

Administrative & Financial Services

- Cost-saving insurance pools and trusts
- School construction management services
- Voice and media communications systems
- Administrative reviews and support



Administrative Reviews and Support

Customized external reviews and support of administrative, management and financial structures

How successful are your administrative and instructional practices in achieving your goals? Are there opportunities for increased effectiveness and efficiency? How do your structures and resources compare with those of similar school districts and general standards of practice?

Based on your individual school, department or district needs, a specialized team conducts customized reviews of selected functions, structures, practices, procedures, policies and outcomes. We develop administrative, fiscal, instructional, and/or operational recommendations and provide planning support to help you achieve your goals.

Management and Financial Reviews

We provide districts and/or individual schools with information and recommendations about their management and financial structures to help ensure financial stability and sustained quality leadership for the future. We look at organizational structures, staffing, existing and projected needs, revenue and expenditures, district finances, comparisons with industry standards, staff and community surveys, and other data. Recommendations consider standards of practice and your local district needs.

Project Planning and Facilitation

Working with you, we assist with planning and facilitation of district-wide initiatives and/or school-based projects, including task forces, community discussions, readiness assessments, change processes, and implementation plans.

School Culture and Leadership Reviews

This review analyzes the impact of the adult culture on student learning and recommends strategies and interventions to build a stronger professional learning community. Culture can be assessed at school, department, and/or district-wide levels, and services include consultation, analysis of school work environments and planning support.

Board Governance

We provide consultation, planning, preparation and training for effective governance models for school boards. PSESD operates under a policy governance model and we draw from our experiences and insights regarding the transition process and successful implementation.

Instructional Reviews

We offer customized and comprehensive program review services to increase leadership capacity for improved student learning. Components include collection and analysis of school and student data, and recommendations for training and support.

Technology Reviews

Our technology review process examines your district-wide technology systems from infrastructure to curricular integration and provides a comprehensive, objective evaluation to increase the efficiency and effectiveness of your district technology program.

“An invaluable process—the ESD team provides perspective, expertise and practical solutions.”



Puget Sound Workers' Compensation Trust

Management of on-the-job injury claims and successful return-to-employment services

Receive professional claims management services to help injured workers return to the workplace. Trust staff also assess workplace safety and implement effective loss control programs.

Claims Service

Individualized claims management, a return-to-work program, and one-on-one contact with member districts and injured workers.

Loss Control Services

On-site assessment, consultation and assistance in the implementation of effective safety programs including loss control and safety policies, procedures, and programs.

- Costs are historically lower than the only other option, Labor and Industries.
- In-house CPA for preparation of financial statements and investment of funds.
- In-house industrial hygienist to provide an array of technical analysis and assistance.

Unemployment Pool

Unemployment cost management and reduced risks

The Unemployment Pool provides a responsive and coordinated program of self-insurance for unemployment compensation.

- Portions of operating costs are covered by the Pool's investment earnings.
- Districts' individual risks are reduced.
- Eliminates the need to keep large reserves for unemployment in the district budget.
- Member districts get immediate response and expert claims management.

Puget Sound ESD's pools and trusts leverage resources and effectively manage risk and liability of members.

Compensated Absences Liability Pool

Simplified budgeting for sick leave and vacation payment liability



The Compensated Absences Liability Pool helps participating school districts fund the liability for employees' accrued sick leave and/or vacation leave pay. You can simplify your budgeting for leave and retirement cashouts through a monthly payroll deduction.

- All funds are fully invested.
- Provides a cushion against the financial impact of employee retirement decisions.
- The monthly payroll rate can be easily budgeted.
- Meets the OMB Circular A-87 requirements for grant eligible costs for claiming accrued leave.

Construction Services Group



Construction management services for school districts

Construction Services Group (CSG) specializes in providing a “concept to completion” array of construction management related services specifically for school districts. We are prepared to support school districts from the pre-bond phase to construction closeout with a consistent process and staff. Or, districts can pick and choose from a menu of tasks to ensure a proper fit with district capabilities. A program of ESD 112, CSG is available in cooperation with Puget Sound ESD.

Project Management

CSG provides a menu of services from which school districts can choose. The client benefits by having any or all of these services provided by a single entity, including pre-bond services, post-bond/pre-design services, design period services, construction period services (owner’s representative), and post construction services.

Construction Management

CSG provides experienced construction managers to represent the district’s interests in the areas of cost control, schedule compliance and quality.

Building Commissioning

Verify that the installation and performance of selected building systems meet or exceed the specified design criteria.

Constructability Reviews

Identify potential claim or problem areas and deficiencies that may occur as a result of errors, ambiguities, omissions, discrepancies and conflicts in design documents.

School specialists who have managed more than \$800 million in construction projects.

Washington Schools Risk Management Pool

Risk management tailored to school districts

The Washington Schools Risk Management Pool (WSRMP) is a cooperative self-insurance program among Washington school districts and ESDs who have joined together to provide liability and property coverage.

Members have unique coverage features including:

- \$20 million per occurrence limits for general liability, auto liability, errors and omissions, and employment practices liability.
- \$25,000 special education administrative hearing coverage and \$200,000 special education defense costs coverage, using the Pool’s experts in special education law.
- All buses are covered at full replacement cost.
- Coverage for student drug testing.
- WSRMP’s Pre-Loss Program provides legal assistance using selected attorneys who specialize in employment or special education law.



An “innovative and successful risk management program.”

SchoolMessenger

Automatic voice notification system for emergency, attendance and general communications

Puget Sound ESD has partnered with SchoolMessenger to provide premier automatic voice notification services for emergency broadcasts, parent outreach and student attendance communications at reduced pricing.

- Voice, text and email message delivery.
- New advanced translation services convert typed text into voice and text messages in 30+ languages. Unique reverse translation feature ensures accurate and quality message verification.
- Alerts are initiated through any web browser or touchtone telephone – no special software required.
- Specific subgroups can be easily targeted and group definitions update automatically based on student management software. Support is available for complex notification scenarios.
- Fully hosted ASP or locally hosted. Various levels of usage are offered at different price levels. Emergency messages for as little as 25¢ per student
- 24/7 Support: Start-up, training and ongoing support services from SchoolMessenger personnel.
- State Bid Requirements Met: Puget Sound ESD's thorough RFP process meets all bid laws.
- Secure and Reliable: Multiple service call centers across the country ensure availability in case of regional power outage or natural disaster.

Voice notification in 30+ languages for as little as 25¢ per student

SchoolReport.org

Emergency announcements to the public via radio, TV and the Internet

Communicate emergency information to the public through the media, Internet, and by email. Multiple backup systems and customized media reports ensure your emergency information reaches your community quickly and accurately.

- Secure system available from any computer with Internet access.
- Instant reports to more than 30 local TV and radio stations. Our media partners depend on SchoolReport.org for up-to-the-minute school emergency information.
- Around-the-clock assistance provides additional layers of support for member schools. All emergency activity is monitored to ensure adequate and accurate coverage.
- SchoolReport.org is housed in environmentally controlled secure facilities equipped with multiple power supplies and Internet connectivity.



For more information on our Administrative and Financial Services, call 425-917-7604, 253-778-7604, or 1-800-664-4549 x7604.

Puget Sound ESD creates services that address all areas of early learning and K-12 education.

For a complete listing of our programs and services, visit our website: **www.psesd.org**