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## I. Program/Service Information

**Name of Program or Services:**

Equipment

**Personnel Responsible for Evaluation (list):**

Steve Long, Materials Analyst-Fixed Assets  
Bob Humphries, Materials Manager.

**Date of Evaluation (Year/Duration):**

June 2004 – January 2005

**Question:**

Are we in compliance with DESE guidelines relative to:

- Sale and disposal of District assets
- New purchases
- Tracking existing assets

Is there a more efficient way of tracking electronic and computer equipment relative to itinerant and LEA personnel

i.e. purchase done through partner districts ?

**Goal/Objective of Program/Services:** To create fixed asset inventory records for new items and update records for transferred and disposed items in a timely manner. To perform a complete physical count of all assets every two years; counting LEA's and SSD facilities in alternate years.

**Brief description of relationship between program goals, CSIP and MSIP Standards:** MSIP and CSIP objectives mandate that we periodically review our processes and change or update them to insure that we are operating in a clear and efficient manner.

**Demographic Description of Program:**

Location(s) - District Wide

Number of staff - 2

Participants - All SSD staff, cross-categorical.

Length of program/service - Continuous

## II. Description of Stakeholders Engagement in Program Evaluation (check stakeholders utilized):



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Steve Long, Materials Analyst, Fixed assets  
Bob Humphries, Materials Manager  
Linda Sheahan, SSD Accountant  
Virginia Bender, Regional Director  
Helen Becker, Administrator Speech & Language  
Michele Augustine, SSD Diagnostics  
Paul Knight, Rockwood District Liaison  
Shelly Lindemen, Rockwood District Purchasing

### III. Evaluation Criteria for Programs/Services Offered (check type utilized)

- Staff perception
- Assessment statistics
- Financial data
- Attendance rate
- Dropout rate
- Suspension rate
- Expulsion rates
- Participation rate in co-curricular/extracurricular
- College/vocational attrition rates
- Student attitude and interest survey
- Longitudinal performance data
- Achievement data
- Perception data
- IEPs
- Movement to LRE
- Other (list): Annual Audit Reports, Staff and Administrator input.

### IV. Data Collection Methodology

Annual Audit Reports: Annual audit reports conducted since 1998 to monitor compliance with and adherence to District/DESE policy and procedure with respect to fixed asset tracking and reporting.

Staff and Administrator Input

### V. Results

Based on Annual Audit Reports, over the last several years, the District, with respect to Fixed Asset Management, is in compliance with all District and DESE



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policies and procedures. The most recent fixed asset inventory completed indicated a verification rate of over 95 percent.

### Staff and Administrator Input –

Met with Virginia Bender, SSD Regional Director for Rockwood School District regarding the issue of identifying and tracking computer equipment purchased by Rockwood for use by SSD staff. Rockwood MIS administrators' policy necessitates that computer equipment to be utilized by SSD personnel working in the Rockwood District be purchased by Rockwood to ensure compatibility with existing data network configurations. SSD then reimburses Rockwood for these purchases. As this equipment was not received through the SSD warehouse nor purchased on an SSD purchase order, no procedure was in place for notification of fixed asset management so that the equipment could be tagged and tracked. As a result of this meeting, the appropriate people within the Rockwood District were identified to provide computer purchase information as required and a procedure was established whereby computer purchase information is forwarded to SSD in a timely manner so that the equipment can be tagged and tracked in the SSD Fixed Asset system.

### Concerns

There is no uniform procedure in place to govern similar purchases in other partner districts.

### Recommendations

Write a formal procedure to cover inter-district purchases by the end of FY'05. This procedure will involve the review and approval by the fixed asset analyst of all invoices submitted to SSD for reimbursement of computer equipment purchased by LEA's. No invoice will be approved for payment until all computer equipment procured therein has been appropriately tagged and entered into the SSD Fixed Asset System.

### Action Plans

We will setup meetings with those persons identified inside SSD and the partner districts to formalize the procedure to be presented to the SSD Board to govern inter-district purchases.

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Signature of Administrator Responsible for Chairing Evaluation      Date: \_\_\_\_\_