Indiana Department of Education
SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents and Charter School Sponsors

FROM: Melissa K. Ambre, Director
Office of School Finance

DATE: July 2, 2010

SUBJECT: Survey of Consolidated Purchasing and Shared Services

I.C. 20-42.5 requires that the Department survey school corporations on an annual basis. Below is a synopsis of language related to the allocation of expenditures to student instruction:

- "To maximize the allocation and use of taxpayer provided resources by school corporations and schools for student instruction and learning.
- To confirm the authority of school corporations to use a variety of methods to reduce the cost of acquisition of products and services.
- To instruct the State Board (of Education) to oversee the consideration of statewide means to acquire products and services.
- To provide a means for school corporations to access technical assistance and other support in the consideration of means to increase the allocation of resources to student learning and achievement.
- To recognize school corporations that achieves effective allocation of resources to student learning and achievement."

The statute contains a listing of actions that school corporations may undertake individually, or in collaboration with other school corporations, and through Education Services Centers or other units of government to reduce non-instructional expenditures to permit allocation of the resulting savings to student instruction and learning. These actions are not limited to purchasing and include other actions with regard to purchasing to include: school buses and other vehicles and vehicle fleets; fuel, maintenance or other services for vehicles or vehicle fleets; food services; facility management services; transportation management services; textbooks, technology, and other school materials and supplies; and any other purchases a school corporation may require.

Actions undertaken may also include the use of shared:

- administrative services overseeing transportation, food service, facilities and other operations;
- administrative services to manage finance, payroll, human resources, information technology, purchasing, or other administrative services; and,

- shared resources to provide instruction, supplemental services, extracurricular activities, or other student services.

A school corporation may collaborate with contiguous school corporations to explore the use of cooperatives among school corporations, commonly managed school corporations, or the consolidation of school corporations to provide effective and efficient management of the school corporations or functions of the school corporations. Such cooperatives may be in the form of existing Educational Service Centers, or other cooperative efforts.

Educational Service Centers shall report to the State Board of Education, not later than August 31 of each year, the results of the efforts of the centers activities relative to purchasing and cooperative agreements. Each Educational Service Center is to report on behalf of their respective members.

The State Board of Education annually surveys school corporations to determine actions taken by each school corporation to allocate resources to student instruction and learning. The Board shall issue its report no later than November 1. The report includes the following information:

1. Consolidated purchasing arrangements used by multiple school corporations, through Educational Service Centers, and throughout Indiana;

2. Shared services arrangements used by multiple school corporations, through Educational Service Centers, and in the state as a whole;

3. The efforts of school corporations to explore cooperatives, common management, or consolidations.

To accomplish a thorough survey of the State, it is necessary that questions be posed to Education Service Centers, school corporations, and charter schools, to assess all efforts to save money. Education Service Centers will provide a separate report detailing the information. All school corporations and charter schools are asked to complete the survey via the web between **July 7 and July 30**, at the following address: https://dc.doe.state.in.us/DOEOnline/main.aspx?pageid=252 Please select the tab for School Finance.

Report modifications:

- Schools may only input whole dollars- no cents. If a fee is $32.11, schools should enter 32. The survey will not accept a decimal point. If an individual tries to enter a fee of $32.11, the default will be $3,211.00, thus overstating the amount.
- There is a comment section at the end of the survey to allow schools the opportunity to provide additional feedback regarding a particular item or the survey in general.
- Drop down boxes are used in the survey.
- There is a print option to allow schools to print their survey response.

If you have questions regarding this survey, please contact me by email at mambre@doe.in.gov or by telephone at 317-232-0840.