



Board-Initiated Administrative and Operational Diagnostic Reviews

School boards are often faced with critical financial decisions—state after state and hundreds of school districts have announced budget shortfalls that have had detrimental effects on funding. Providing solutions to this dilemma can be an arduous task as leaders today face these limitations against a backdrop of decreased funding, declining local property tax revenues, increased community expectations, and growing competition. School boards are seeking ways to maintain service delivery and find new and creative ways to balance the budget as an alternative to across the board budget cuts.

Seeking improvements in operating efficiencies and service delivery are important objectives for school districts. The need for near optimum efficiency has been exacerbated by the current state of the economy. More than three-quarters of states are struggling to offer the same level of service with decreasing resources. Therefore, school boards and administrators must seek ways to improve the method of service delivery using fewer resources. Most public organizations have been attempting to “do more with less” and have implemented the majority of the “easy” improvements to increase efficiency as well as effectiveness.

To assist school boards in identifying cost-saving and revenue-generating opportunities, Evergreen Solutions, LLC conducts a board sponsored administrative and operational diagnostic review in a timely and cost effective manner. Unlike a comprehensive management or performance review, the diagnostic review focuses on key operational areas to identify large sources of savings and increased funding. This methodology also establishes a common vocabulary and framework for the school board and district administrators to successfully plan, deliver, communicate, and integrate the change process across the entire district.

A Proven Approach to Cost Savings...

Evergreen Solutions, LLC is committed to identifying and designing integrated school district performance improvement programs. Our board sponsored diagnostic review includes these key phases:

- **Review Documentation and Databases**—Review existing reports, plans, and databases that provide the most recent information related to the functions and operations of the district to provide a framework for guiding further analysis.
- **Employee Surveys (Optional)**—Disseminate surveys to appropriate stakeholders to enable board members, administrators and teachers an opportunity to express their views about operations.
- **Peer Comparisons and Best Practices**—Facilitate ongoing improvements to overcome the challenges of a changing environmental and fiscal landscape utilizing school district best practices and comparisons to peer districts. School systems must have a clear understanding of the status of internal systems and processes. These comparisons provide valuable insights to form a basis for adopting efficient and effective practices.
- **Formal On-Site Review**—Conduct detailed interviews and focus groups on the structure and operations of the district to solicit qualitative feedback from appropriate stakeholders.
- **Potential Areas of Cost Savings or Increasing Revenues**—Evergreen analyzes its findings to identify potential cost-savings or revenue-generating improvements to present to the school board and district administrators.
- **Recommendations for Further Action**—Evergreen’s final report also identifies operational and instructional areas that would benefit from further review.

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