| **Name of the Plan: MJUSD PURCHASING Department Plan 2022-2023**  **Creation Date: October 28, 2022**  **Plan Start Date: July 1, 2022**  **Plan Expiration Date: June 30, 2023**  This is a working document and helps capture the actions for the current year. The department recognizes that the goals are identified within the current evaluation of the department's needs and next steps. |
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| **Acknowledgement:** Special thanks to the entire department and Bryan Williams |
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| **Developed By:** Brian Horn, Director of Purchasing, Warehouse, and Print Shop |
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| District Mission and Vision |
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| Mission:The Marysville Joint Unified School District, in partnership with our staff, students, their families and the community, will provide each student with the most appropriate educational opportunities in a safe environment. |
| Our Vision for the Education of Children:All students have the opportunity to experience success within our district and community through alignment and development of programs, facilities and other resources.All students have the opportunity to meet and/or exceed the outcomes established in board policy for graduation requirements and grade level promotion/retention standards.All students will have multiple ways of learning and demonstrating that they have learned those things required by district graduation requirements and grade level promotion/retention standards.Student success is a self-fulfilling process; the more we believe that all students can be successful and the more students experience success, the more success will happen. |
| **Understanding the Marysville Joint Unified School District Strategic Plan 2022-2025** |
| The Marysville Joint Unified School District Strategic Plan 2022-2025, has been developed through a comprehensive and collaborative process with community partners, students, parents, and staff. The Strategic Plan will serve as an overarching umbrella to guide the alignment of key departmental plans and achieve the highest level of efficacy throughout the system over the next three years. The community will receive an update on the progress annually. This is a live document, therefore additions and revisions will also occur annually. (Pg 4.). This department plan has been developed to align to the Strategic Plan. |

| Executive Summary - | |
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| This document outlines how the Marysville Joint Unified School District Purchasing Department will align the Department Strategic Plan with the overall MJUSD Strategic Plan. | |
| Plan and Vision: | |
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| The centralized purchasing system of Marysville Joint Unified School District exists solely to serve the schools and departments of the District. We utilize professional procedures which account for multiple volume purchases and lower costs through standardization. In addition, the purchasing staff keeps up-to-date information on available products, services, and vendors available to the District, as well as being knowledgeable about the various laws and regulations required for purchasing by a governmental agency. | |
| Education Partners & Planning Process and Methodology: | |
|  | |
| Plan was put together by the Director of Purchasing and the Technology Officer. | |
| Current Success: | |
|  | |
| **List the processes working well** | **How do you know?** |
| All stages of the procurement process along with a healthy order to cash process. | Goods and services are being fulfilled in a timely manner with no vendor interruptions. |
| Distribution system continues to be efficient. | All phases of distribution are working well. Limited escalations this past year with no service interruptions. |
| Print Shop continues to elevate their capacity and skills. | Limited customer escalations while delivering a higher volume of orders than previous years. |
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| Identified Needs: | |
|  | |
| What are the processes not working well? | What do you need to make it work well? |
| The loading and unloading of cargo vehicles | Need the district’s full buy in to close the gates to incoming traffic. This is addressed in goal #1 of the department plan. |

| 2022-2025 Department Goals: | | | | | |
| --- | --- | --- | --- | --- | --- |
| Copy the goals and actions from this sheet [2022-23 Goals](https://docs.google.com/spreadsheets/d/18WD6JND4yhfgMN3qTmIknxcAI0q8B8hQ1cKM5W8D9S4/edit#gid=1274108939) but add the budget impact as well **YEAR 1** | | | | | |
| **Goal 1: Customer Service - Integrate the textbook replenishment process from Education Services to the Warehouse** | | | | | |
| **ACTIONS** | **DEVELOPED BY** | **APPROVED BY** | **IDENTIFIED HOW** | **FISCAL IMPACT** | **PROGRESS CHECK** |
| **Design and setup bin locations in ESCAPE. Perform physical inventory and update all quantities to go live.** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |
| **Receive current process training from Ed Services and create a work instruction for the warehouse personnel to follow.** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |
| **Set user permissions for all district users, beta test processes, and go live when complete.** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |
| **Goal 2: Safety - Limit vehicle traffic from entering the district warehouse/maintenance/bus yards during peak times** | | | | | |
| **ACTIONS** | **DEVELOPED BY** | **APPROVED BY** | **IDENTIFIED HOW** | **FISCAL IMPACT** | **PROGRESS CHECK** |
| **Create and Design Signs to be placed at each of the entrances to the district** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |
| **Create and Design placards along with a viable tracking system to issue passes to faculty** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |
| **Install signs and educate parents and staff of the new changes** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |
| **Goal 3: Customer Service - Create standardized training procedures for new hires and transfers** | | | | | |
| **ACTIONS** | **DEVELOPED BY** | **APPROVED BY** | **IDENTIFIED HOW** | **FISCAL IMPACT** | **PROGRESS CHECK** |
| **Create work instruction documents for vendor requisitions** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |
| **Create work instruction documents for stores requisitions** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |
| **Create work instruction documents for district mail handling and proper surplus property procedures** | **Director of Purchasing, Warehouse and Print Shop, Technology Dept** |  | **Department Plans** |  | **Monthly progress checks to ensure the process is working as designed** |

| **Department Goals- Progress Evaluation Process** |
| --- |
| **Goal 1: Customer Service - Integrate the textbook replenishment process from Education Services to the Warehouse**   1. **Design and setup bin locations in ESCAPE. Perform physical inventory and update all quantities to go live.** 2. **Receive current process training from Ed Services and create a work instruction for the warehouse personnel to follow.** 3. **Set user permissions for all district users, beta test processes, and go live when complete.**   **Goal 2: Safety - Limit vehicle traffic from entering the district warehouse/maintenance/bus yards during peak times**   1. **Create and Design Signs to be placed at each of the entrances to the district** 2. **Create and Design placards along with a viable tracking system to issue passes to faculty** 3. **Install signs and educate parents and staff of the new changes**   **Goal 3:Customer Service - Create standardized training procedures for new hires and transfers**   1. **Create work instruction documents for vendor requisitions** 2. **Create work instruction documents for stores requisitions** 3. **Create work instruction documents for district mail handling and proper surplus property procedures** |
|  |
| Staff Training/Professional Development Goals |
|  |

| Topic | Who will provide | When will you provide | Cost |
| --- | --- | --- | --- |
| Goal #1 | Ed Services | 4/1/2023 | None |
| Goal #3 | Purchasing Department | On-going | None |
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| Budget Summary : YEAR 1 | | | |
| --- | --- | --- | --- |
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| **ACTIONS** | **Goal #**  **Action #** | **Cost** | **Budget Resource** |
| Hire additional staff to support the textbook transition | Goal #1 | $60,000 | No incremental budget needed |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |
| **Budget Year 1** |  |  |  |