



Performance Metrics Book

Quarter 4

2015-2016

Compiled by Data Analytics & Control

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Dallas ISD Performance Metrics Book

Goal Lines: Goal lines are determined by each department in order to measure their own improvement.

Goal lines are plotted as follows:

Met goal for entire quarter: 


Met goal for at least one month in quarter: 

Did not meet goal for entire quarter: 


Council of the Great City Schools (CGCS) in the Performance Metrics Book

CGCS Median: Cost related measures apply the cost of living index for each individual district in the ACTPOINT KPI online tool.

The CGCS Median is based on annual 2013-2014 data.

CGCS Median for applicable measures is notated with: 

CGCS Best Performance: The CGCS Best Performance is based on annual 2013-2014 data and reflects the data from the highest performing district out of the CGCS districts.

CGCS Best Performance for applicable measures is notated with: 

CGCS

About: The Council of the Great City Schools is the only national organization exclusively representing the needs of urban public schools. Composed of 68 large city school districts, its mission is to promote the cause of urban schools and to advocate for inner-city students through legislation, research and media relations. The organization also provides a network for school districts sharing common problems to exchange information, and to collectively address new challenges as they emerge in order to deliver the best possible education for urban youth. - Source: Council of the Great City Schools website

Member Districts: Albuquerque, Anchorage, Arlington (Texas), Atlanta, Austin, Baltimore, Birmingham, Boston, Bridgeport, Broward County (Ft. Lauderdale), Buffalo, Charleston County, Charlotte-Mecklenburg, Chicago, Cincinnati, Clark County (Las Vegas), Cleveland, Columbus, Dallas, Dayton, Denver, Des Moines, Detroit, Duval County (Jacksonville), El Paso, Fort Worth, Fresno, Guilford County (Greensboro, N.C.), Honolulu, Hillsborough County (Tampa), Houston, Indianapolis, Jackson, Jefferson County (Louisville), Kansas City, Long Beach, Los Angeles, Miami-Dade County, Milwaukee, Minneapolis, Nashville, New Orleans, New York City, Newark, Norfolk, Oakland, Oklahoma City, Omaha, Orange County (Orlando), Palm Beach County, Philadelphia, Pittsburgh, Portland, Providence, Richmond, Rochester, Sacramento, San Antonio, San Diego, San Francisco, Santa Ana, Seattle, Shelby County (Memphis), St. Louis, St. Paul, Toledo, Washington, D.C., and Wichita.

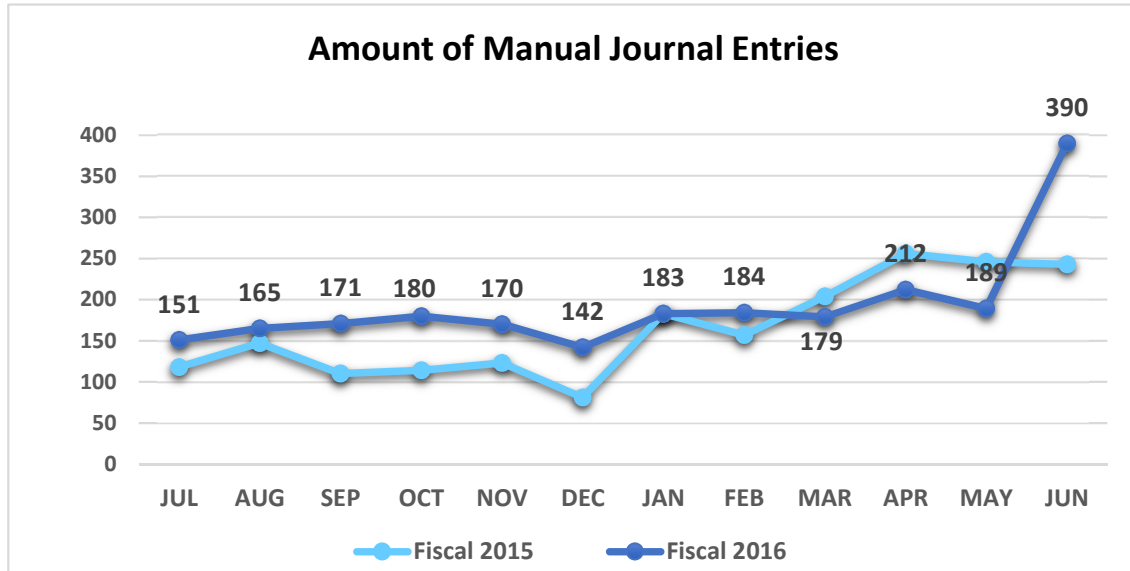
Accounting Services

Mission Statement

To provide accurate and timely information and support to campuses and departments in a professional positive manner so that the district's focus can remain on education of all children.

A1- Amount of Manual Journal Entries

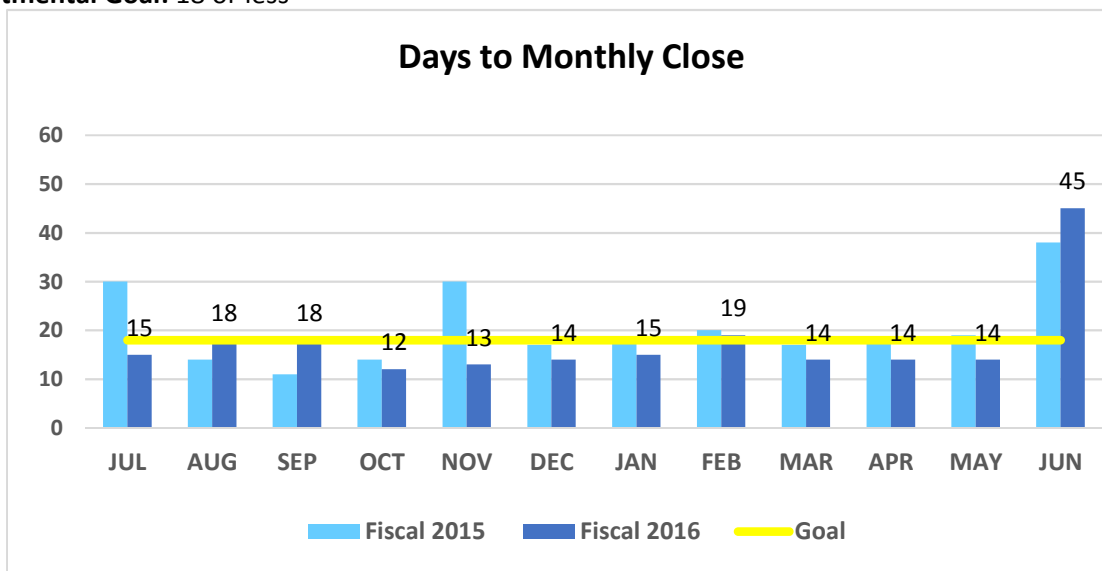
Definition: The number of monthly manual journal entries.



A2 - Days to Monthly Close

Definition: The monthly number of days to close the general ledger by module. It is important to note that Fixed Assets will reflect zero days between July and October. The module remains open until the District's audit is complete.

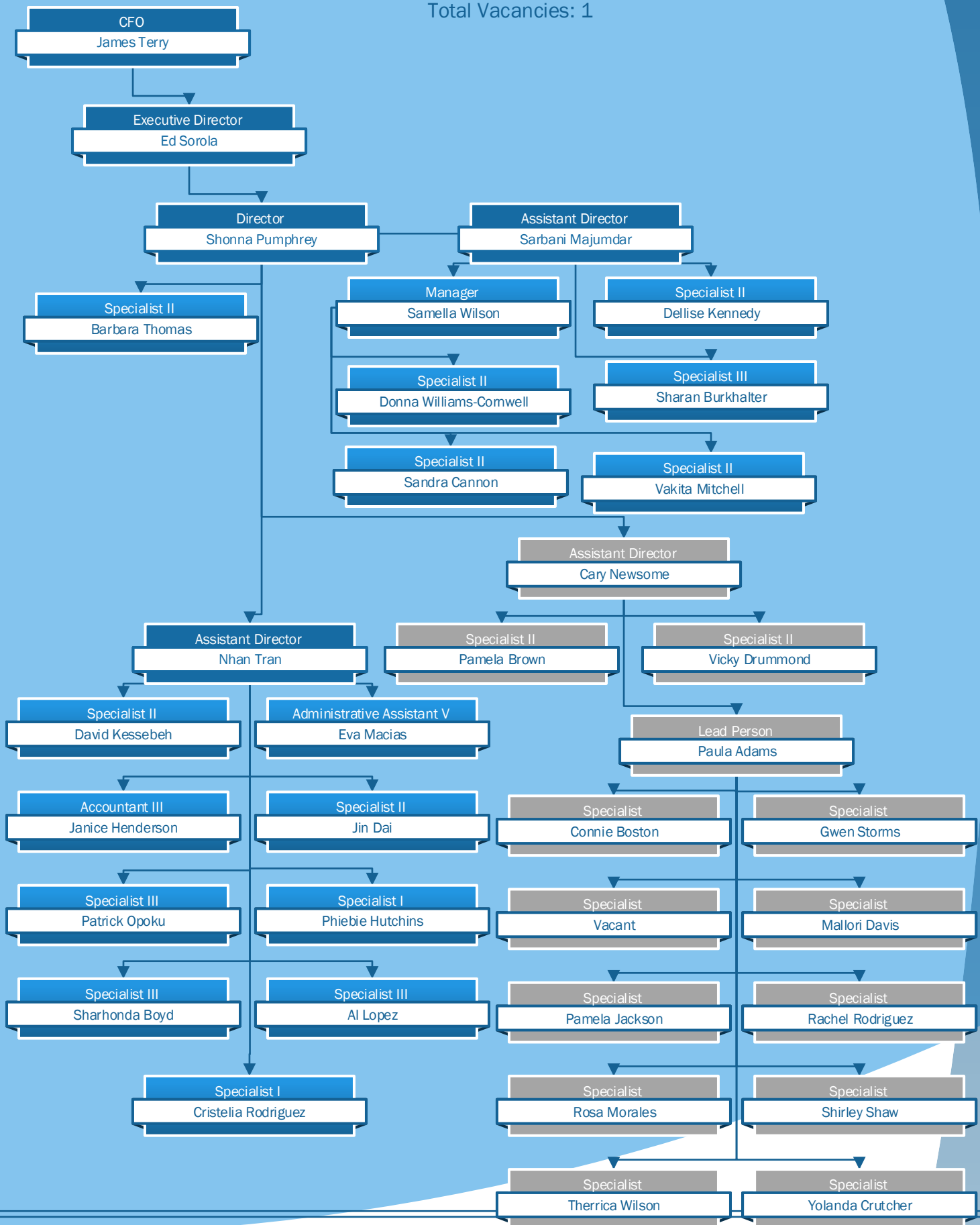
Departmental Goal: 18 or less



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Total FTEs: 33

Total Vacancies: 1



Accounts Payable

Mission Statement

To provide accurate and timely information and support to campuses and departments in a professional positive manner so that the district's focus can remain on education of all children.

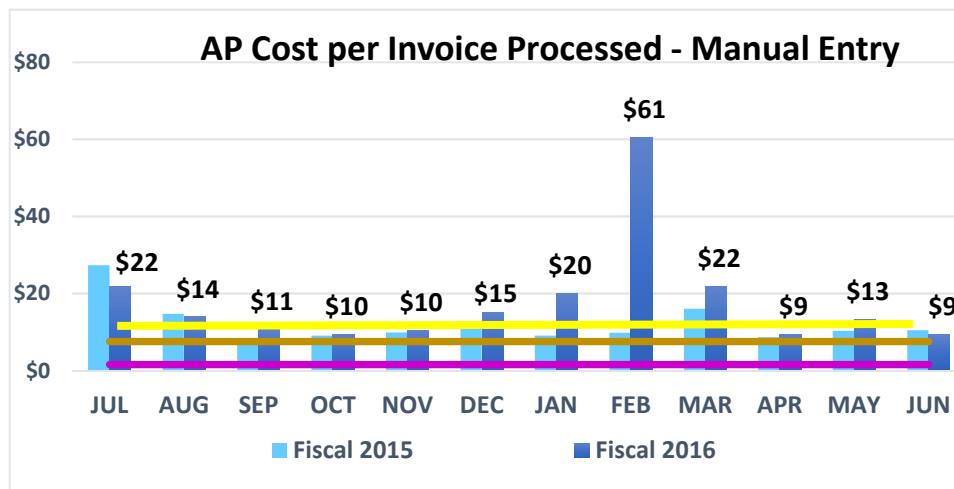
B1a - AP Cost per Invoice Processed - Manual Entry

Definition: Monthly operational costs divided by total number of invoices processed by the AP Department from creation date on a monthly basis through manual entry.

CGCS Median: \$8

CGCS Best Performance: \$2

Departmental Goal: \$10 or less



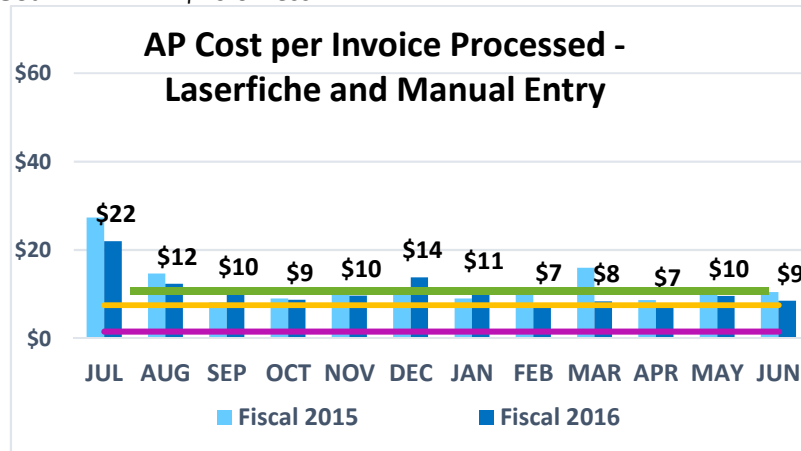
B1b - AP Cost per Invoice Processed - Laserfiche and Manual Entry

Definition: Monthly operational costs divided by total number of invoices processed by the AP Department from creation date on a monthly basis through Laserfiche and manual entry.

CGCS Median: \$8

CGCS Best Performance: \$2




Departmental Goal: \$10 or less

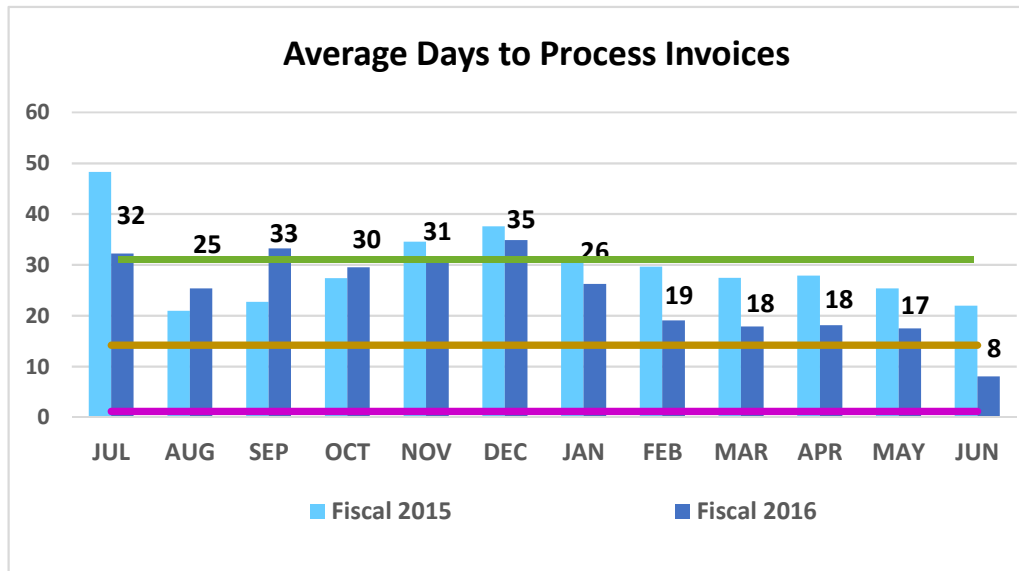


Footnote: The CGCS Median is based on annual 2013-2014 data. In addition, cost related measures apply the cost of living index for each individual district in the ACTPOINT KPI online tool.



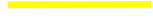
Accounts Payable

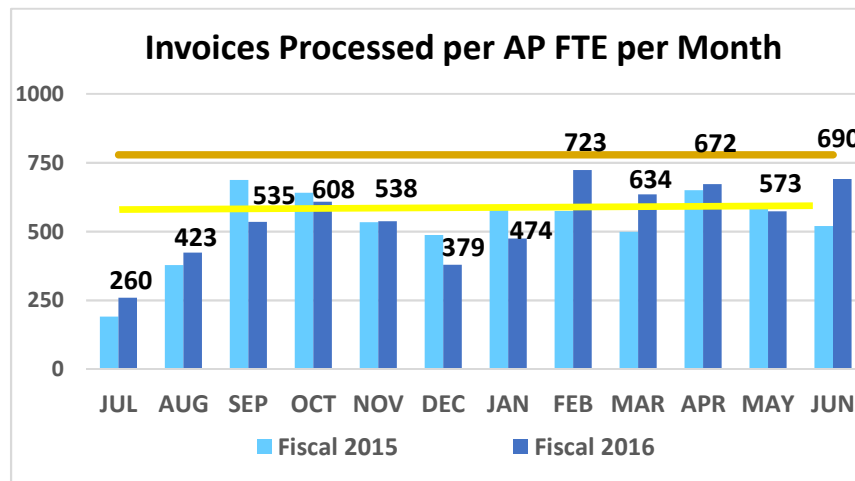
B2 - Average Days to Process Invoices*

Definition:	Time (in days) from invoice date to complete processing (GL date).	
CGCS Median:	14	
CGCS Best Performance:	1	
Departmental Goal:	30 or less	



B3 - Invoices Processed per AP FTE per Month*




Definition:	Sum of monthly invoicing based on creation date divided by monthly departmental FTE count.	
CGCS Median:	778	
CGCS Best Performance:	2,564	
Departmental Goal:	600 or more	

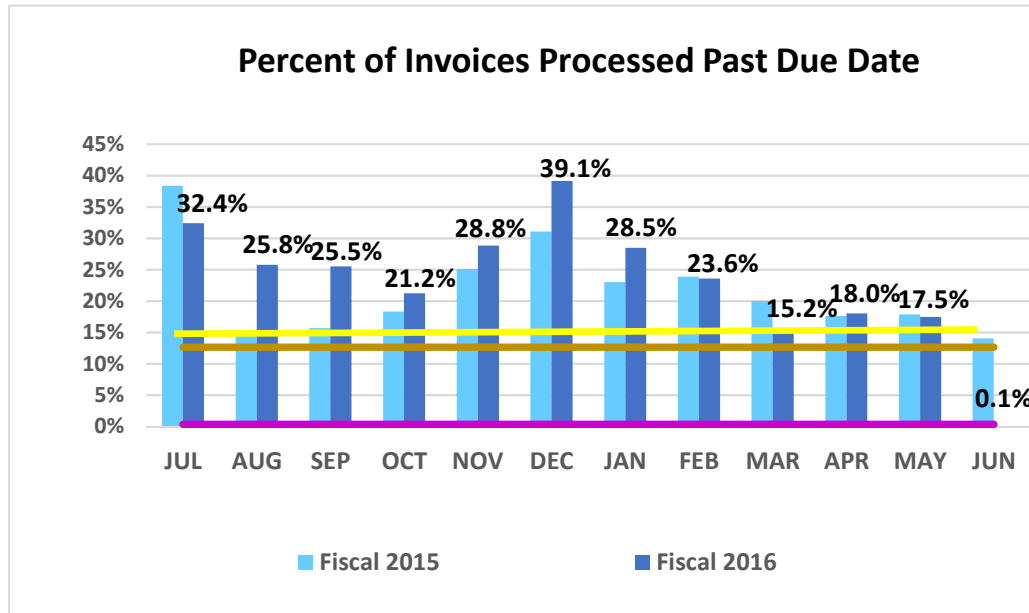


*Data reflects invoices processed through Laserfiche and manual entry retroactively for fiscal 2016

Accounts Payable

B4 - Percent of Invoices Processed Past Due Date*

Definition:	Percent of invoices processed 30 days beyond invoice date.		
CGCS Median:	13%		
CGCS Best Performance:	0%		
Departmental Goal:	15% or less		

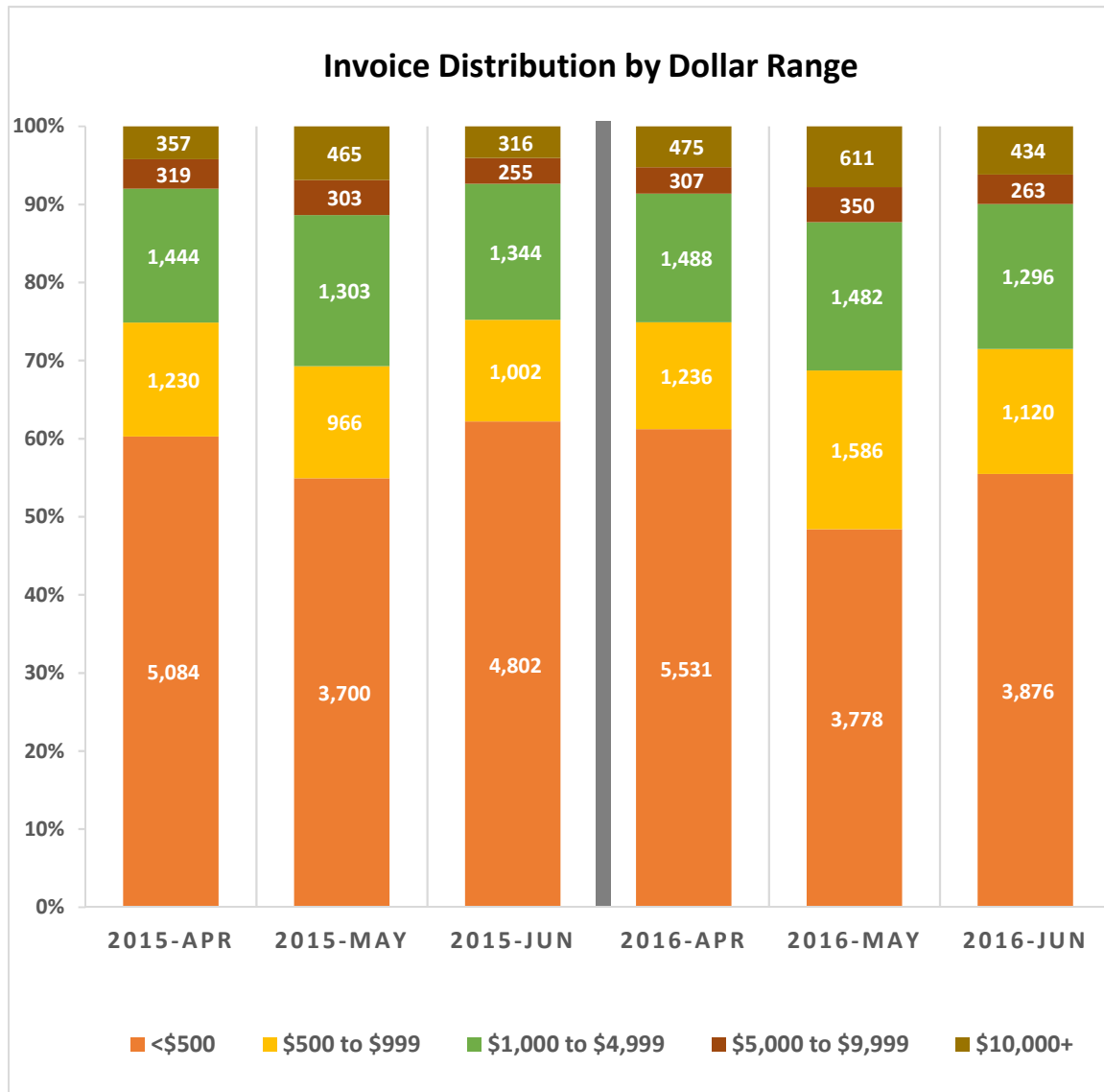


*Data reflects invoices processed through Laserfiche and manual entry retroactively for fiscal 2016

Accounts Payable

B5 - Invoice Distribution by Dollar Range*

Definition: Count of invoices by distribution and dollar range.

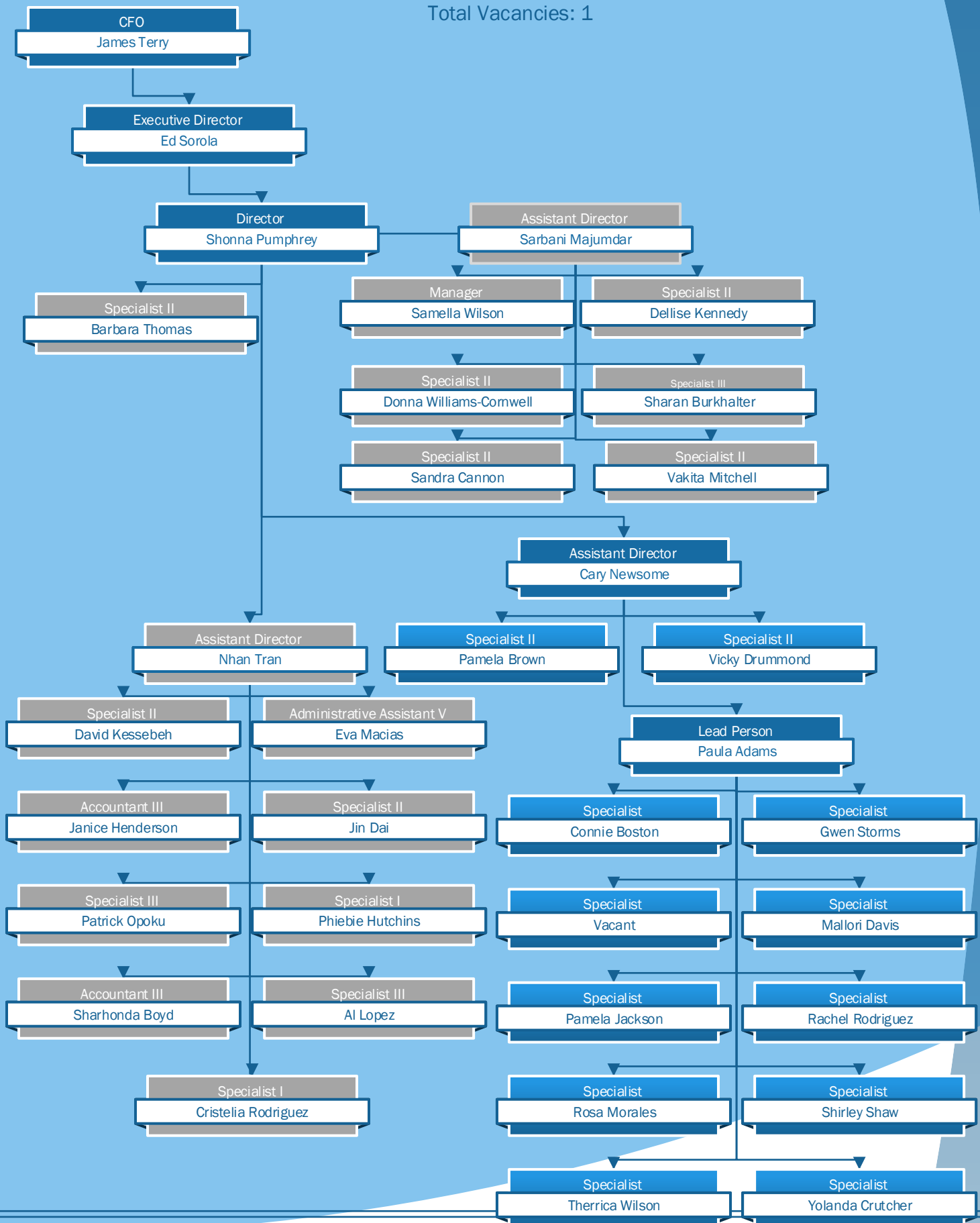


*Data reflects invoices processed through Laserfiche and manual entry retroactively for fiscal 2016

Accounting Services – Accounts Payable

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Total FTEs: 33
Total Vacancies: 1



Finance and Accounting Support to Campuses

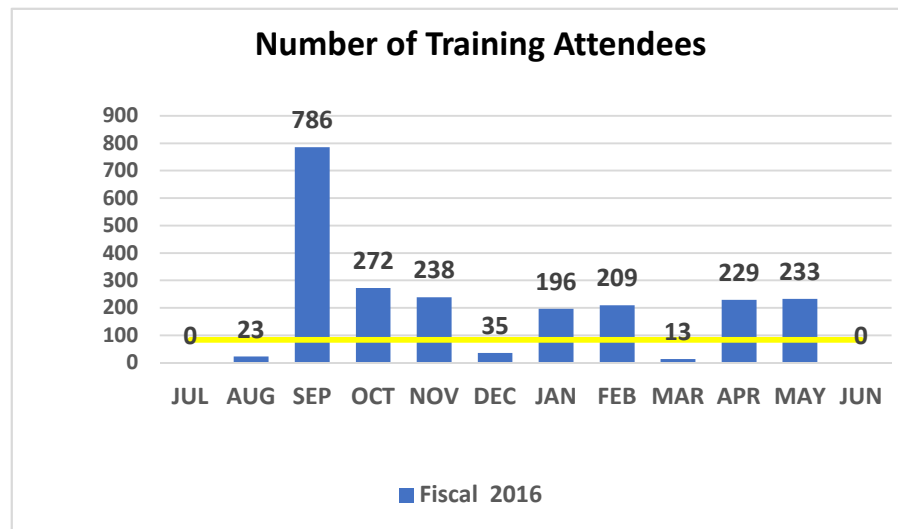
Mission Statement

To provide accurate and timely information and support to campuses and departments in a professional positive manner so that the district's focus can remain on education of all children.

C1 -Number of Training Attendees

Definition: The number of district employees who attend FASC trainings per month.

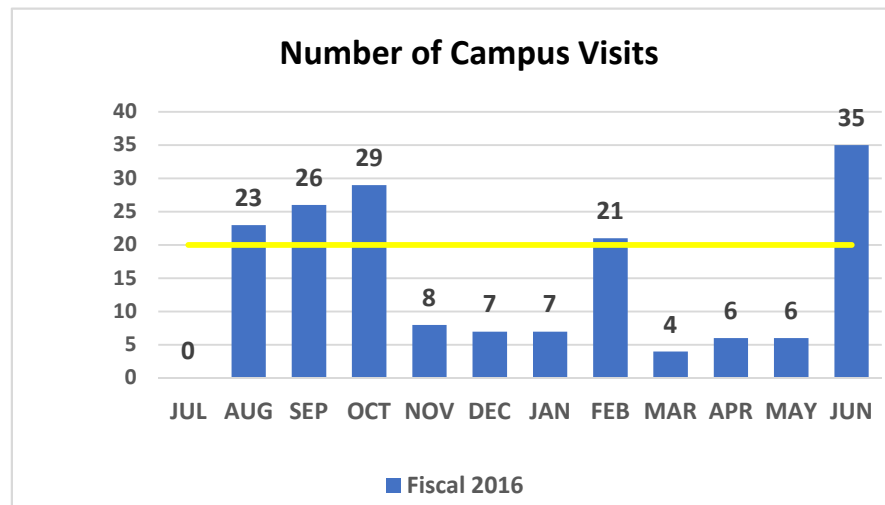
Departmental Goal: 84 or more



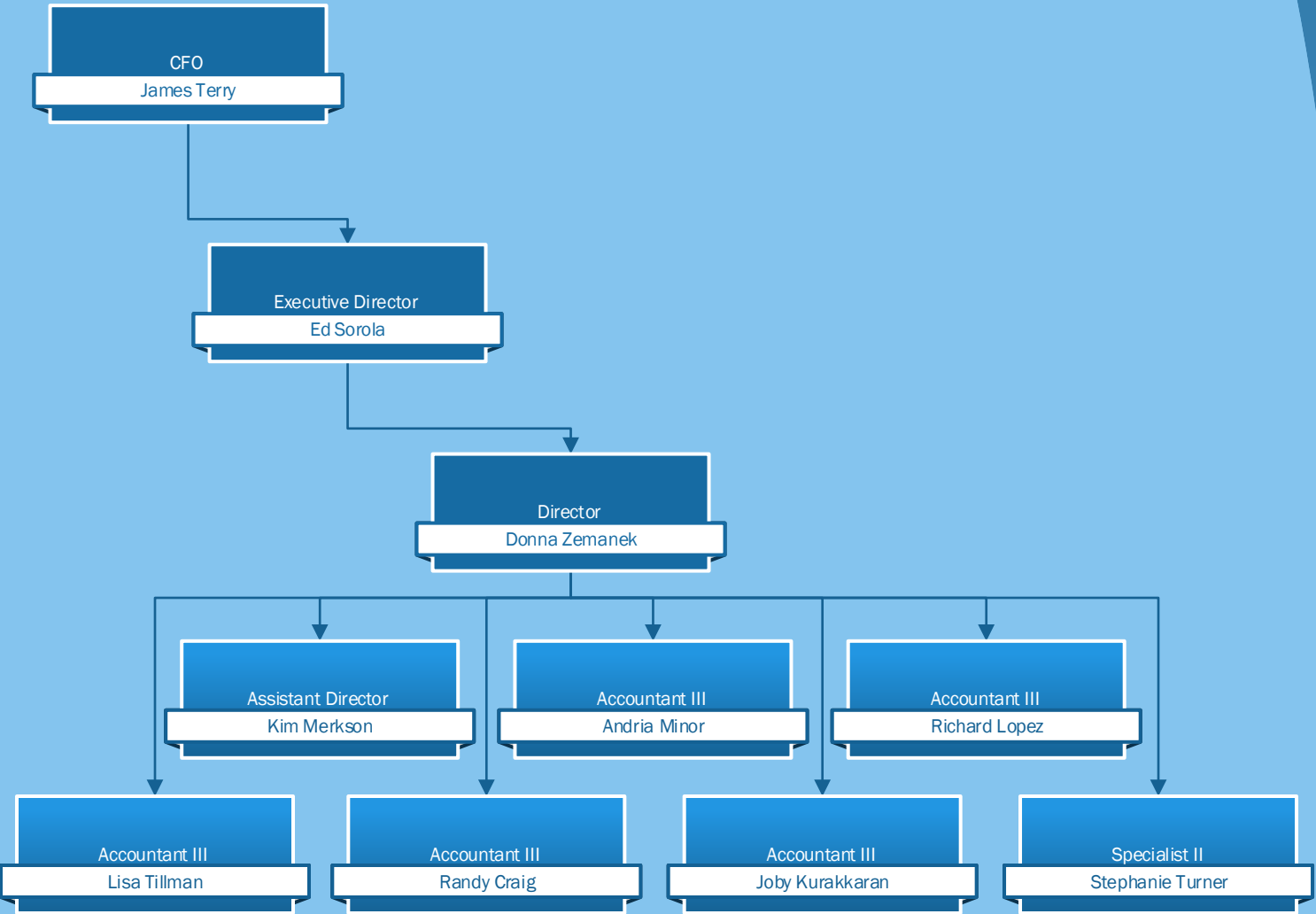
C2 - Number of Campus Visits

Definition: The number of campus visits made by FASC employees per month.

Departmental Goal: 20 or more



Total FTEs: 8
Total Vacancies:0



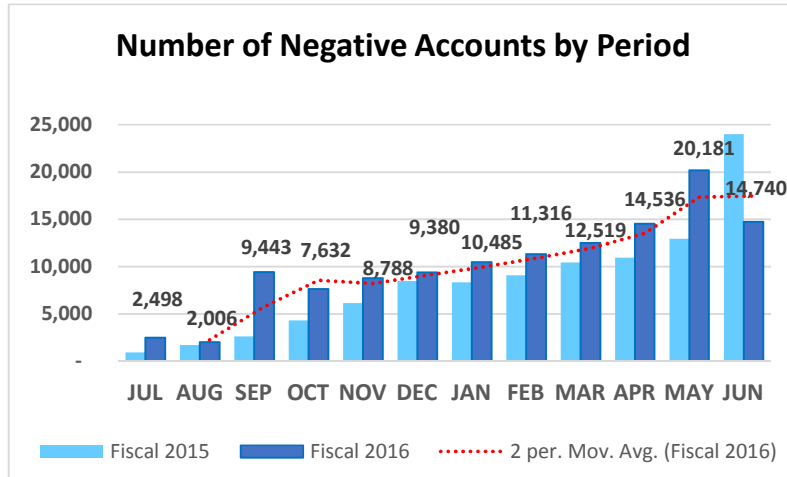
Budget Services

Mission Statement

The Budget Services Department provides financial planning, budget analysis, and budget monitoring in order to facilitate financial decisions that support the educational goals of the District.

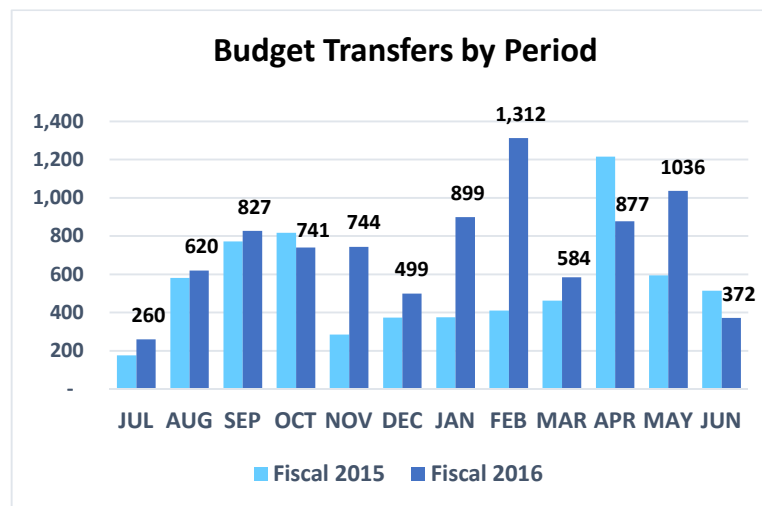
D1 - Number of Negative Accounts by Period

Definition: The number of negative 199 fund accounts month over month.



D2 - Budget Transfers by Period

Definition: The number of 199 fund transfers month over month.

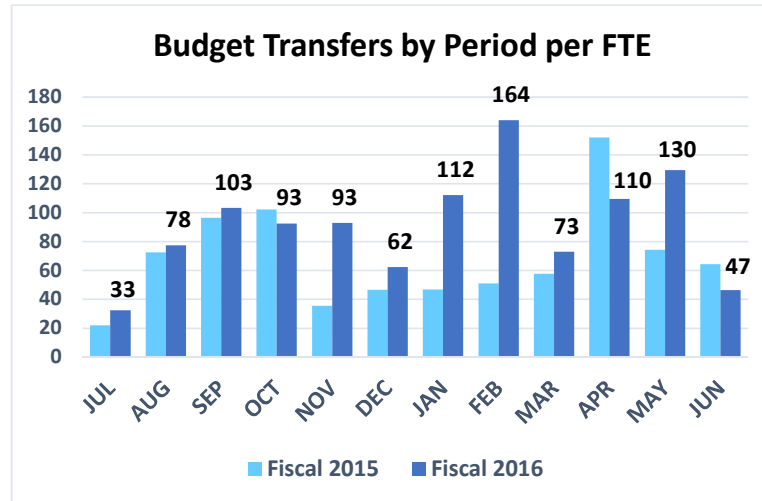


Budget Services

D3 -Budget Transfers by Period per FTE

Definition:

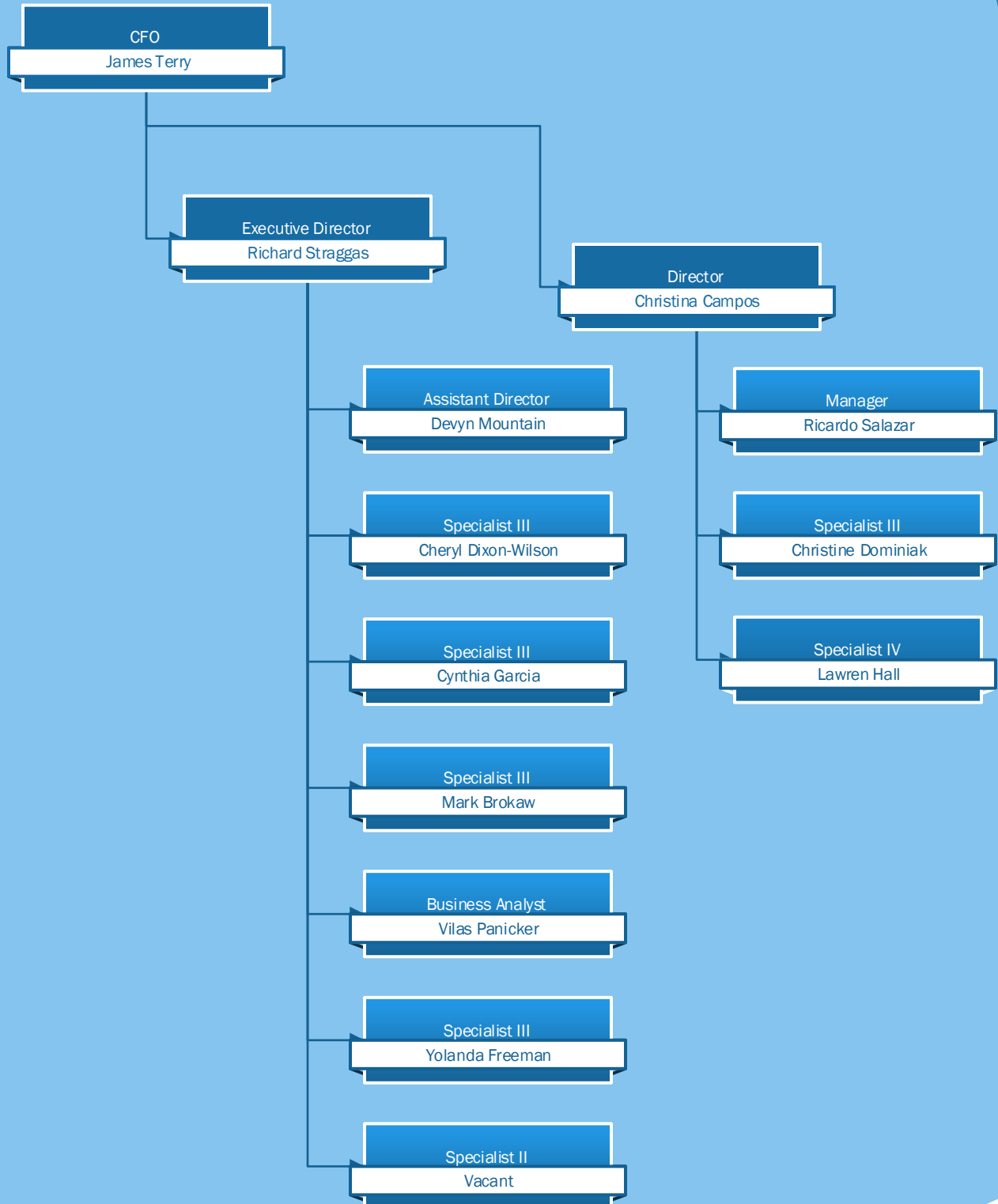
The number of 199 fund transfers month over month divided by the number of FTEs that process transfers (8 FTEs).



Budget Services

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Total FTEs: 12
Total Vacancies: 1



Special Revenue Funds Management

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Mission Statement


Dallas ISD has been awarded more than \$180 million in special revenue funds. Funds are used to achieve the district's mission of educating students for success. Responsibilities of Special Revenue Funds Management (SRFM) include preparing, maintaining, and monitoring budgets, financial reporting, and assisting program managers with grant guidelines.

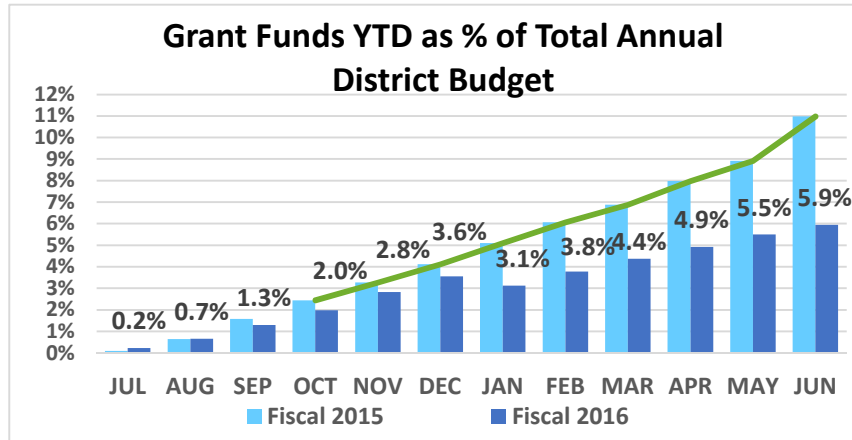
E1 - Grant Funds YTD as % of Total Annual District Budget

Definition: Total grant funds expenditures YTD, divided by total annual district operating revenue (180-199).

CGCS Median: 12.8% 

CGCS Best Performance: 53% 

Departmental Goal: Moving goal month-over-month provided by department 




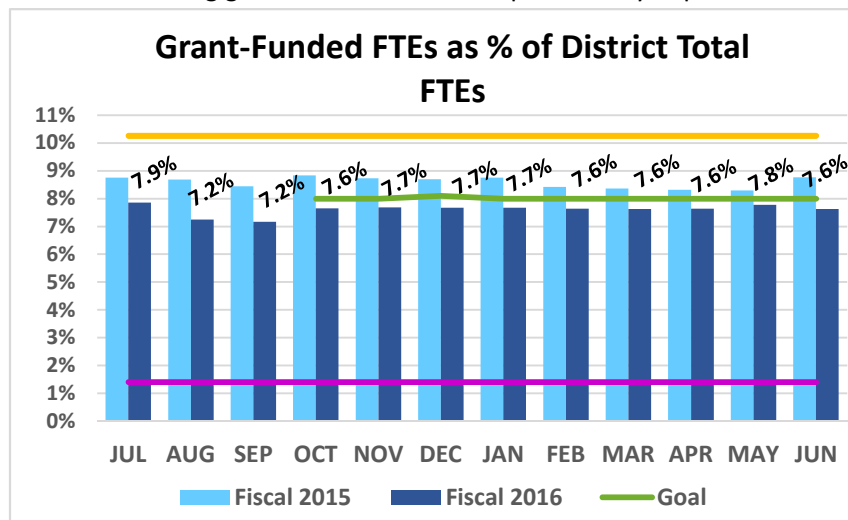
E2 - Grant-Funded FTEs as % of District Total FTEs

Definition: Number of grant-funded staff (FTEs), divided by total number of district employees (FTEs). This measure shows the level of dependency on grant funds for district personnel funding.

CGCS Median: 10.3% 

CGCS Best Performance: 1.4% 

Departmental Goal: Moving goal month-over-month provided by department 



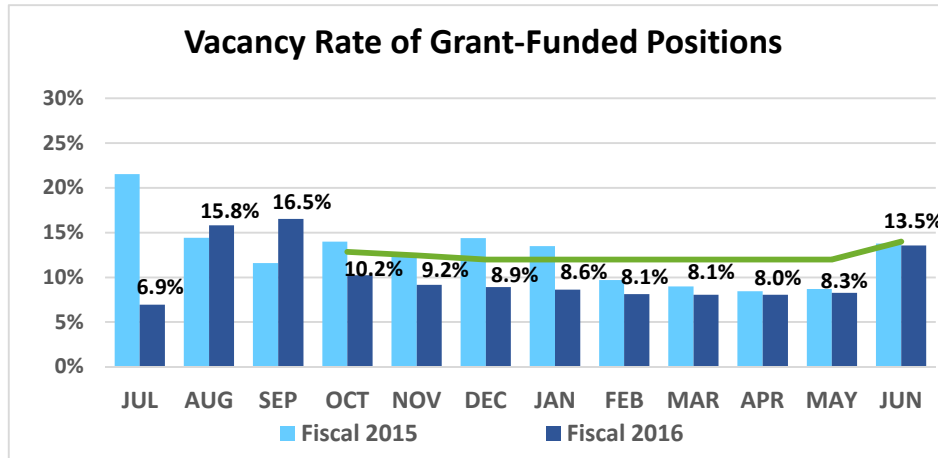
Special Revenue Funds Management

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E3 - Vacancy Rate of Grant-Funded Positions

Definition: Total number of monthly vacant grant positions divided by the total number of monthly grant positions.

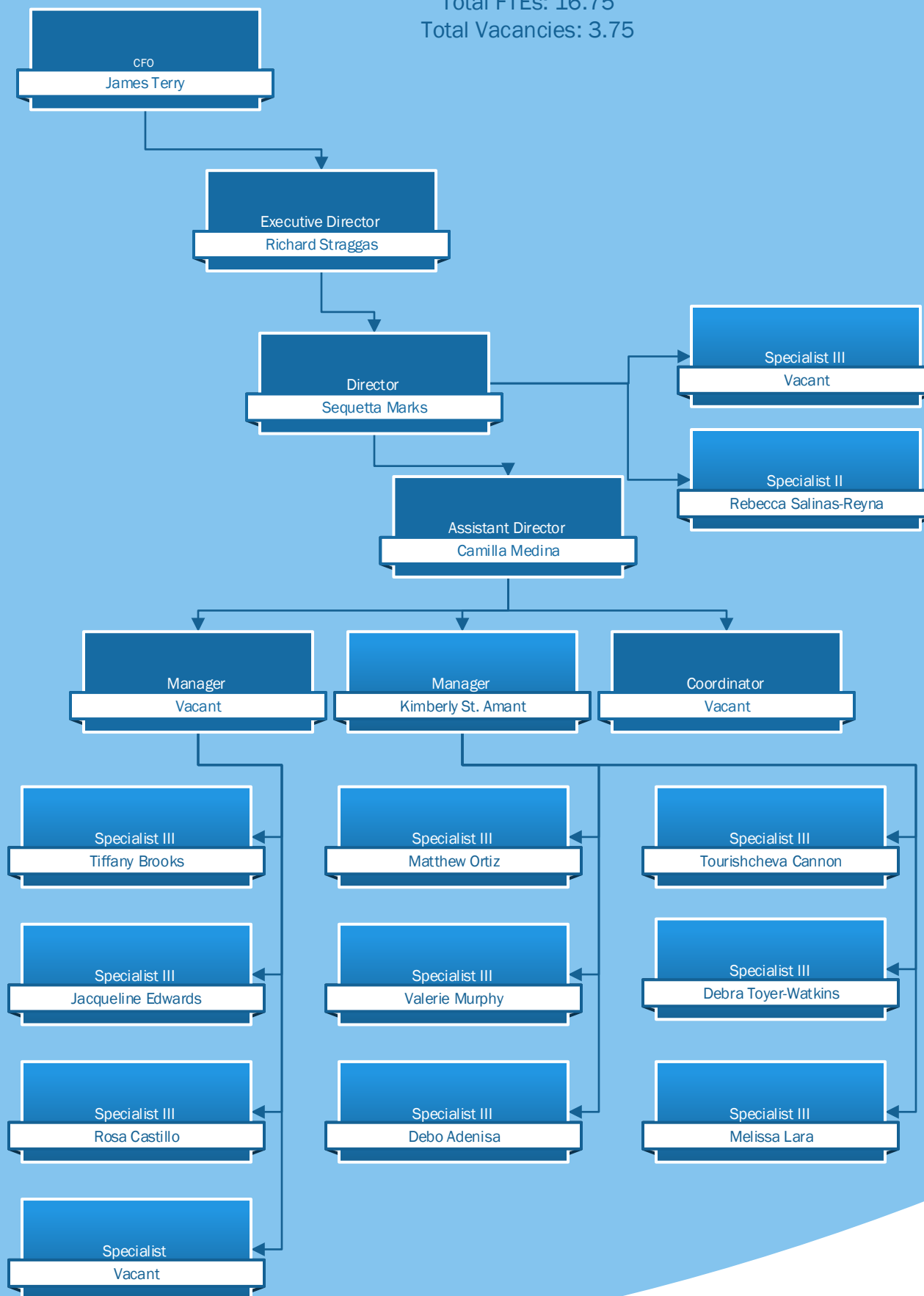
Departmental Goal: Moving goal month-over-month provided by department



Special Revenue Funds Management

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Total FTEs: 16.75
Total Vacancies: 3.75



Mission Statement

The Procurement Services Department is organized to perform the centralized procurement process for Dallas ISD as authorized in state, federal and local Dallas ISD Board Policy CH(LOCAL).

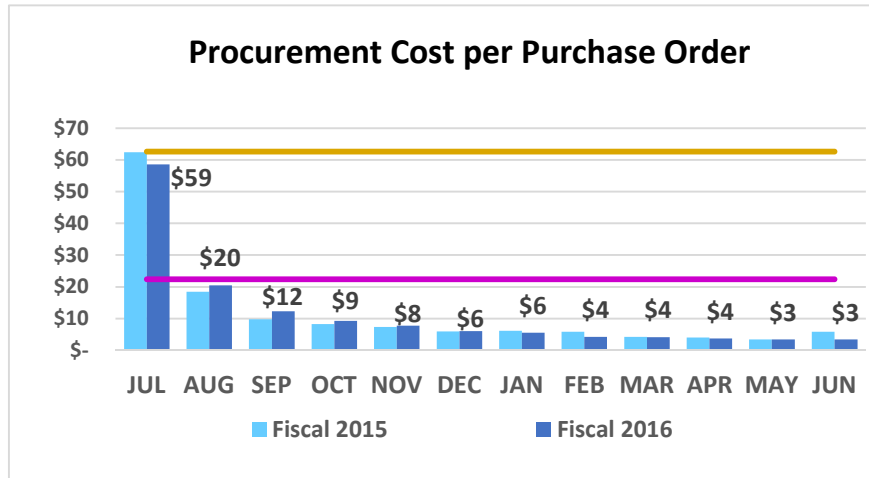
F1 - Procurement Cost per Purchase Order

Definition: Total monthly operating cost (actual salaries, benefits and department operating expenditures) divided by fiscal year-to-date purchase orders.

CGCS Median: \$63

CGCS Best

Performance: \$22



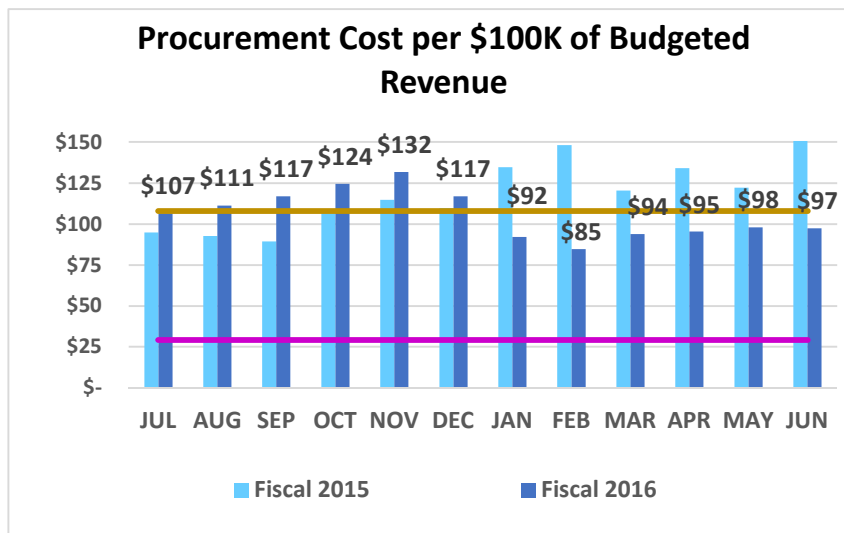
F2 - Procurement Cost per \$100K of Budgeted Revenue

Definition: Total monthly operating cost (salaries, benefits and department operating expenditures) divided by each \$100,000 of 1/12th of the total budgeted revenue (180-199).

CGCS Median: \$108

CGCS Best

Performance: \$29

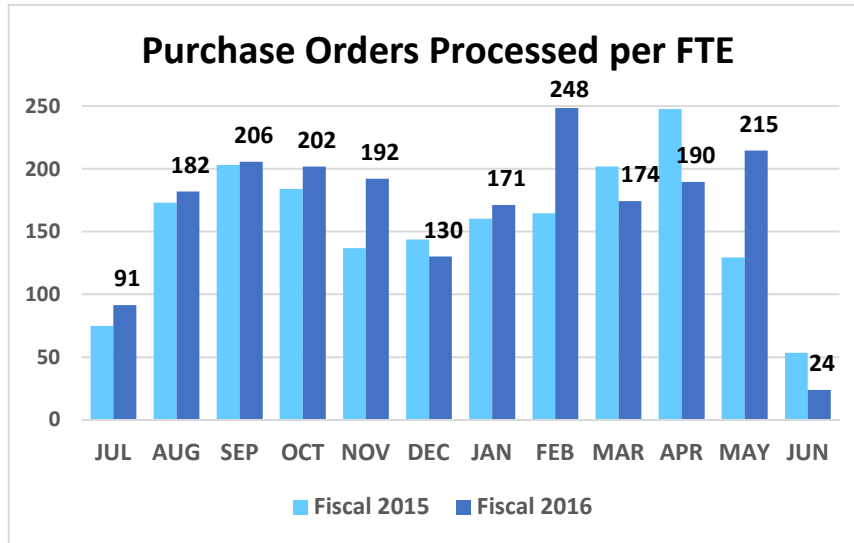


Footnote: The CGCS Median is based on annual 2013-2014 data.

Per the department; this department's metrics are uncontrollable. A departmental goal cannot be set.

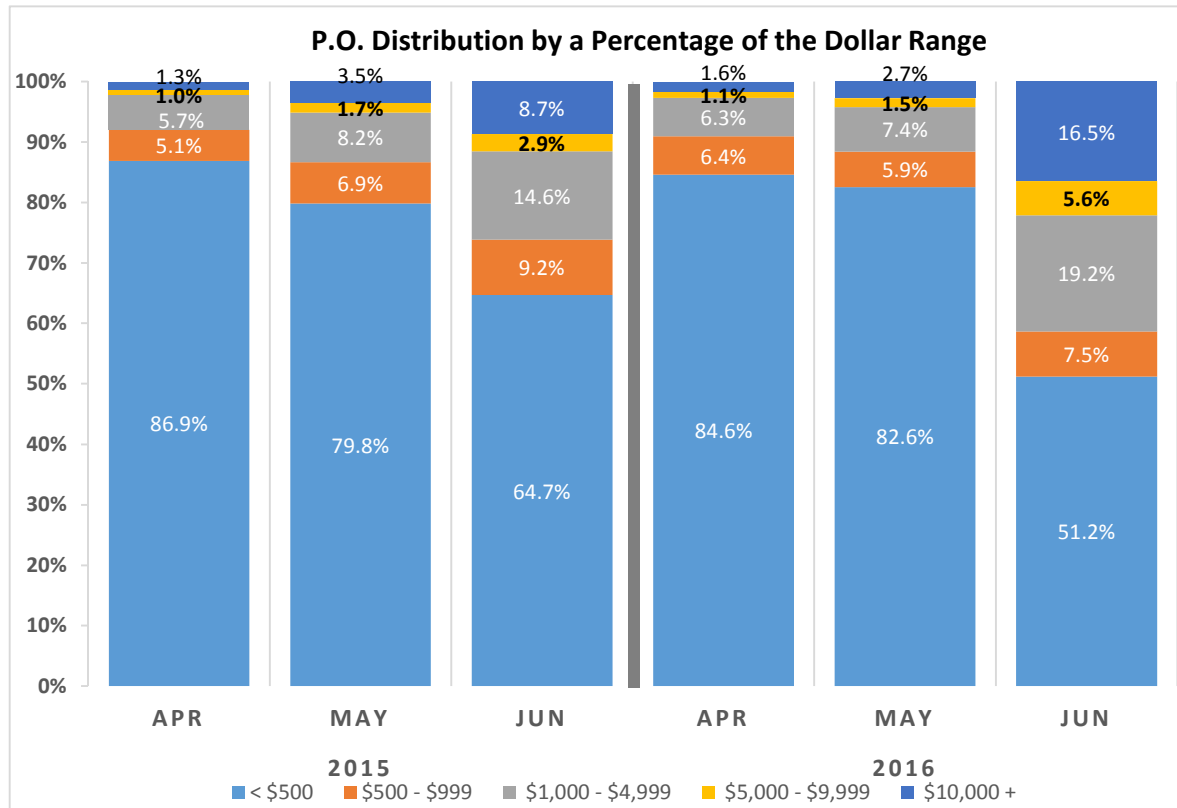
F3 - Purchase Orders Processed per FTE

Definition: Monthly purchase orders divided by monthly procurement FTE count.



F4 - P.O. Distribution by a Percentage of the Dollar Range

Definition: Monthly purchase order distribution by a percentage of the dollar range.

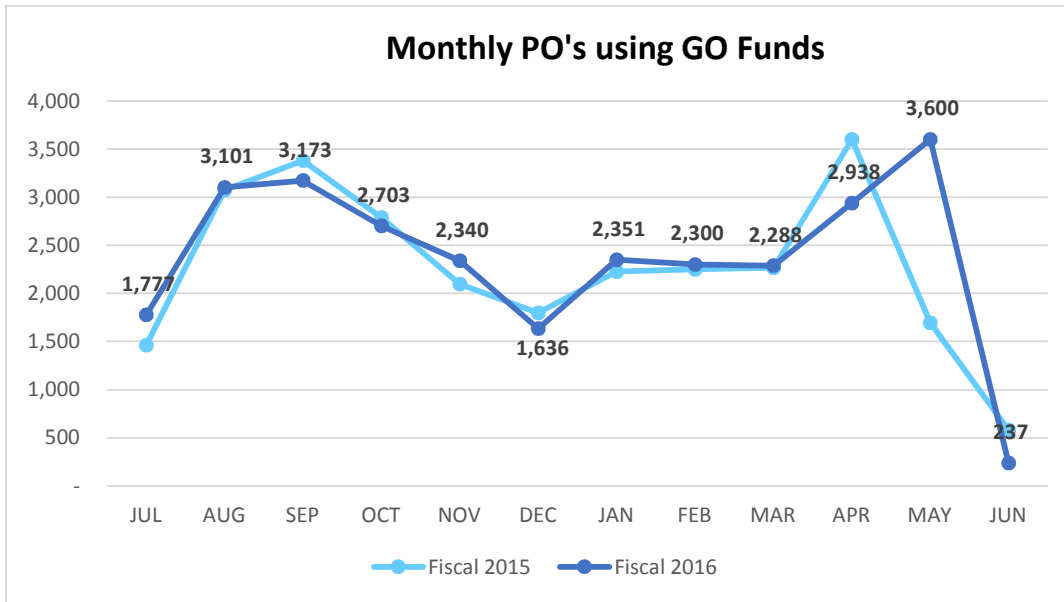


Footnote: The CGCS Median is based on annual 2013-2014 data.

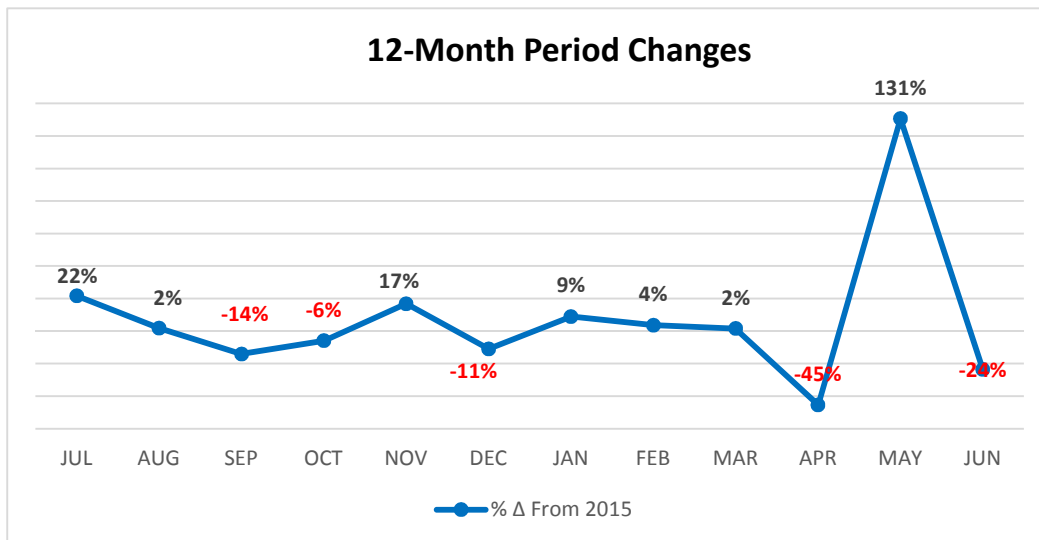
Per the department; this department's metrics are uncontrollable. A departmental goal cannot be set.

F5 - Purchase Order Analysis

Description: Monthly Purchase Orders using General Operating Funds



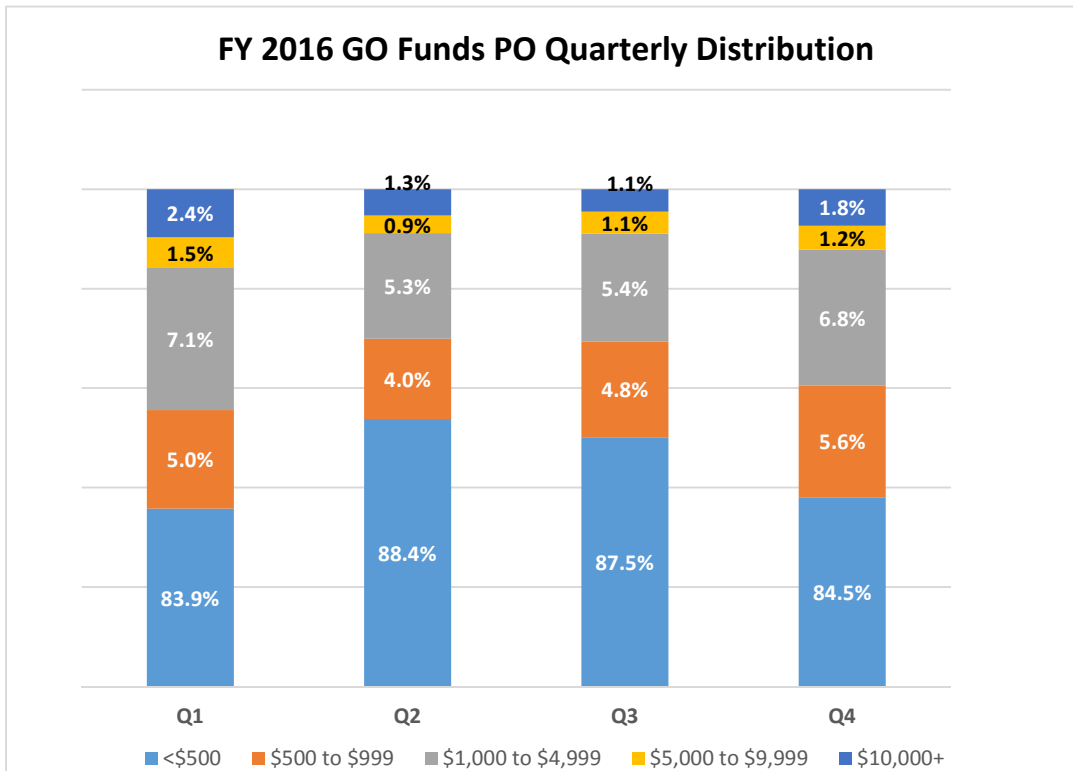
Description: Year-over-year changes (FY 2014-2015 to FY 2015-2016) by month in percentage of purchase orders made using General Operating funds.



Procurement Services

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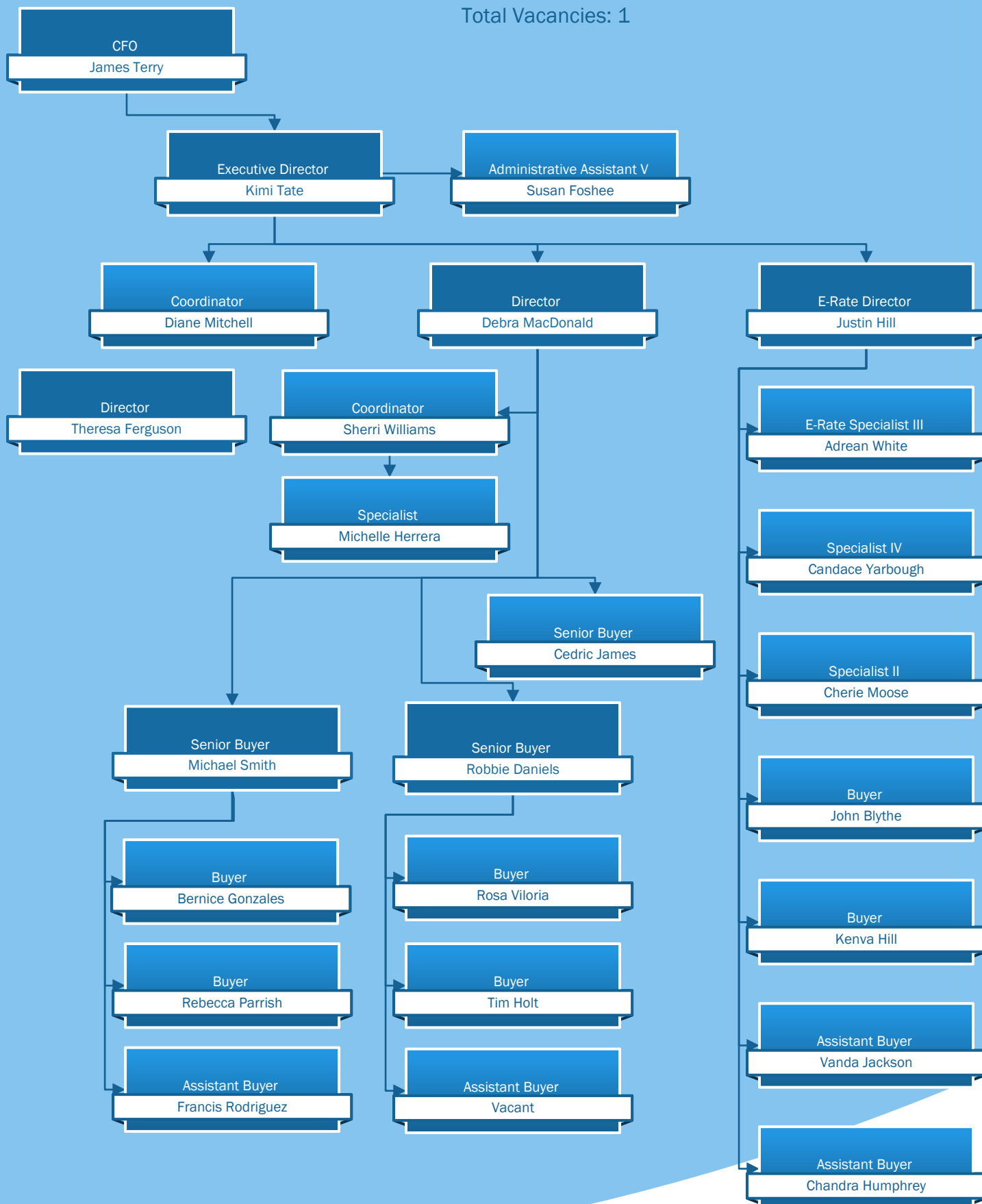
Description: General Operating Funds quarterly purchase order distribution by a percentage of the dollar range.



Procurement Services

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Total FTEs: 23
Total Vacancies: 1



Minority/Women Business Enterprise


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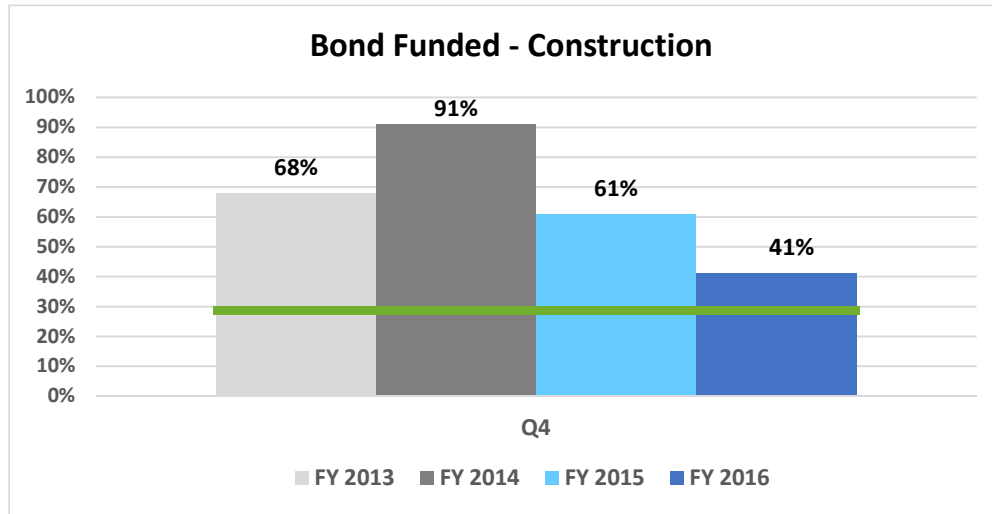
Mission Statement

The Minority/Women Business Enterprise (M/WBE) Department administers the District's M/WBE program. Our mission is to increase the District's M/WBE utilization, monitor compliance with board policy (CH) local, and development of initiatives to maximize the participation of M/WBEs in all phases of the district's purchasing and contract activities. Overall, we provide initiatives to achieve the District's numerical M/WBE goals and foster academic success.

G1 - Bond Funded - Construction


Definition: Bond funded construction that utilize M/WBE designation.

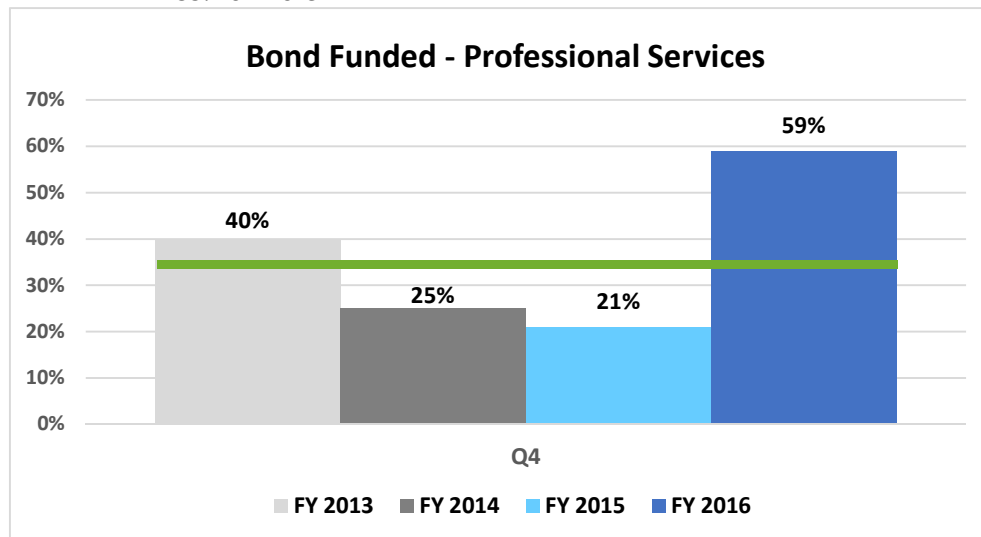
Departmental Goal: 30% or more 



G2 - Bond Funded - Professional Services

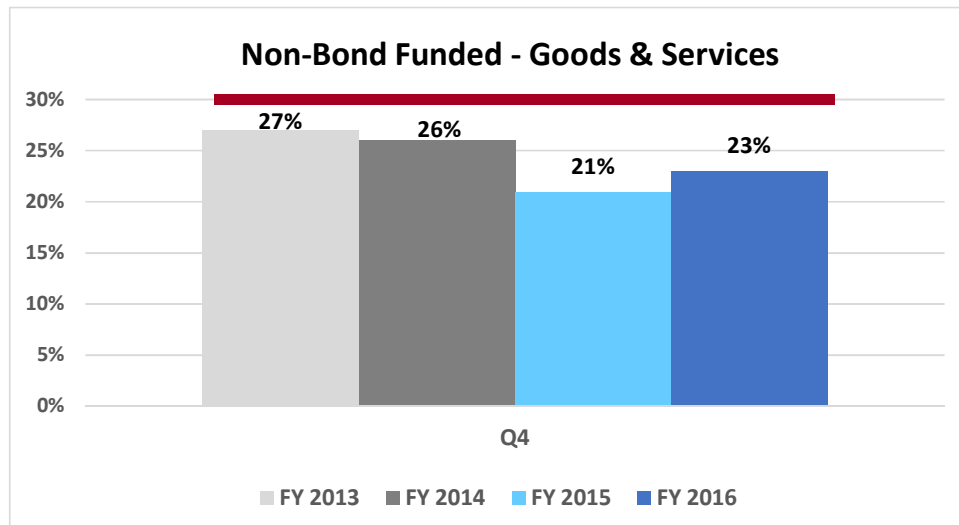
Definition: Bond funded professional services that utilize M/WBE designation.

Departmental Goal: 35% or more 

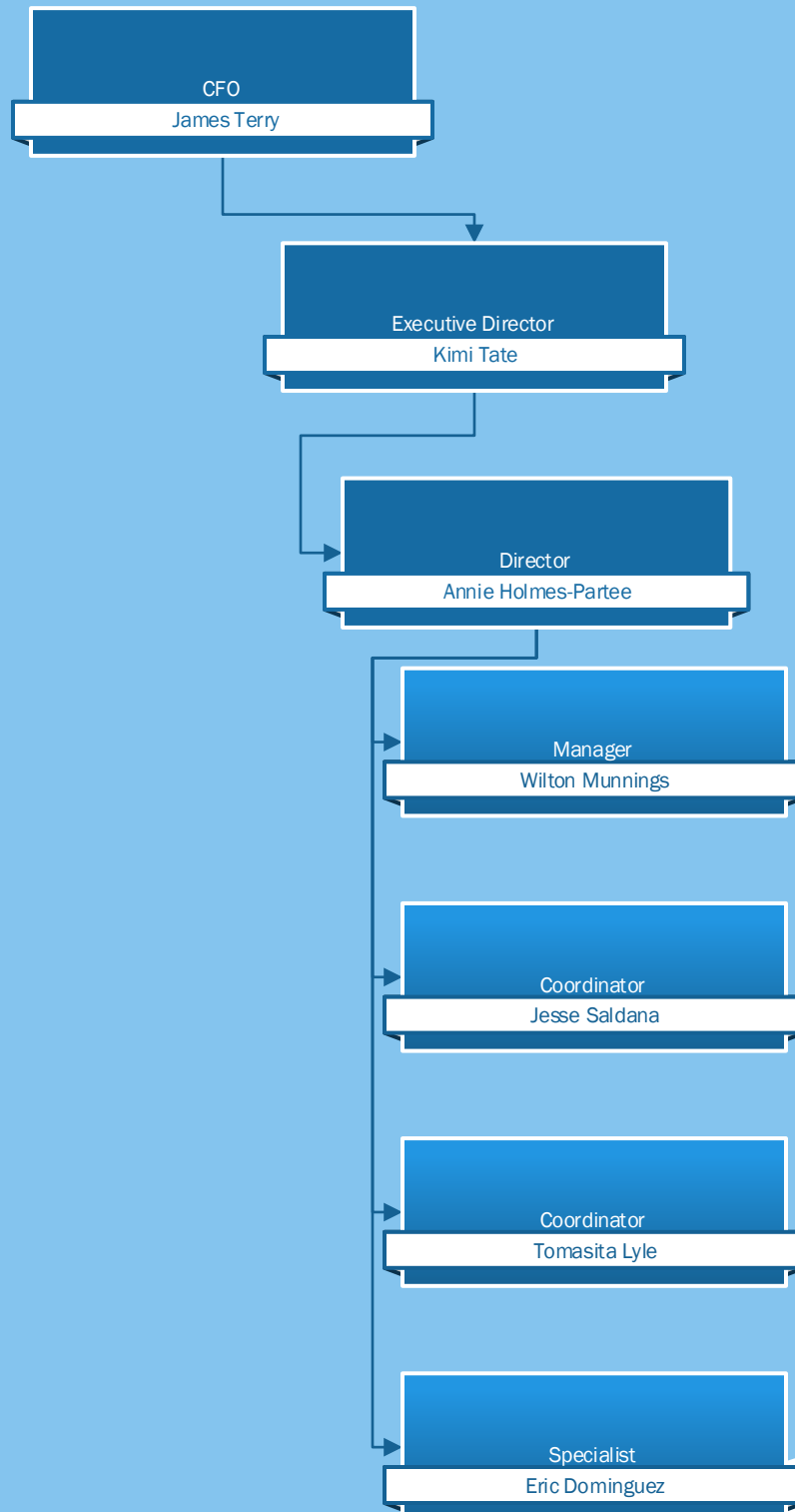


G3 - Non-Bond Funded - Goods & Services

Definition: Non-Bond funded goods and services that utilize M/WBE designation.
Departmental Goal: 30% or more —————



Total FTEs: 5
Total Vacancies: 0



Mission Statement

Customer Service, Customer Service, Customer Service.

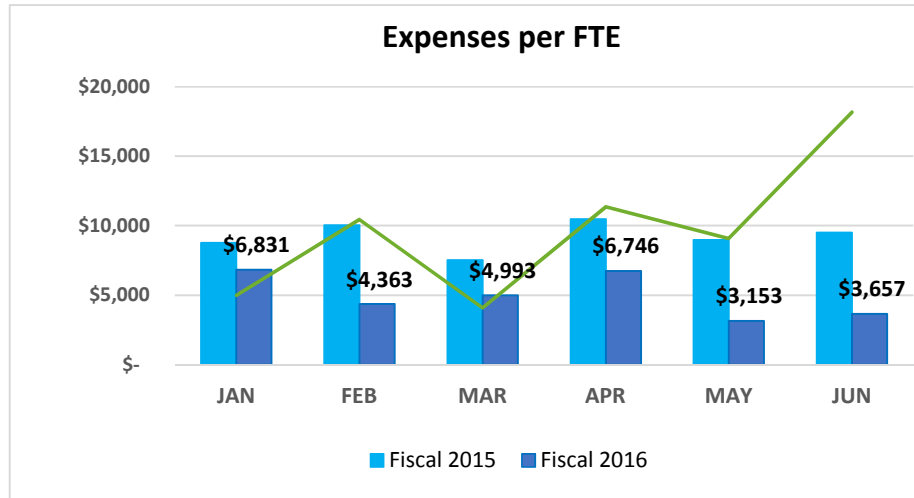
H1 - Expenses per FTE

Definition:

Monthly expenses divided by the number of Graphics Department FTEs by month.

Departmental Goal:

Moving goal month-over-month provided by department, based on projected amounts



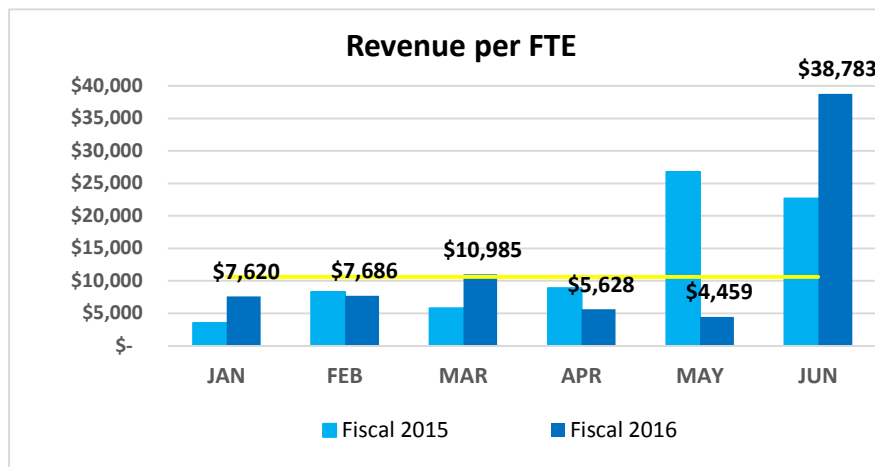
H2 - Revenue per FTE

Definition:

Monthly revenue divided by the number of Graphics Department FTEs by month.

Departmental Goal:

\$10,596 or more



H3 - Requisition Dollar Amounts (By Top 10 Departments)

Definition:

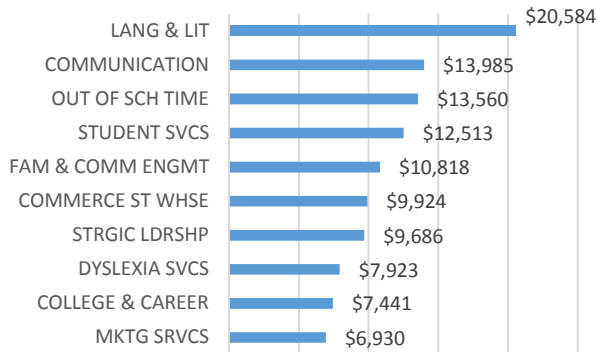
Top ten requesting departments or organizations per month by requisition dollar amount

Requisition Dollar Amounts (By Top 10 Departments)

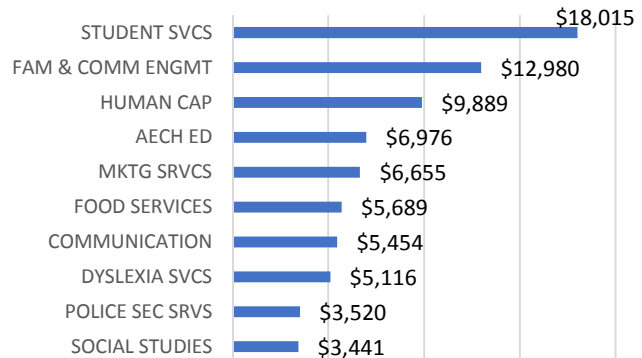
Fiscal 2015

Fiscal 2016

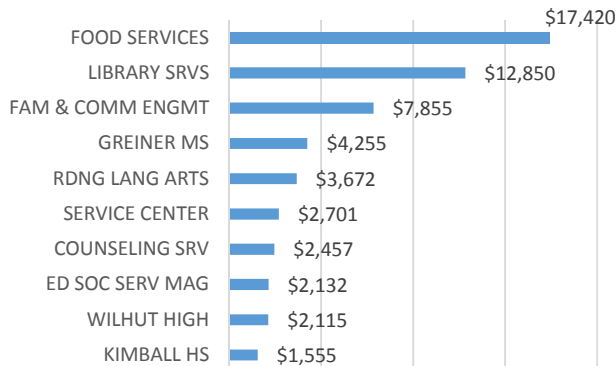
APR 2015



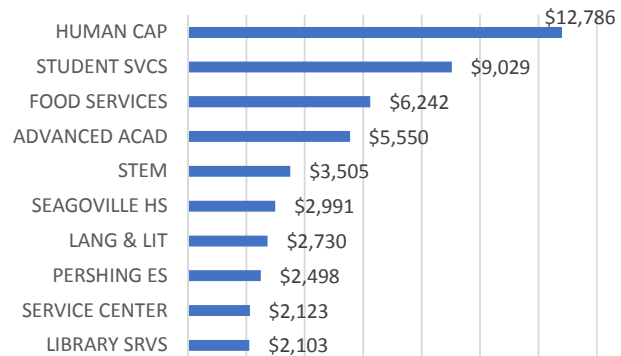
APR 2016



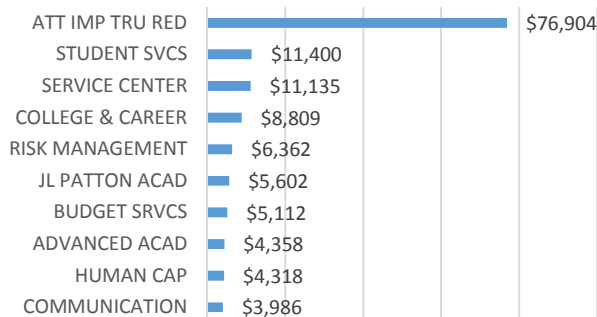
MAY 2015



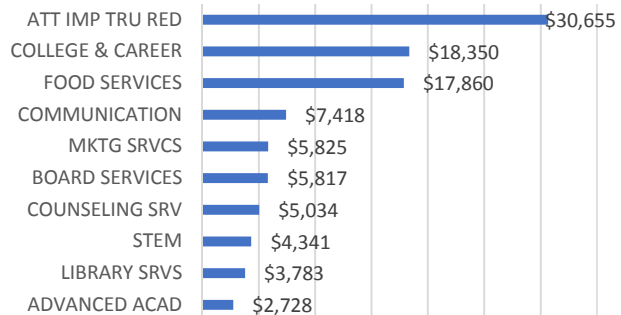
MAY 2016



JUN 2015



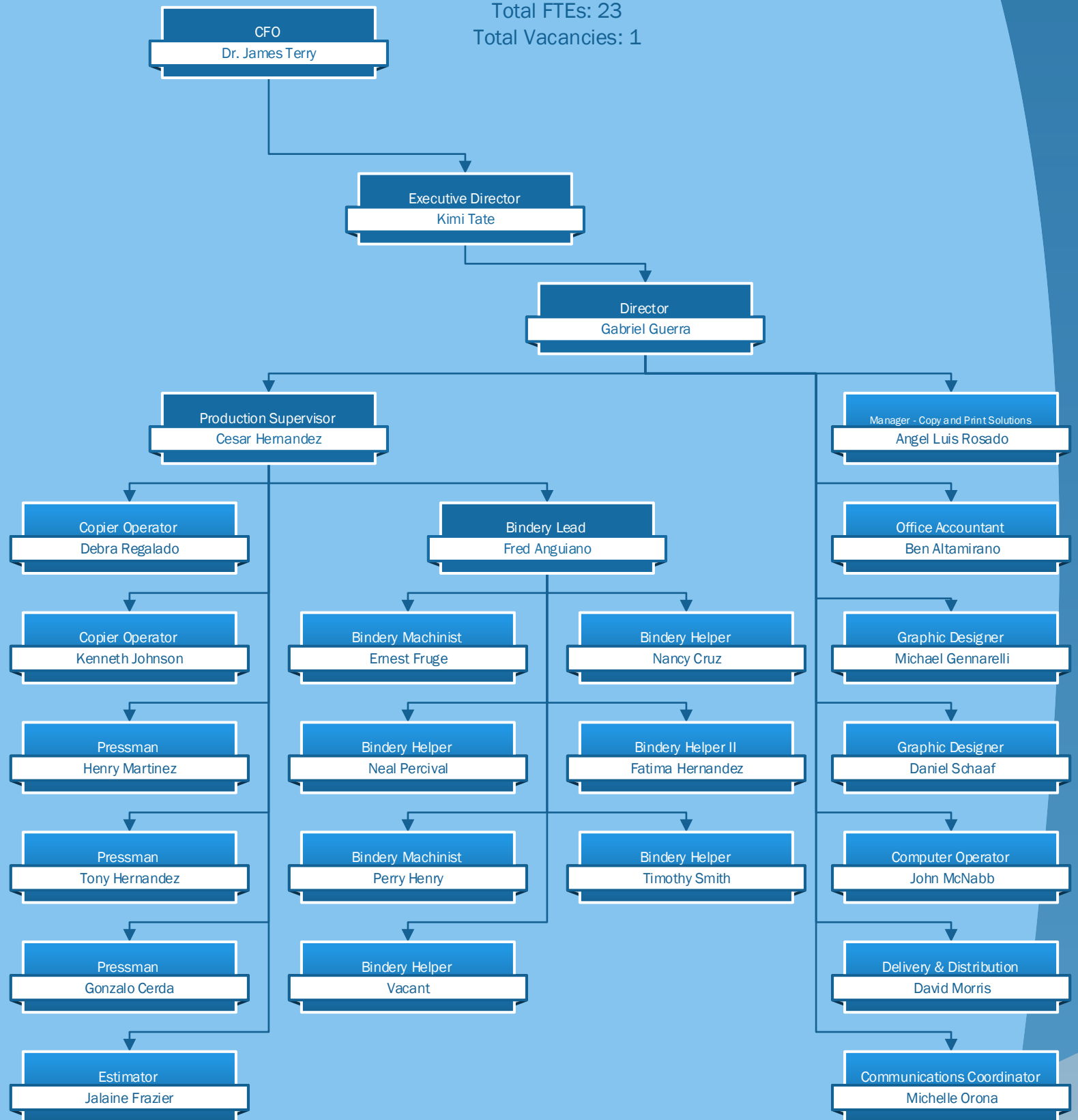
JUN 2016



Graphics

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Total FTEs: 23
Total Vacancies: 1



Mission Statement

Provide timely and world class service while extending payroll expertise to all DISD employees.

I1 - Payroll Cost per \$100K Spend

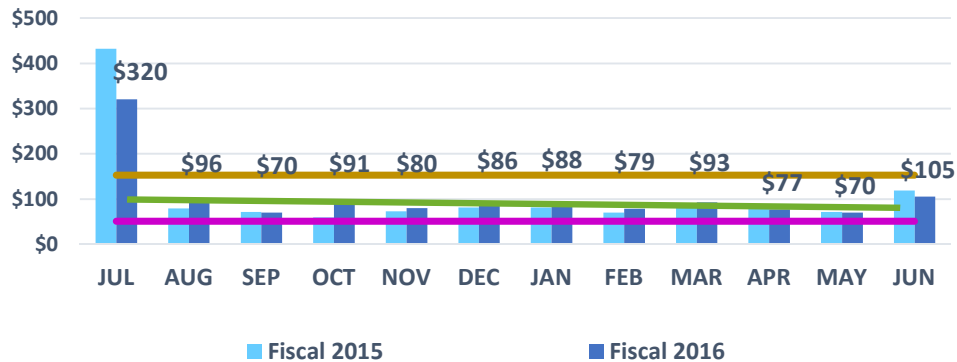
Definition: Monthly operational costs divided by total monthly district payroll distribution.

CGCS Median: \$153

CGCS Best Performance: \$51

Departmental Goal: \$93 or less

Payroll Cost per \$100K Spend



I2 - Payroll Cost per Paycheck

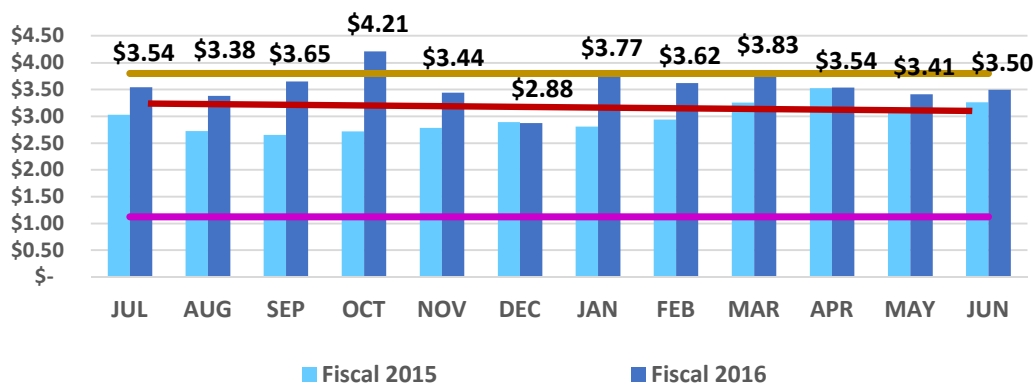
Definition: Sum of monthly operational costs for Payroll department divided by amount of monthly remittances (direct deposit and regular transactions)

CGCS Median: \$3.80

CGCS Best Performance: \$1.12

Departmental Goal: \$3.10 or less

Payroll Cost per Paycheck



Payroll

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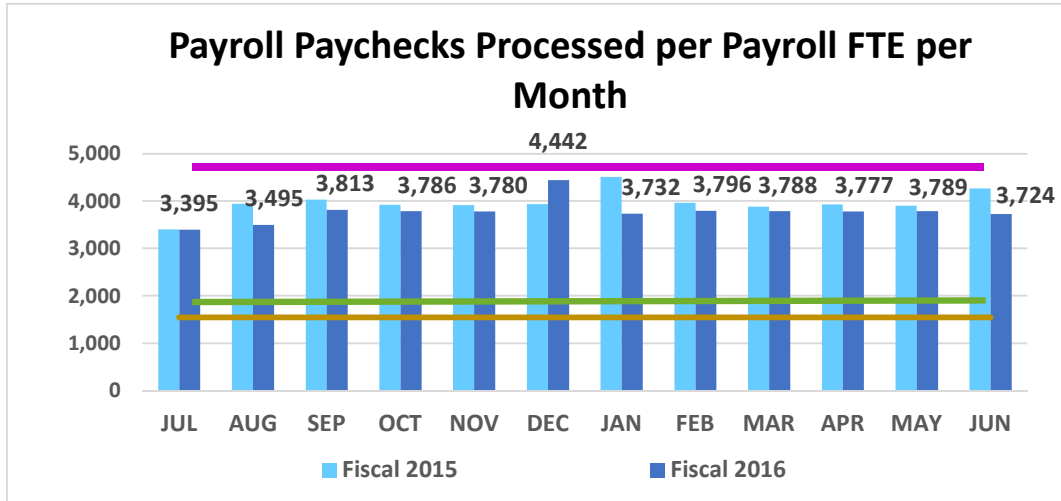
I3 - Payroll Paychecks Processed per Payroll FTE per Month

Definition: Monthly remittances (defined in I2) processed by Payroll divided by monthly FTEs that process paychecks (7 FTEs).

CGCS Median: 1,546

CGCS Best Performance: 4,677

Departmental Goal: 1,750 or more



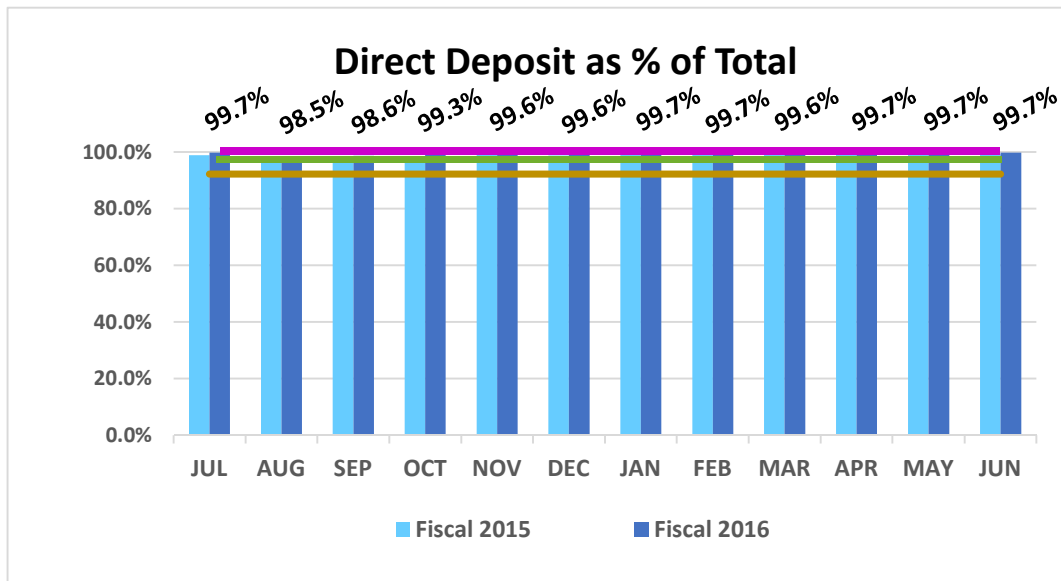
I4 - Direct Deposit as % of Total

Definition: Percentage of Direct Deposit remittances as a percent of the total remittances for the month

CGCS Median: 92.2%

CGCS Best Performance: 100.0%

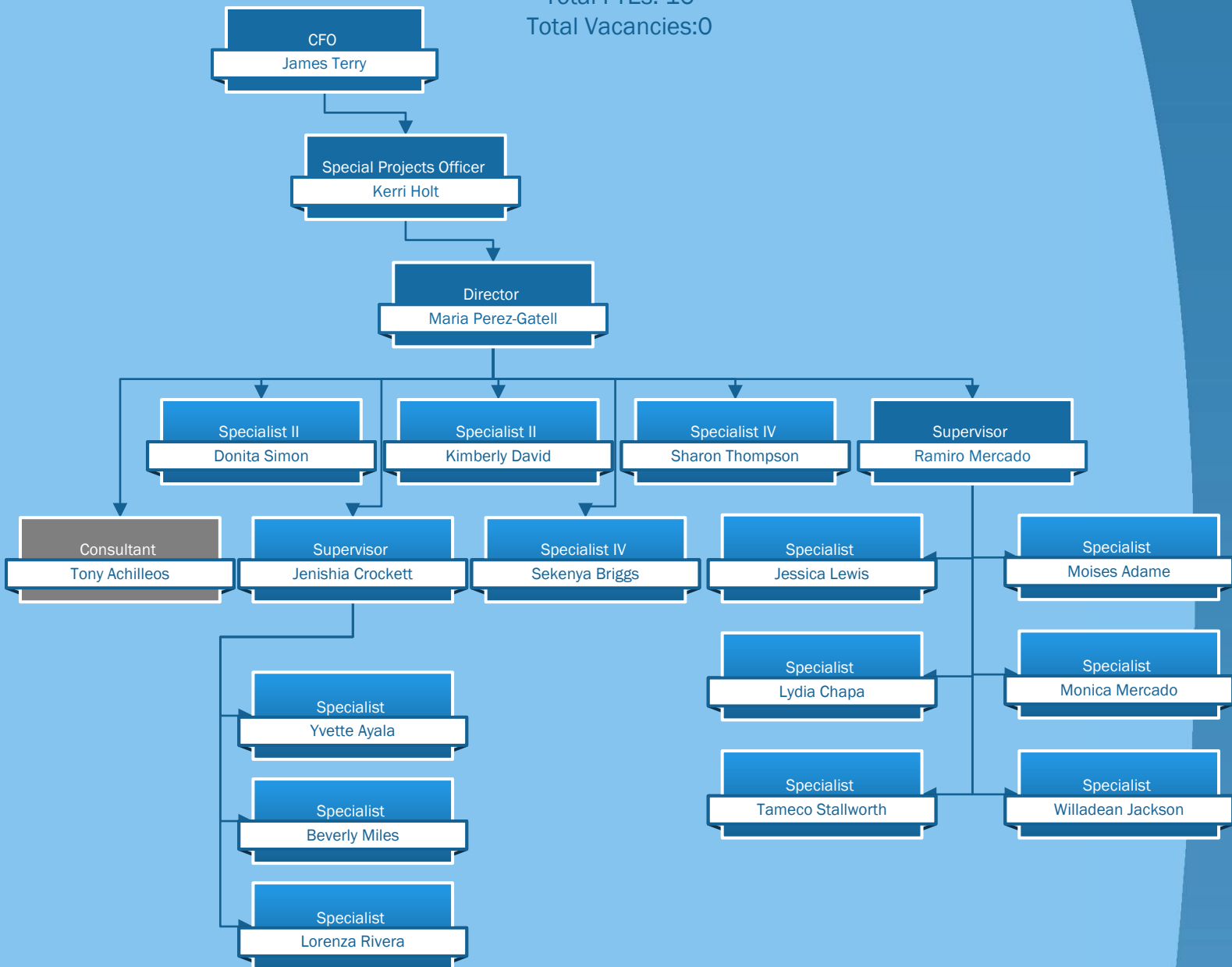
Departmental Goal: 98% or more



Payroll

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Total FTEs: 16
Total Vacancies:0



Mission Statement

The mission of Risk Management is to protect the District's assets, which include employees, students, visitors and property by reducing risk through safe, efficient and financially responsible programs.

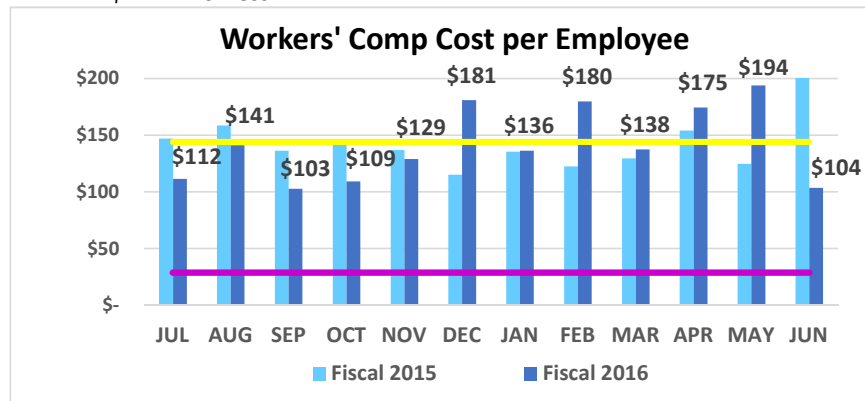
J1 - Workers' Compensation Cost per Employee

Definition: Total workers' compensation costs plus workers' compensation claims costs incurred plus total workers' compensation claims administration costs divided by total number of W-2s issued within the fiscal year.

CGCS Median: \$363.51

CGCS Best Performance: \$28.75

Departmental Goal: \$144.11 or less



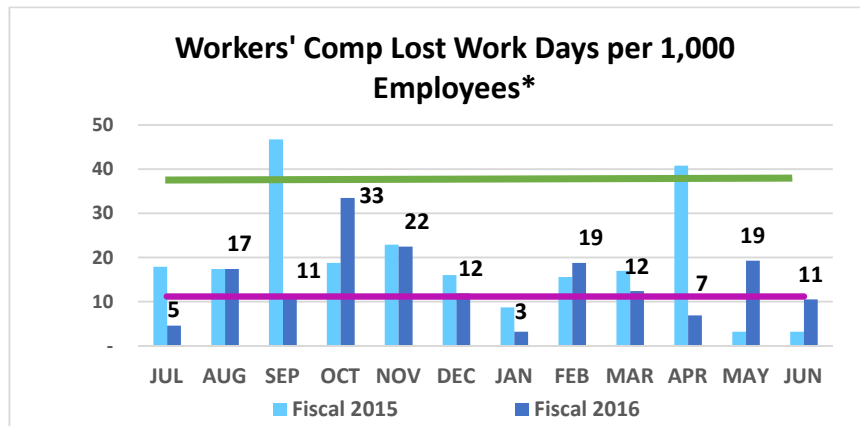
J2 - Workers' Compensation Lost Work Days per 1,000 Employees

Definition: Total number of lost work days for all workers' compensation claims filed during the fiscal year divided by total number of employees (W-2's) over 1,000.

CGCS Median: 269

CGCS Best Performance: 11

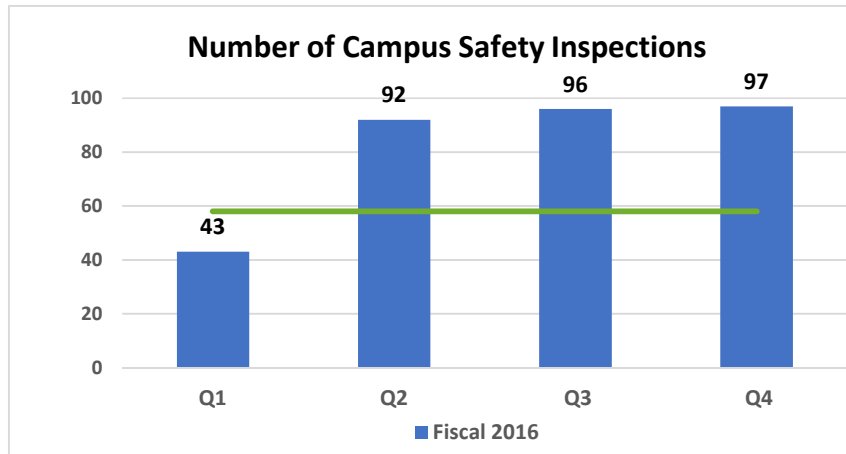
Departmental Goal: 38.2 or less



*Data updated for previous quarters per the department.

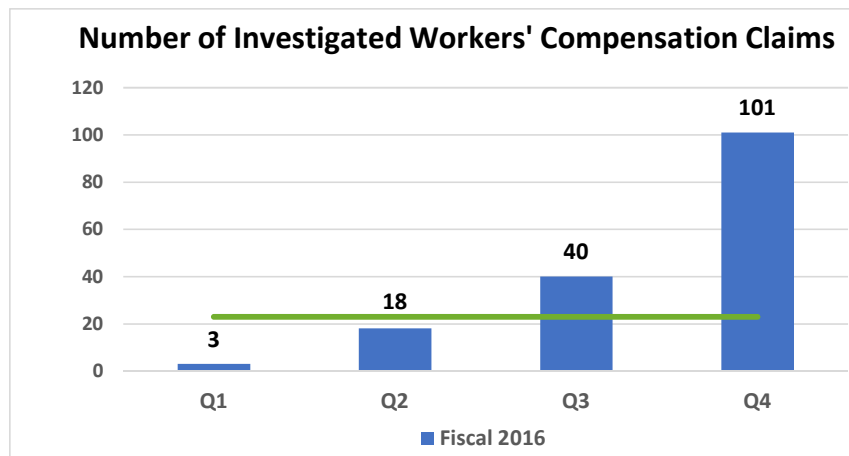
J3 - Number of Campus Safety Inspections

Definition: Total number of inspections conducted by Risk Management.
Departmental Goal: 58 per quarter or more



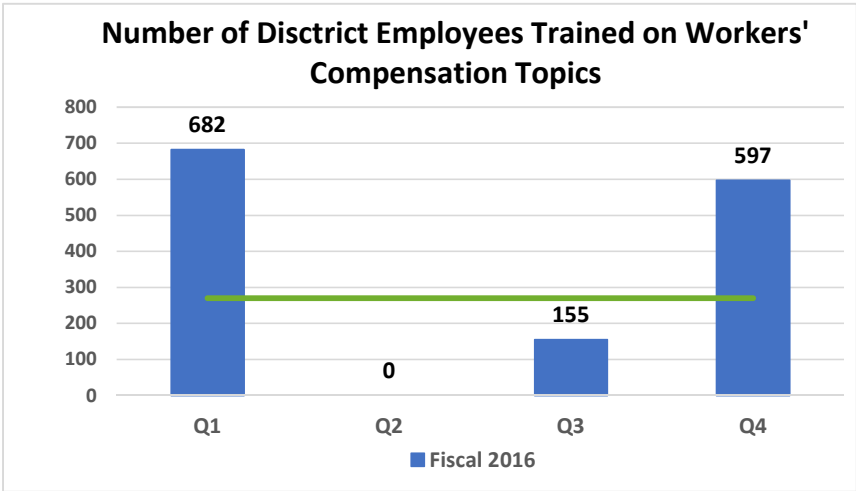
J4 - Number of Investigated Workers' Compensation Claims

Definition: Number of workers' compensation claims investigated by Risk Management employees.
Departmental Goal: 23 per quarter or more



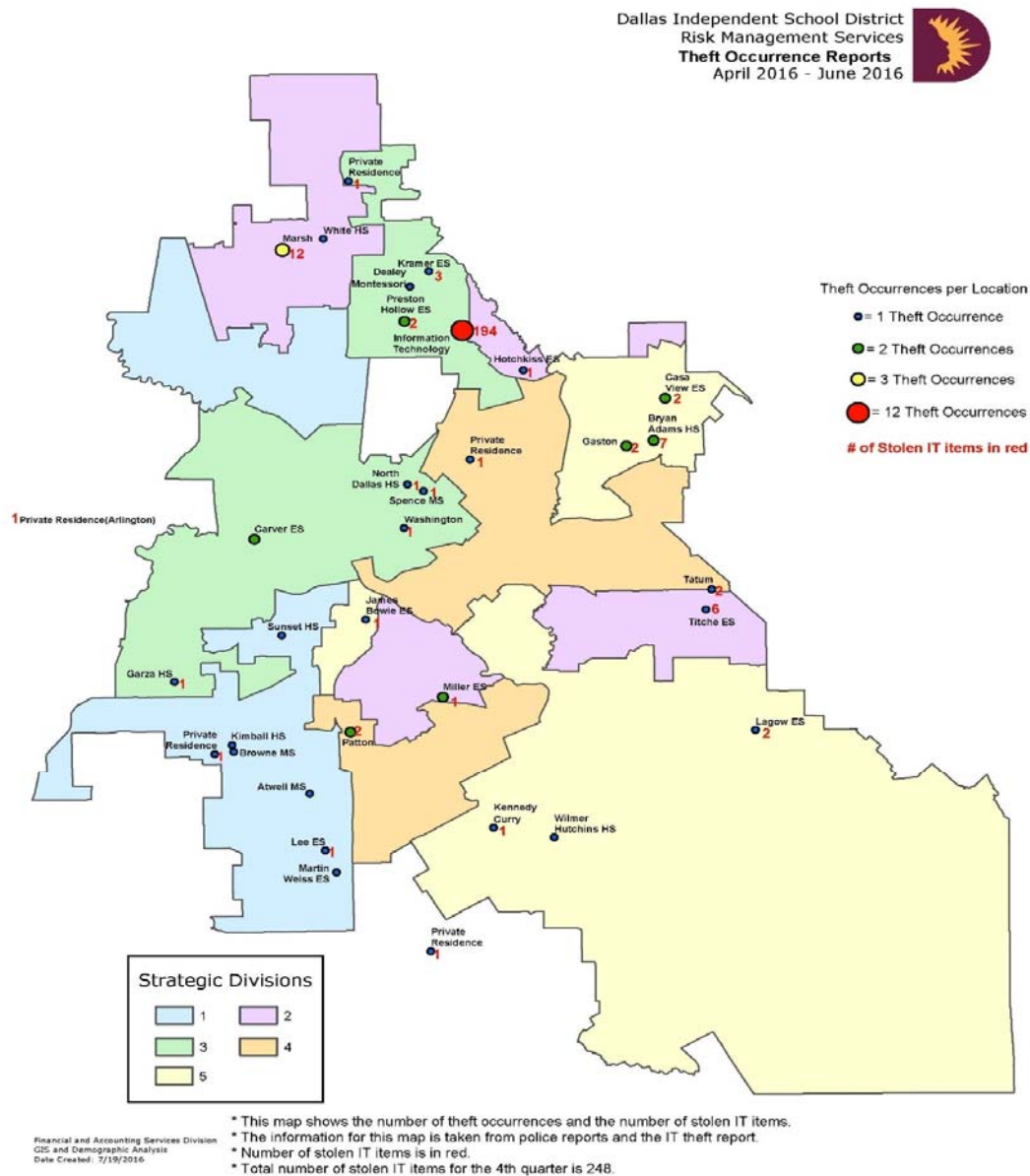
J5 - Number of District Employees Trained on Workers' Compensation Topics

Definition: Number of district employees trained on Workers' Compensation topics.
Departmental Goal: 270 per quarter or more



Footnote: The CGCS Median is based on annual 2013-2014 data. In addition, cost related measures apply the cost of living index for each individual district in the ACTPOINT KPI online tool.

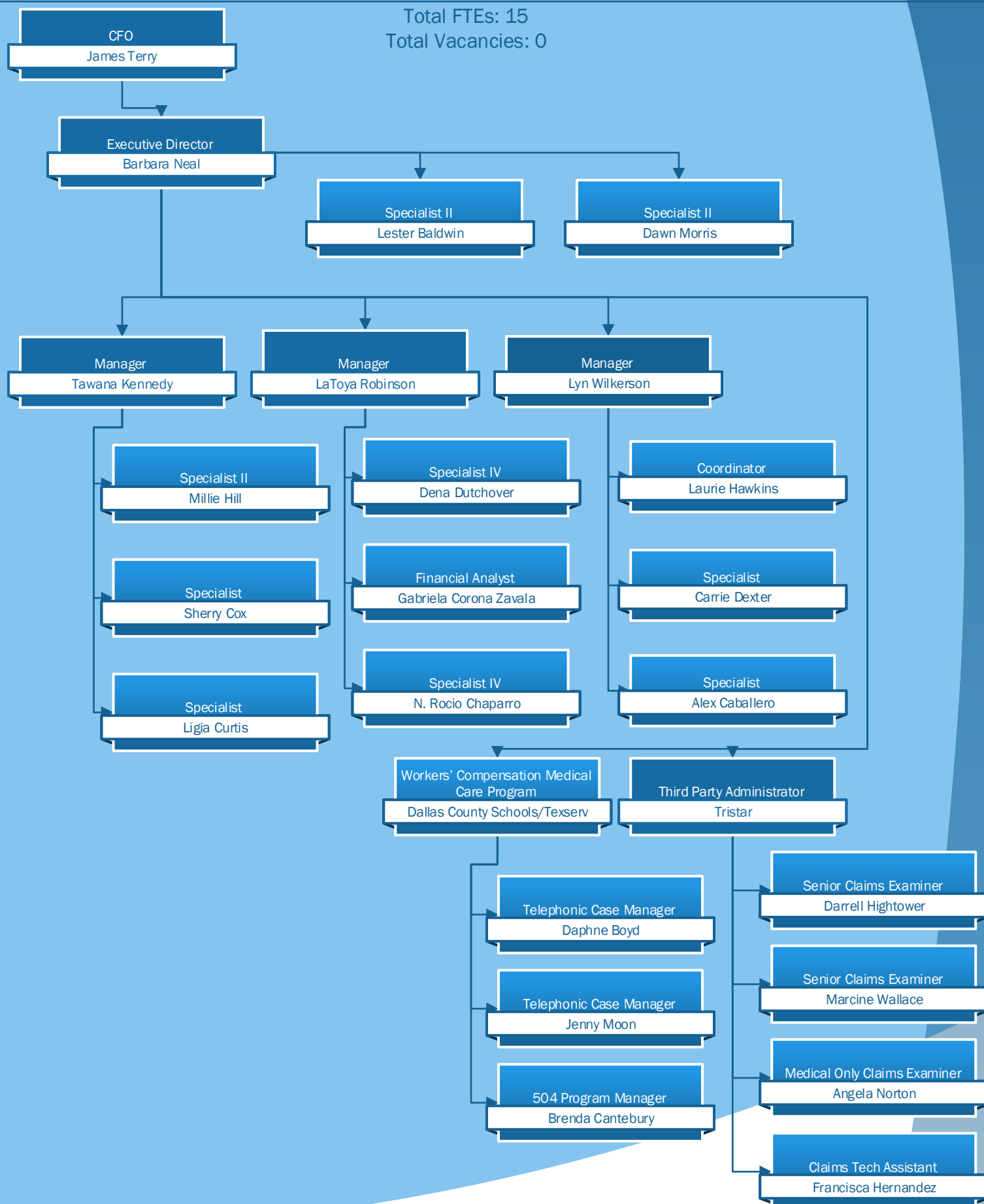
J6 - Theft Report Occurences Map



Risk Management

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Total FTEs: 15
Total Vacancies: 0



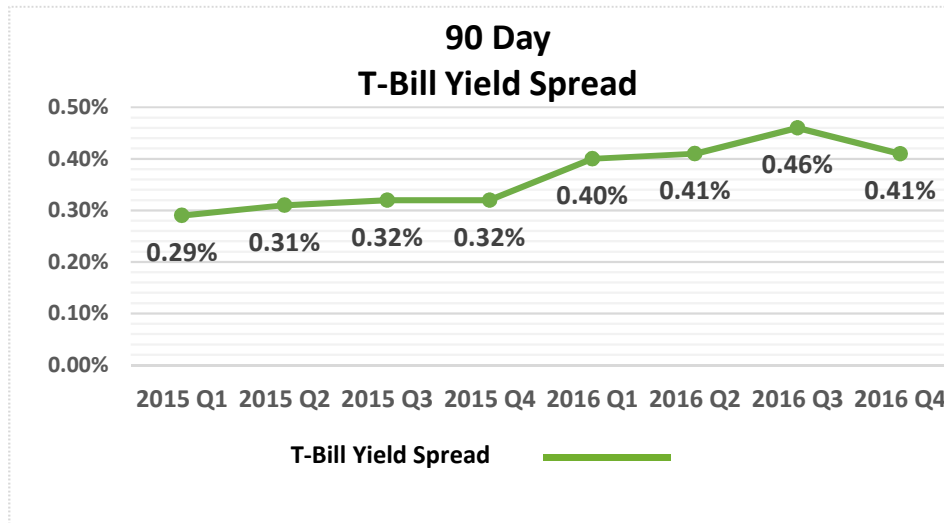
Mission Statement

Responsibilities include performing cash management, investment management, collateral management, debt management and property tax appraisal and collection management and oversight functions for the district.

K1 - 90 Day T-Bill Yield Spread

Definition:

Yield Spread - Difference between portfolio yield and benchmark yield



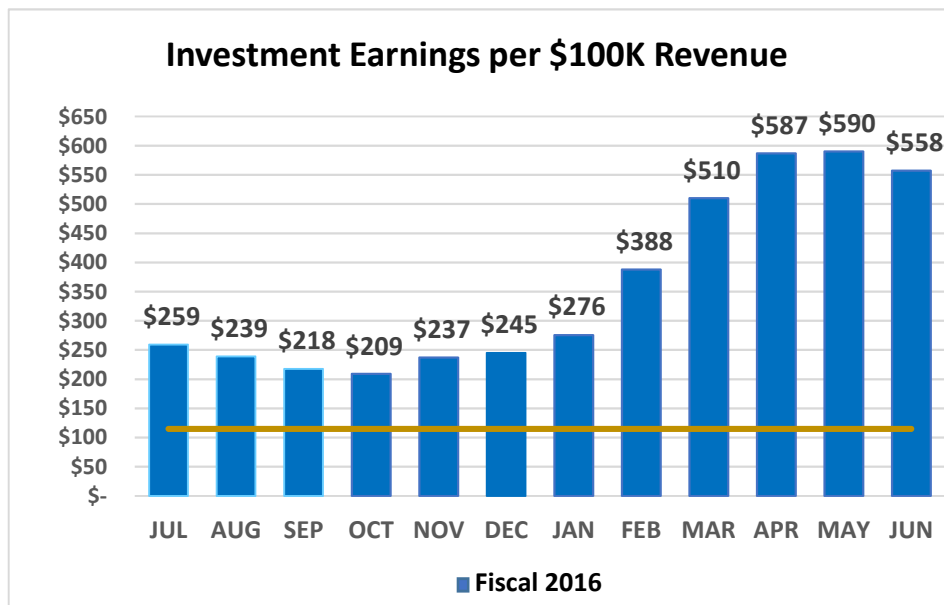
K2 - Investment Earnings per \$100K Revenue

Definition:

Investment earnings, divided by 1/12th of total district operating revenue over \$100,000

CGCS Median: \$115

CGCS Best Performance: \$1,249



Footnote: The CGCS Median is based on annual 2013-2014 data.

Per the department; this department's metrics are uncontrollable. A departmental goal cannot be set.

Treasury Services

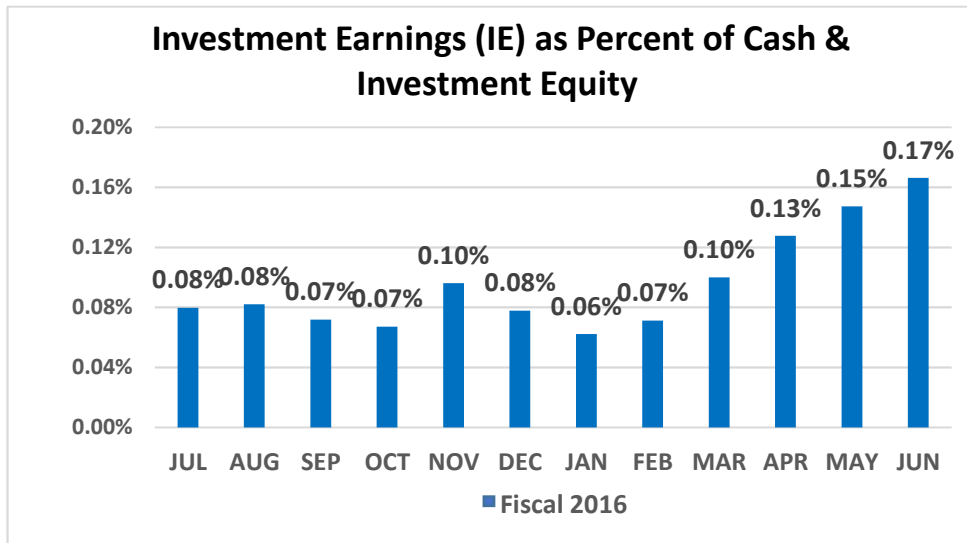
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K3 - Investment Earnings (IE) as Percent of Cash & Investment Equity

Definition: Total investment earnings divided by total cash and investment equity.

CGCS Median: 0.37%

CGCS Best Performance: 8.94%



Footnote: The CGCS Median is based on annual 2013-2014 data.

Per the department; this department's metrics are uncontrollable. A departmental goal cannot be set.

Treasury Services

Total FTEs: 8
Total Vacancies: 0

