



PARAMOUNT UNIFIED SCHOOL DISTRICT

GREAT THINGS ARE HAPPENING IN PARAMOUNT SCHOOLS



Business Services Initiatives 2016-18 *Fiscal and Administrative Systems*

Dr. Ruth Pérez—Superintendent

Ruben Frutos—Assistant Superintendent, Business Services

Patricia Tu—Director, Fiscal Services

Cindy DiPaola—Director, Maintenance & Operations



District Strategies - Administrative Systems

The business of education is more than just about the latest technology; it's about allowing our teams to get the work done as effectively, efficiently and seamlessly as possible to support the district's instructional program.

From budgets, fiscal projections, position control, accounts payable, purchasing, work orders, facilities management, technology services, insurance reports and payroll – our systems need to provide innovative solutions to assist in doing better work...smarter and more accurate. To address these issues:





Business Services strategies (Fiscal & Administrative)

The Division is planning and working on 3 major Fiscal initiatives for 2016-2018:

Smartetools



BEST Project



Great Things are happening in Paramount schools.



Digitizing Files

Reprographics Routing

Energy Management Systems



BEST PROJECT

**BUSINESS
ENHANCEMENT –
SYSTEM
TRANSFORMATION**



Los Angeles County
Office of Education





PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Smartetools - PCR

The Business Department is proud to announce the complete implementation of our online Personnel Requisition forms.

The District has converted paper forms that required delivery through inter-district mail.

We have received overwhelmingly positive reviews of the new online system.





District Position Control

Budget Office

- Maintains Board-authorized positions



HR Office

- Hires employees into Board authorized positions only



Payroll Office

- Pays only personnel hired by HR into authorized positions





Smartetools – PCR FEATURES

Real-Time Access to Personnel Change Requests (PCRs) – No more chasing paper forms. Have instant access to PCRs.

Automated Email Reminders – Get notifications of PCRs awaiting action.

Cloud-based service option – No hardware to buy and maintain. On-Demand service.

Electronic Signatures – PCRs can be completed quickly and efficiently with online click signatures.

Flexible Routing Rules – Set approval rules based on funding codes, or any other request attribute that works with the budget system.

Data Validation – Define the information required for each type of change request.





Smartetools – Next Steps Planning

Smartetools contains a comprehensive personnel and position control system for use in the day-to-day operations of a school district. It allows for more accurate tracking of all employee information, with considerably less time wasted and less duplication of effort.

- **Smartetools - HR features include:**
- easy-to-use setup and operations;
- employee and position management;
- benefit plan management;
- budget modeling and flexible salary schedules;
- extra pay definitions;
- teacher special program tracking; and
- comprehensive reporting.





PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

Sample List of Smarttools Districts



**Burbank
Unified
School
District**

\$110 million annual budget
15,000 students
1,200 employees



**Pomona
Unified
School
District**

\$300 million annual budget
30,000 students
4,000 employees



**Paramount
Unified
School
District**

\$125 million annual budget
16,000 students
1,250 employees



**Centinela
Valley
High
School
District**

\$50 million annual budget
6,600 students
500 employees



**Rialto
Unified
School
District**

\$220 million annual budget
30,000 students
3,800 employees



**Fullerton
School
District**

\$130 million annual budget
12,500 students
1,100 employees



**Ontario
Monclair
School
District**

\$190 million annual budget
22,500 students
2,000 employees



**Garvey
School
District**

\$44 million annual budget
5,300 students
600 employees



**Madera
County
Office of
Education**

\$250 million annual budget
33,000 students
5,000 employees



**Whittier
Union
School
District**

\$120 million annual budget
13,000 students
1,000 employees





PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

BEST PROJECT (Finance & HR) - LACOE

BEST is a new financial software system developed by LACOE to replace their current software Peoplesoft.

The District has been selected as one of the few districts to participate in Wave 1 of LACOE's BEST implementation.

Our Fiscal and Human Resources staff will be working alongside LACOE to identify districts' needs and what improvements can be made to the system to shape this new financial software.



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators





PARAMOUNT UNIFIED SCHOOL DISTRICT

PREPARING STUDENTS FOR COLLEGE AND CAREERS

BEST PROJECT (Finance & HR)- LACOE

BEST GOALS & AGENCY NEEDS ARE ALIGNED

Q7: WHAT DO YOU WISH YOUR SYSTEM WOULD DO THAT IT DOES NOT DO?

1. Integration
(Single v. Multiple Entry)
2. Real-time Data
3. Tracking & Reporting



Los Angeles County
Office of Education





Business Enhancement System Transformation (BEST)

LACOE Statement: The BEST Project will procure, implement, and support an integrated, modern, intuitive financial and human capital management system, which improves the operational efficiencies of educational agencies served by LACOE.

The BEST Project has been initiated as a necessary multi-year system modernization for PeopleSoft Financial and Human Resource Systems. The goal of the BEST Project is to have an integrated Enterprise Resource Planning System for budget development, finance, human resources, and payroll.



Los Angeles County
Office of Education

Serving Students • Supporting Communities • Leading Educators





Paramount USD – Paper Conversion - Digitizing Files

The Business Department recognizes a need to digitize the District's physical files into an electronic searchable database.

The project objectives are:

Decrease search times for payroll records, thus improving the speed and accuracy of the results.

Prevent the degradation of quality from aging microfiche film kept in storage.

Remove the need to re-file paper documents, minimizing the possibility of misfiling and lost documents.

Free up valuable filing space.





Paramount USD – Paper Conversion - Digitizing Files

Document Scanning and converting microfilm/fiche using hardware and software systems that ensure all images are converted in the best quality.

The Quality Control process reviews each page individually so our work is always guaranteed.

Document Management (ECM) Solutions are the foundation for where your electronic images are stored and indexed.





Reprographics routing system

New direct submission website allows District staff to upload files, build print jobs and submit orders directly to Print Shop from any computer online:

- Web based – accessible 24/7 with automatic email updates on every order
- Visual Product Builder – users see what they order before printing
- Offer variety of low cost products such as business cards, booklets, posters, yearbook printing, and eliminates paper request forms and hard copy of print materials – save paper and toner, no need to deliver print jobs

Energy Management System

District system of tools to monitor, control and optimize the performance of the district energy systems. Allows staff to monitor and manage systems, like HVAC and lighting, across multiple locations and it gathers and provides data for analysis.





MORE TO COME:

As the Business Division looks ahead, there are some potential systems and ideas being explored for possible implementation in future years:

Project Management System – Online system to manage projects relating to Business, Technology and Facilities.

Work Order System – The Division will review the existing systems and analyze desired features and functionality to compare to current systems for potential implementation.

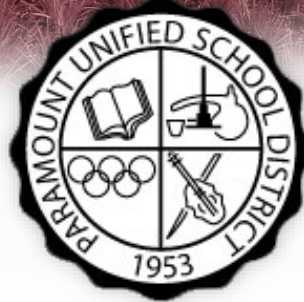
Central Control Irrigation Systems – This water- and cost-savings system upgrade will bring weather controls and reduce water usage for the entire district's irrigation equipment.



PARAMOUNT UNIFIED SCHOOL DISTRICT



Questions ?



The mission of the Paramount Unified School District is to ensure learning and success for each student by providing a quality education.