



**Board of Public Education**

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**Strategic Plan 2014**

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## **1. Executive Summary**

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The Board of Public Education is one of the smallest state agencies with one of the broadest scope of responsibilities of any branch of government. By constitutional law the Board generally supervises the K-12 education system and oversees the disbursement of over half a billion dollars of biennial funds. Because the Board is committed to providing quality and timely services to not only its members, government entities, educational partners, the public, and the media, it relies heavily on information technology within the parameters of a relatively small general fund appropriation.

Whenever possible the Board looks to information technology to streamline access to all business related processes of the Board with emphasis on providing ready access by the general public, regulatory partners, and the educational community.

## **2. Environment, Success, and Capabilities**

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The Montana Constitution created and empowered the Board of Public Education to supervise, serve, maintain, and strengthen Montana's system of free quality public elementary and secondary schools. The Board's goals are:

Goal 1: Promote a safe learning environment.

Goal 2: Evaluate the Boards accreditation standards to ensure they are contemporary and effective to improve quality education for all Montana students.

Goal 3: Provoke quality teaching and administration in an era of change in 21<sup>st</sup> century learning.

Goal 4: Prepare all Montana student's for work, post-secondary education, and civic life.

Goal 5: Exercise the Boards constitutional and statutory authority to improve schools.

Goal 6: Recognize and fulfill the Boards statutory obligation to the School for the Deaf and Blind.

The Board takes its responsibilities of serving Montana's students very seriously. The Board is committed to ensuring all students in Montana have access to quality education by monitoring and evaluation accreditation standards, teacher licensure, and school accreditation.

## **3. IT Contributions and Strategies**

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It is the Board's intent to continue Board operations electronically as much as possible. All Board meeting agenda packets are posted to the Board web page and available online. Agenda requests from the public are done via Montana e-government web page. With the exception of face-to-face meetings all Board communication is handled electronically via email and the Board's web page. Keeping up to date with software such as Adobe Pro is essential to the Board's operations.

## 4. IT Principles

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The Board uses the State of Montana IT Principles.

Montana's IT principles:

- Resources and funding will be allocated to the IT projects that contribute the greatest net value and benefit to Montana stakeholders.
- Unwarranted duplication will be minimized by sharing data, IT infrastructure, systems, applications and IT services.
- Montana will use shared interstate systems to minimize IT expenditures, improve service delivery and accelerate service implementation.
- IT will be used to provide educational opportunities, create quality jobs, a favorable business climate, improve government, protect individual privacy and protect the privacy of IT information.
- IT resources will be used in an organized, deliberative and cost-effective manner.
- IT systems will provide delivery channels that allow citizens to determine when, where, and how they interact with state agencies.
- Mitigation of risks is a priority for protecting individual privacy and the privacy of IT systems information.

## 5. IT Governance

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As an agency of only 3 staff, IT decisions are generally made during the course of regular business operations and planning. Typically other than needing to update software or hardware, IT decisions are not a normal part of daily operations or discussions.

## 6. IT Financial Management

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The Board receives General Fund monies for its IT funding. This funding covers current fixed cost expenditures for services, software, and maintenance. The Board has no immediate plans for any additional IT costs beyond our current funding levels for these items.

## 7. IT Services and Processes

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The Board's IT processes include using SABHRS, Microsoft Office Suite, and Adobe Professional. The agency does not use, or plan to use or add, any additional services.

## 8. IT Infrastructure, Staffing and Resources

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The Board currently employs a staff of three: 2 full time positions and 1 part-time position. In addition the Board has 1FTE open. There are no plans to change that structure in the future unless legislatively mandated. The Board does not have any contracts with vendors for IT.

## 9. Risks and Issues

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The Board does not anticipate any risks or issues outside the normal issues experienced by many agencies. Below are three possible risks all with Low impact to the agency.

Primary Risk	Probability	Impact	Mitigation Strategy
Staff turnover	Low	Low	The agency has no expectations of turnover at this time.
Security breach	Low	Low	Our agency has an active security program including, but not limited to, staff training and awareness, data encryption, and security policies.
Difficulty of hiring qualified technical staff	Low	Low	The agency depends on SITSD for technical assistance so does not have an issue hiring IT staff.

## 10. IT Goals and Objectives

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The Board continues to streamline processes as much as possible using email, web site, and PDF files for its meeting materials and distribution of information.

## 11. IT Projects

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The Board has no plans for any IT projects.

## 12. Security and Business Continuity Programs

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**Security Program Description:** The BPE staff office exists in a secure building environment. All computer security is associated through the security settings set up by SITSD on each laptop, and financials and HR security is through the SABHRS system. Legal and personnel files exist in locked file cabinets in a locked room in the office suite. Other than legal files and personnel files, the BPE does not have any other secure documents or systems.

**Continuity of Operations (COOP) Capability Program Description:** This plan is still a work in progress.

### 13. Planned IT Expenditures

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**Description:** Complete the table below as required by MCA 2-27-524 (2). If you do not have FY2013 IT personal services or IT operating expenses for your agency as a starting point for your estimates, contact Kyle Hilmer. IT initiatives are special projects/programs that your agency will be funding outside of your agency base budget. HB10 might be the source of funding.

	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
IT personal services	0	0	0	0	0	0
IT operating expenses	26,500	26,500	30,500	30,500	35,000	35,000
IT initiatives	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	26,500	26,500	30,500	30,500	35,500	35,500

### 14. Administrative Information

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