

**APACHE COUNTY**  
**OFFICE OF SUPERINTENDENT OF SCHOOLS**

**GOALS & OBJECTIVES 2008-2012**

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**APACHE COUNTY SUPERINTENDENT OF SCHOOLS**  
**GOALS & OBJECTIVES 2008-2012**

## **FISCAL AGENT:**

### **I. Serve as a fiscal agent to 6 unified school districts, and 4 small schools in Apache County.**

- A. Process expense and payroll checks for school district staff bi-weekly.
- B. Reconcile cash balances with the County Treasurer's office & school districts each month.
- C. Submit payroll tax withholding, wage and compensation reports to outside agencies annually.
- D. Assist in budget preparation and analysis with school districts upon request.
- E. Verify federal and state completion reports and submit to the Arizona Dept. of Education annually.
- F. Serve as fiscal agent for technology consortium grant (E-rate).
- G. Calculate tax rates based upon school district budget and property values annually.
- H. Offer trainings and technical assistance on finance software and computer applications.
- I. Notify school districts three years before the expiration of a revenue control limit override that the school district's budget must be adjusted in the final two years of the override, if the voters do not approve another override.
- J. Make a report to Superintendent of Public Instruction showing the amount of monies received from state school funds, special school district taxes and other sources, the total expenditures for school purposes and the balance on hand to the credit of each school district at the close of the school year on or before October 1 of each year.
- K. Draw warrant on the county treasurer for all necessary expenses against the school fund of the districts on the voucher of the governing board of a school district showing approved signatory.
- L. Keep a register of warrants showing the funds on which the warrants have been drawn and receipt from the person to whom the warrant was delivered.

## **SCHOOL ELECTIONS;**

### **II. Assist school districts by providing school election expertise in the following areas in conjunction with the Apache County Election Office:**

- A. Review, approve, and complete introduction on Budget Override Elections pamphlet
- B. Review, approve, and complete introduction on School Bond Elections
- C. Receive candidates filing documents for School Board Elections
- D. Appoint School Board members where vacancy occurs
- E. Train new school board members in coordination with the Arizona School Board Association.
- F. Swear-in new school board members after election in January.
- G. Contract with the Board of Supervisors for the Board of Supervisors to conduct all regular school district elections.

## **ESA PROGRAM SERVICES:**

### **III. Provide education services and support for school districts to include the following:**

- A. Deliver professional development trainings through Title II grant.
- B. Establish Long Distance Learning Lab at the St. Johns office and with school districts.
- C. Implement the Statewide Instructional Technology project to serve school districts.
- D. Sponsor annual summer academic academy where professional hours or college credits are earned
- E. Assist school districts in grant writing for special projects or discretionary programs for students and staff & County office
- F. Sponsor or host special workshops in the areas of school finance, and legal issues with state resources.
- G. Assist school districts and charter schools on the use of student data, staff development, curriculum alignment and technology, in coordination with the Dept. of Education to improve student performance.
- H. Assist school districts in meeting Adequate Yearly Progress goals as defined by criteria established by the State Board of Education and implemented by the Dept. of Education.

## **CERTIFICATION:**

### **IV. Maintain teachers and school administrators' certification records.**

- A. Assist school district staff with teacher certification requirements and registration.
- B. Update the certification records annually in July to August with school districts.
- C. Inform school districts on update certification requirements from ADE.

## **COMMUNICATION:**

### **V. Establish adequate communication lines with all school districts on a daily, weekly, monthly, and quarterly basis.**

- A. Obtain a listing of all school districts' staff listing and contact numbers by schools annually, preferably in August.
- B. Make available information that addresses current education topics of interest to school personnel.
- C. Distribute all laws, reports, circulars, instructions and forms which the CSS may receive for the use school districts.
- D. Publish a quarterly newsletter and send to all school districts.
- E. Update the County Process Analysis for distribution to schools, State Dept. of education, and other resource agencies in November of each year.

## **SPECIAL SERVICES:**

### **VI. Provide special services**

- A. Register home schoolers with the *Affidavit of Intent* form.
- B. Register out-of-school boundary students with the *Educational Convenience* form.
- C. Register college students using the *Arizona Out-of-County Residence Affidavit* form.
- D. Honor and award the County Teacher of the Year and School Administrator of the Year.
- E. Sponsor the County Spelling Bee in February of each year in coordination with school districts.
- F. Account for and monitor the Technology Business Consortium

## **CSS ADVISORY COMMITTEE**

### **VI. Establish an annual CSS Advisory Committee in July**

- A. Set quarterly meetings for the school year (*July-Sept.; Oct.-Dec.; Jan.-March; April-June*)
- B. Elect officers at the 1<sup>st</sup> meeting (*Chairperson, Clerk*)
- C. Advise CSS on fiscal management, program services, special projects, legislative issues, etc.

## **JAIL EDUCATION**

- VII. Education services will be provided for individuals under the age of 18 and special education students 18-22 yrs. of age, who are detained in the county jail, in coordination with the County Sheriff.**

## **YOUTH DETENTION CENTER**

- VIII. The CSS will monitor the Youth Detention Center youth education services, according to the IGA, and in partnership with the Courts, and Juvenile Detention Center staff.**

## **PARTNERSHIPS**

- IX. The CSS will establish partnerships with the local, county, state, and national resources to obtain appropriate services to the Apache County students and school districts.**
  - A. Attend meetings, conferences, and workshops where necessary and appropriate.
  - B. Serve at the local, state, and national organizations and associations on behalf of the school districts and the county.

## **OTHER POWERS**

- X. The CSS have such powers and perform such duties as otherwise prescribed by law per Arizona Revised Statutes.**