

NEW!  
June 2013

Pennsylvania

# ActPoint<sup>®</sup> KPI

PERFORMANCE MANAGEMENT SYSTEM

## ActPoint<sup>®</sup> KPI Performance Management System Key Performance Indicators • Benchmarking

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### Finance

- Accounts Payable
- Cash Management
- Compensation
- Financial Management
- Grants Management
- Procurement
- Risk Management

### Operations

- Food Services
- Maintenance & Operations
- Safety & Security
- Transportation

### Human Resources

### Information Technology



How does your district  
compare to others?



## ActPoint KPI Plus: 100 Key Performance Indicators

*“These Key Performance Indicators for schools will facilitate benchmarking in all aspects of school operations and provide data to enable informed decision-making in the budget process. In the “No Dollar Left Behind” world of school finance, developing a formal process of assuring the efficient use of all educational resources is increasingly critical.”*



Jay Himes, CAE  
Executive Director  
PASBO

*“Just as PVAAS provides a powerful data and analytical tool that helps inform administrators’ decisions to improve student achievement, the ActPoint KPI Performance Measurement System is now available in Pennsylvania to do the same for non-instructional areas of school district operations. Its powerful—but easy-to-use—benchmarking and predictive data modeling tools can help school district leaders think more strategically about ways their district can squeeze maximum benefit out of every taxpayer dollar.”*



Jim Buckheit  
Executive Director  
PASA

### FINANCE

- AP Cost Per \$100K Revenue
- AP Cost Per Invoice
- Cash Flow - Months Above Liquidity Baseline
- Cash Flow - Short-Term Loans Per \$100K Revenue
- Competitive Grant Funds As Percent Of Total
- Competitive Procurements Ratio
- Cooperative Purchasing Ratio
- Cost Of Risk per Student
- Debt Principal Ratio To District Revenue
- Debt Servicing Costs Ratio To District Revenue
- Expenditures Efficiency - Adopted Budget As Percent Of Actual
- Expenditures Efficiency - Final Budget As Percent Of Actual
- Fund Balance Ratio (A) Unassigned
- Fund Balance Ratio (B) Uncommitted
- Fund Balance Ratio (C) Unrestricted
- Grant Funds As Percent Of Total Budget
- Grant-Funded Staff As Percent Of District FTEs
- Investment Earnings Per \$100K Revenue
- Invoices - Days To Process
- Invoices Processed Per FTE per Month
- P-Card Purchasing Ratio
- PALT For Informal Solicitations
- PALT For Invitations for Bids
- PALT For Requests for Proposals
- Pay Checks Processed Per FTE per Month
- Payroll Cost Per \$100K Spend
- Payroll Cost Per Pay Check
- Procurement Cost Per \$100K Spend
- Procurement Cost Per Purchase Order
- Procurement Savings Ratio
- Returned Grant Funds Per \$100K Grant Revenue
- Revenues Efficiency - Adopted Budget As Percent Of Actual
- Revenues Efficiency - Final Budget As Percent Of Actual
- Strategic Sourcing Ratio
- Warehouse Operating Expense Ratio
- Warehouse Stock Turn Ratio
- Workers’ Compensation Cost Per \$100K Payroll Spend
- Workers’ Compensation Cost Per Employee
- Workers’ Compensation Lost Work Days Per 1,000 Employees

### HUMAN RESOURCES

- Substitute Placement Rate
- Teacher Absences Per Teacher
- Teacher Retention - Average For 1-5 Years
- Teacher Vacancies On First Day of School
- Time To Fill Vacancies - Instructional Support
- Time To Fill Vacancies - Non-School Exempt
- Time To Fill Vacancies - Non-School Non-Exempt
- Time To Fill Vacancies - School-Based Exempt
- Time To Fill Vacancies - School-Based Non-Exempt
- Time To Fill Vacancies - Teachers

### You have 3 subscription options for ActPoint KPI:

1. PRO Measures (500+) - [www.actpoint.com/PAMeasures](http://www.actpoint.com/PAMeasures)
2. Plus Measures (100) - see list
3. Standard Measures (50) - [www.actpoint.com/PAMeasures](http://www.actpoint.com/PAMeasures)

See the back panel for more information. Measures subject to change.

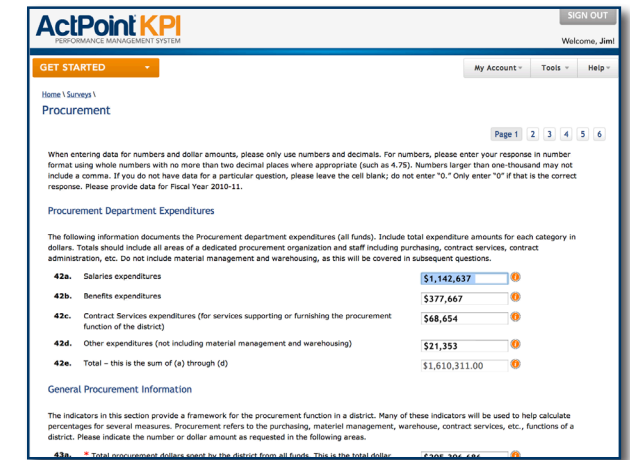
### OPERATIONS

- Accidents - Miles Between Accidents
- Accidents - Miles Between Preventable Accidents
- Breakfast Participation Rate (Districtwide)
- Bus Equipment - GPS Tracking
- Bus Fleet - Alternatively-Fueled Buses
- Bus Fleet - Average Age Of Fleet
- Bus Fleet - Daily Buses As Percent Of Total Buses
- Bus Fleet In Service Daily
- Bus Usage - Daily Runs Per Bus
- Cost Per Bus
- Cost Per Meal
- Cost Per Mile Operated
- Cost Per Rider
- Custodial Work - Cost Per Square Foot
- Custodial Workload
- Food Cost Per Meal
- Food Cost Per Revenue
- Fund Balance As Percent Of Revenue
- Incidents - Assault/Battery Incidents Per 1,000 Students
- Incidents - People Incidents Per 1,000 Students
- Labor Costs Per Revenue
- Lunch Participation Rate (Districtwide)
- M&O Cost Per Student
- M&O Costs Percent Of District Budget
- Major Maintenance - Cost Per Student
- Meals Per Labor Hour
- On-Time Performance
- Personnel - Buses per Mechanic
- Renovations - Cost Per Student
- Routine Maintenance - Cost Per Square Foot
- S&S Expenditures Per 1,000 Students
- S&S Expenditures Percent Of District Budget
- S&S Staff Per 1,000 Students
- Supper Participation Rate (Districtwide)
- Total Costs As Percent Of Revenue
- Utility Costs - Cost Per Square Foot
- Work Order Completion Time (Days)

### INFORMATION TECHNOLOGY

- Devices - Advanced Presentation Devices Per Teacher
- Devices - Average Age Of Computers
- Devices - Computers Per Employee
- Devices Per Student
- IT Spending Per Student
- IT Spending Percent Of District Budget
- IT Spending Spending Per District FTE
- Network - Bandwidth Per Student
- Network - Bandwidth Per User
- Support - Break/Fix Staffing Cost Per Ticket
- Support - First Contact Resolution Rate
- Support - Help Desk Call Abandonment Rate
- Support - Help Desk Staffing Cost Per Ticket
- Support - Mean Time To Resolve Tickets

### Step 1: Enter Raw Data



### Step 2: Review District Performance



### Step 3: Compare Measure Performance



How do you compare to others?

## Save Money

Actual cost savings from CGCS districts

- **Albuquerque Public Schools (NM)** used ActPoint KPI metrics as a tool in negotiations with its utility service provider, ultimately saving the district \$200,000 a year.
- **Rochester School District (NY)** used the system to make bus routes more efficient, slashing more than \$1 million from transportation costs.
- **Cincinnati Public Schools (OH)** tapped KPI's to revamp staffing, supply and training practices in food and custodial services. Together, these changes have saved the district between \$10 million and \$12 million a year.
- **Orange County Public Schools (FL)** compared its transportation metrics to those in similar districts, ultimately concluding that it did not need 271 of its buses. Those buses are now being sold, and the revenue from the sales is estimated to be as much as \$1.9 million.
- *How much can your district save?*

## About ActPoint KPI

ActPoint KPI business intelligence tools include state-of-the-art key performance indicators (KPI) developed by the Council of the Great City Schools (CGCS) and automated through the advanced technology of TransACT Communications, Inc. The system includes smart surveys, automated calculations, KPIs, dashboards, and predictive modeling tools that can power the improvement of non-instructional operations of public school districts nationwide. CGCS designed the KPIs using metric definition worksheets based on Six Sigma process, and include data sources, metric explanations, and complex raw data equations. The TransACT cutting edge software and modeling tools drives the unique data to produce valuable



benchmarks and dashboards. Together, the innovation and expertise of these two high-energy organizations result in a fully automated performance management system like none other in public education today.



ActPoint KPI. *How do you compare?*

## Benchmark

Select a measure and compare your district's performance to others. Using the ActPoint automated system, raw data is converted into benchmark graphs so you can easily see how your district stands, by ranking and quartile. Every district is assigned a unique anonymous district number.



## View Narrative

Narratives provide powerful guidance on each measure. Narratives include metric definitions, why the measure is important, factors that influence the measure, and measure formulas.

**2009-2010 Cost per student (ACCRA adjusted)**

View Narrative | Filters | Data Modeling

**Description:**  
All transportation expenditures - direct salaries, fuel, insurance-liability, insurance-workers' compensation, facility costs, capital/debt service, transportation contract costs divided by number of expected riders on a daily basis.

**Factors that influence:**

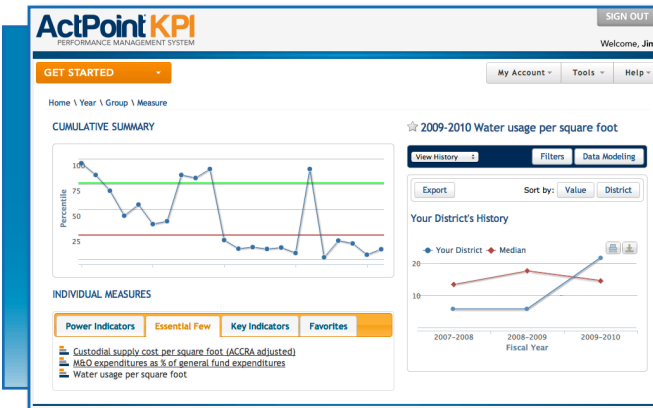
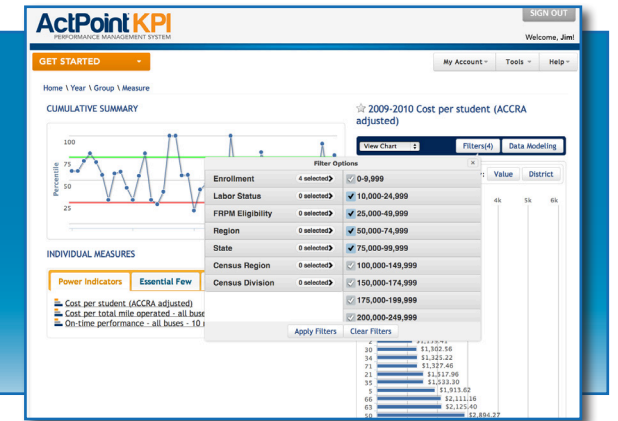
- Driver wage and benefit structure and labor contracts
- Cost of the fleet, including fleet replacement plan, facilities, insurance and maintenance also play a role in the basic cost
- Effectiveness of the routing plan
- Ability to use each bus for more than one route or run each morning and each afternoon
- Bell schedule
- Transportation department input in proposed bell schedule changes
- Maximum riding time allowed and earliest pickup time allowed
- Contracted service costs
- Types of transported programs served

**Why use it:**  
This measure is an indicator of the cost efficiency of a pupil transportation program. It allows a baseline comparison across districts that will inevitably lead to further analysis based on a district's placement. A greater than average cost per student may be appropriate based on specific conditions or program requirements in a particular district. A less than average cost per student may indicate a well-run program, or favorable conditions in a district.

ACCRA is an acronym for American Chambers of Commerce Research Association. This organization produces a Cost of Living Index to provide a useful and reasonably accurate measure to compare cost of living differences among urban areas. We divided all measures that resulted in a dollar amount by the ACCRA factor for the region in order to normalize data across regions. For additional information, please go to [www.ccli.org](http://www.ccli.org).

## Filter Results

Narrow your benchmark results to include districts that matter the most to you. You can choose the filter criteria from district enrollment size, labor status (union or right to work), poverty level, geographic region, census region or simply state. The results are powerful, and the system only gives you the districts you want to include.



## Year-over-Year

Which way is the needle moving for your district's historical performance on each measure? Find out quickly by using the year-over-year tool. For each measure, you have the ability to see plotted historical values, and corresponding median values for your targeted groups to determine if the needle is moving in the right direction.

## Create Favorite Districts - Your Peer Districts

Hand-select your favorite peer districts and create custom benchmark graphs and reports. Narrow your districts to include only the ones that are relevant; providing you with the ability to approach a measure with laser-like focus. Peer groups give you the ability to see median measurements and quartile ranking for your peers.



What are you going to do about it?

## Move the Needle



Use the ActPoint KPI suite of business intelligence tools to "Move the Needle" and improve non-instructional operations in K-12 school systems. The easy-to-use web-based system provides smart surveys, automated calculations, key performance indicators (KPI's), dashboards, predictive data modeling and a host of reporting options for school administrators to radically change operational performance in school systems big and small.

## Business Intelligence Tools

With ActPoint KPI, you will achieve better results with sophisticated business intelligence tools so you can now make rapid, high-value, high-impact decisions easily. Go into management and Board meetings fully prepared with benchmark data and recommendations based on high-performing districts around the country. You will be armed and prepared.

## Manage for Results

ActPoint KPI gives you all the tools you need to lead your district in the right direction. Manage for Results means that you make a difference; you can Move the Needle. It means that you make decisions based on data; and your success leads to better learning opportunities for all students in America's schools.

## The ActPoint KPI Experience

- User Management - Access by Role
- Support from TransACT (Live Help, Phone, Email, FAQ's, Self-Service Videos)
- Support from CGCS (survey support, outlier and data cleansing, KPI development)
- Personalized by Name and Role
- Safe and Secure - Individual Login Access
- Favorites Dashboard - Measures and Districts
- Color-Coded EKG Performance Dashboard
- Export to PDF, Excel and Copy/Paste
- Zoom Tool
- Desktop Shortcut

## iPad Friendly

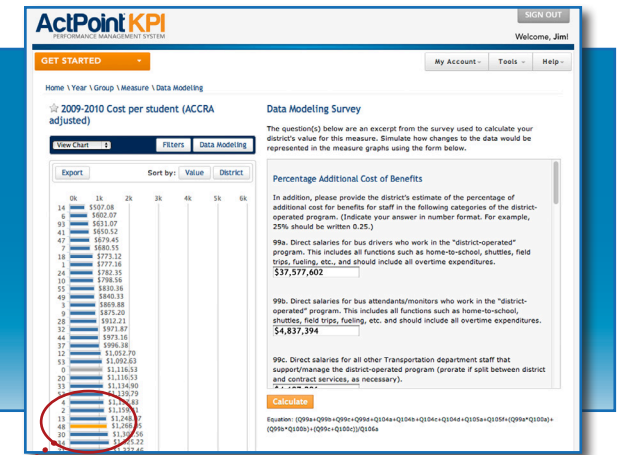
Use ActPoint KPI on your tablet device, including the iPad. This is the perfect option to access the system in meetings or on the go. Available 24/7 through your internet or mobile connection.



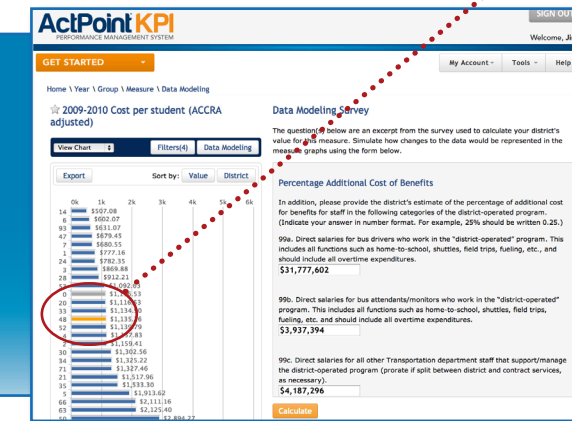
Android, iPad, and tablet device friendly

## Predictive Data Modeling

Data is what it is. Or is it? A few mouse clicks takes you from the benchmark graph to a view of the disaggregated raw data that make up the calculated value in the graphs. The ActPoint Data Modeling tool now allows you to change raw data (temporarily), recalculate a measure and see if the benchmarking data changes.



Before



After

## Budgeting and Forecasting

The Predictive Data Modeling feature gives you immediate feedback if the needle moved from x to y...as you predicted. This gives you powerful budgeting and forecasting capabilities. You can even export your data modeling graph to present to the Board and management teams.

**Narrative**

**Description:**  
All transportation expenditures – direct salaries, fuel, insurance-liability, insurance-workers' compensation, facility costs, capital/debt service, transportation contract costs divided by number of expected riders on a daily basis.

**Factors that influence:**

- Driver wage and benefit structure and labor contracts
- Cost of the fleet, including fleet replacement plan, facilities, insurance and maintenance also play a role in the basic cost
- Effectiveness of the routing plan
- Ability to use each bus for more than one route or run each morning and each afternoon
- Bell schedule
- Transportation department input in proposed bell schedule changes

**Transportation: Cost per Student**

## Reporting

Creating custom reports is incredibly easy in ActPoint. A new reporting wizard allows you to completely customize your reports by selecting measures, selecting your benchmark districts, adding personal notes and observations and then creating a professional report with cover page and table of contents. The report can be exported to Adobe Acrobat and includes bookmarks. You can save reports in your personal ActPoint dashboard for later use and retrieval.



## Measure • Compare • Manage

Your Data, Your KPI's

With ActPoint KPI, you will achieve better results with sophisticated business intelligence tools so you can now make rapid, high-value, high-impact decisions easily. Go into management and Board meetings fully prepared with benchmark data and recommendations based on high-performing districts around the country. You will be armed and prepared.

*How do you compare to other districts?*  
Once you know where you stand,  
**Manage for Results!**

### Ordering Options

1. PA Standard - 50 measures
2. PA Plus - 100 measures\*
3. PA PRO - 500+ measures\*

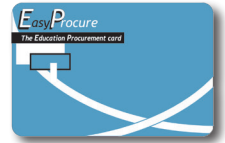
\*For a list of current measures, go to:  
[www.actpoint.com/PAMEASURES](http://www.actpoint.com/PAMEASURES)  
Education pricing based on district student enrollment.  
For district pricing, go to: [www.actpoint.com/PA](http://www.actpoint.com/PA)

### Support

Included in your annual license.

- Phone
- Email
- Live Help
- Online Training Webinars
- Self-Service Training Videos
- FAQ's
- Designated Account Manager

Easy Procure card welcome here!



### Pennsylvania ActPoint KPI What's Included:

1. District-Wide Site License
2. Online Access
3. Web Application Updates
4. Unlimited Users
5. Premium Support
6. 3-Year Price Protection

## How To Order:

Submit a PO to TransACT:

Fax: (425) 776-3377

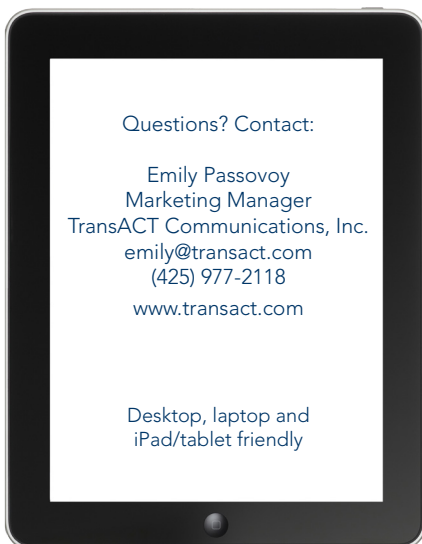
- or -

Order online: [www.actpoint.com/PA](http://www.actpoint.com/PA)

TransACT Tax ID: 91-1623341

### For:

- District Board
- Superintendent
- Deputy and Chiefs
- Directors
- Managers
- Executive Staff



### About TransACT

TransACT currently serves more than 3,500 school districts with its web-based subscription services, including the state of the art ActPoint<sup>®</sup> KPI system, TransACT<sup>®</sup> Parent Notices, Civil Rights Essentials, Section 504 Compliance Collection and EduPortal<sup>®</sup> e-Convene<sup>™</sup> Paperless Board Meetings.

TransACT is also known in the K-12 market for its translated parent notices, providing legally-required parent notices in 22 languages through its web-based subscription system. The company is 19+ years old and is based just north of Seattle, WA. For more information, go to [www.transact.com](http://www.transact.com).

### About the Council of the Great City Schools

The Council of the Great City Schools is the nation's primary coalition of large urban school districts. Its mission is to assist its members in teaching all their students to the highest standards; strengthening their leadership, governance, and management; and building the public's confidence in our schools. For more information, go to [www.cgcs.org](http://www.cgcs.org).



Council of the Great City  
Schools in partnership with  
TransACT.