



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.3

Meeting Date: January 17, 2013

Subject: **Coherent Governance Policy Operational Expectations 8 (OE-8) - Communicating with the Board - Monitoring Report**

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Superintendent's Office

Recommendation: Approve Coherent Governance Policy Operational Expectations 8 (OE-8) – Communicating with the Board - Monitoring Report.

Background/Rationale: The Board has directed the Superintendent to provide Monitoring Reports on regular schedule at open session Board meetings. Monitoring determines the degree to which Board policies are being met. This report is designed to share progress towards the results the Board expects to see for the school system, as well as the effectiveness of the system's operations. This report, therefore, is a review of the organization's performance as it relates to Operational Expectations 8 – Communicating with the Board.

The report includes the following information:

- The policy.
- The Superintendent's certification.
- Reasonable Interpretation of the policy.
- Evidence of compliance.

After the Board meets in open session to discuss the report, two additional sections of the report will be completed by the Board chair:

- Disposition of the Board. (The policy is found by the Board to be "in compliance," "in compliance with exceptions," or "not in compliance.")
- Comments.

The Board will discuss the data and conclusions from the Monitoring Report in open session. At the end of the discussion, the Board will vote as to whether it will accept the report, as presented, as evidence of reasonable interpretation and reasonable progress toward achieving the Board's policy. The Board will determine whether the policy is "in compliance," "in compliance with exceptions," or "not in compliance." If the policy is found to be "in compliance

with exceptions,” or “not in compliance,” the Board has the option to direct the Superintendent to correct the non-compliance indicators and report back to the Board at a time outside the regular monitoring schedule.

Financial Considerations: None.

Documents Attached:

1. OE-8 Monitoring Report

Estimated Time of Presentation: 5 minutes

Submitted by: Jonathan P. Raymond, Superintendent

Approved by: N/A

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Operational Expectation Monitoring Report
OE-8: Communicating with the Board
January 17, 2013

PART I: THE POLICY

OE-8: Communicating with the Board

The Superintendent shall assure that the Board is fully and adequately informed about matters relating to Board work and significant organizational concern.

PART II: SUPERINTENDENT'S CERTIFICATION

I certify that the information in this report is true for the period

beginning _____ and ending _____.

Based on this report, I believe the school system is

- In compliance
- In compliance with exceptions
- Not in compliance

Signed: _____ Date: _____
Jonathan P. Raymond, Superintendent

PART III: DISPOSITION OF THE BOARD

Based on this report and our discussion, the Board of Education finds this OE policy to be

- In compliance
- In compliance with exceptions
- Not in compliance

Signed: _____ Date: _____
Jeff Cuneo, Board President

PART IV: COMMENTS

PART V: INTERPRETATION

I interpret “adequately informed” to mean that the Board of Education will be notified in advance, whenever possible, of “matters relating to Board work” including trends, facts and best practice, budget matters including significant transfers of money, internal and external viewpoints related to Board decisions and anticipated noncompliance with any Operational Expectations policy or anticipated failure to achieve reasonable progress on Results Policies, or administrative actions that require Board approval. Information from the Superintendent will indicate whether or not a Board vote is necessary and be shared in an equal manner.

I interpret “significant organizational concern” to include information about broad, district-wide instructional changes, significant employee disciplinary actions, any matter affecting the safety of students/staff or security of district facilities, initiatives or other matters impacting the district.

OE-8.1 The Superintendent will submit required monitoring data (see policy B/SR-5-Monitoring Superintendent Performance) in a thorough, accurate and understandable fashion, according to the Board’s annual work plan schedule, and including both Superintendent interpretations and relevant data to substantiate compliance or reasonable progress.

Interpretation:

The Superintendent will determine a template for submitting written monitoring reports that ensures these reports are thorough and understandable for their review. Monitoring reports will be accurate.

This template will include a Superintendent interpretation of each policy and relevant evidence to show that the district has made reasonable progress on results and compliance/non-compliance on operational expectations. Evidence when possible, should be measurable.

The Superintendent will submit monitoring reports to the Board for review and action based on a schedule that the board approves.

Indicators for Compliance:

- Board work plan schedule with monitoring dates and board action.

EVIDENCE OF COMPLIANCE		
October 8, 2011 – October 8, 2012		
OE Operational Expectation	Date Monitored	Board Action
OE-2 Emergency Superintendent Succession	October 20, 2011	In Compliance
OE-1 Global Operation Expectation	November 17, 2011	In Compliance
OE-8 Communicating with the	December 14, 2011	In Compliance

Board		
OE-13 Facilities	December 14, 2011	In Compliance
OE-7 Asset Protection	January 19 and February 16, 2012	In Compliance
OE-6 Financial Administration	March 15, 2012	In Compliance
OE-9 Communicating with the Public	April 19, 2012	In Compliance
OE-5 Financial Planning	May 17, 2012	In Compliance
OE-3 Treatment of Stakeholders	June 21, 2012	In Compliance
OE-4 Personnel Administration	September 6, 20 and October 4	In Compliance

Compliance Status	In Compliance
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OE-8.2 The Superintendent will provide for the Board in a timely manner information about trends, facts and other information relevant to the Board's work.

Interpretation:

I interpret "timely manner" to mean that Board members are informed before other stakeholder groups whenever possible, and the Board is updated prior to the announcement of a decision.

I interpret "information about trends, facts" to include educational research and assessment data.

I interpret "other information relevant to the Board's work" to include information, within reason, that (as is spelled out in the Board's policy GC-3) helps the Board to "represent, lead, and serve the owners and to govern the organization."

Indicators for Compliance:

- The weekly Board Update
- Daily/as needed updates via email/phone calls
- Summations of assessment data
- Board meeting presentations on trends and data

EVIDENCE OF COMPLIANCE

October 8, 2011 – October 8, 2012

- Board Updates Continue – The Board receives weekly updates that include information from the Superintendent and other district administrators. The Board Update is sent every Friday during the school year.
- Assessment Data Updates – The Board receives information about assessment data prior to the data’s public release, as well as a comprehensive public presentation regarding all data each fall. This includes California Standards Tests (CSTs), Academic Performance Index (API), Adequate Yearly Progress (AYP), Program Improvement (PI), California High School Exit Exam (CAHSEE) and graduation and drop-out data.

Compliance Status	In Compliance
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OE-8.3 The Superintendent will inform the Board of significant transfers of money within funds or other changes substantially affecting the district’s financial condition.

Interpretation:

I interpret “significant transfers of money within funds,” to mean that I will notify the Board of a decrease or increase of more than 65% of any resource, as defined by the California Schools Accounting Manual, that is larger than \$500,000. In the manual, the “resource” code or label is used to classify revenue and expenditures with restrictions or special reporting requirements by law or regulation. Examples would be Title I, Economic Impact Aid and Special Education funding. The threshold of 65% was chosen because few programs can endure a 65% reduction in funding.

Further, I interpret this expectation to mean that the Superintendent will not make financial transfers between funds, as defined by the California Schools Accounting Manual, which are not Board-approved. Examples of funds are the General Fund, the Adult Education Fund and the Child Development Fund. In addition, I interpret this to mean that the Superintendent will not, without Board approval through the budgeting process, use funds set aside in either a:

1. “Reserve” fund for economic uncertainty that takes the district below the state required threshold, or a
2. Board-controlled “designated” fund.

Beyond fund transfers or expending monies from reserve funds, I interpret “changes substantially affecting the district’s financial condition” to mean informing the Board of changes that occur outside the normal course of doing business. I define these as unanticipated adjustments in state aid projections, tax revenue, investment return, legislative decisions, unanticipated costs or anything that will significantly affect the district’s cash flow or budget.

Indicators for Compliance:

- Regular and systematic budget reports including periodic budget presentations

EVIDENCE OF COMPLIANCE	
October 8, 2011 – October 7, 2012	
Type of Information	Board Meeting Dates
2011-12 Budget Book and Budget Update	October 20, 2011
Enrollment and Attendance Report for Month 1 Ending September 30, 2011	November 3, 2011
Enrollment and Attendance Report for Month 2 Ending October 28, 2011	December 8, 2011
2012-13 Budget Calendar	December 8, 2011
Review and Increase of School Lunch Prices	December 8, 2011 December 14, 2011
State and County Budget Update	December 14, 2011
Approve the Budget Revision of the 2011-12 Fiscal Year, for the Period Ending October 31, 2011	December 14, 2011
2011-12 First Interim Financial Report	December 14, 2011
Presentation of Independent Audit Report for the Fiscal Year Ended June 30, 2011 Submitted by Crowe Horwath LLP	January 12, 2012
2011-12 and 2012-13 Budget Recommendations and Reductions	January 12, 2012
Enrollment and Attendance Report for Month 3 Ending November 25, 2011	February 2, 2012
Governor's Budget Proposal and 2011-12 and 2012-13 Budget Recommendations and Reductions	February 2, 2012
Actuarial Report on GASB 45 Retiree Benefit Valuation	February 2, 2012
Enrollment and Attendance Report for Month 4 Ending December 23, 2011	February 2, 2012
Resolution No. 2687: Authorizing the Issuance and Sale of the 2011-12 Tax and Revenue Anticipation Notes (TRAN)	February 16, 2012 March 1, 2012
Enrollment and Attendance Report for Month 5 Ending January 27, 2012	March 1, 2012
2011-12 Second Interim Financial Report	March 15, 2012

Approve the Budget Revision of the 2011-12 Fiscal Year, for the Period Ending January 31, 2012	March 15, 2012
Enrollment and Attendance Report for Month 6 Ending February 24 2012	April 12, 2012
Budget Overview	April 19, 2012
Enrollment and Attendance Report for Month 7 Ending March 23, 2012	May 3, 2012
Approve Resolution No. 2701: Authorizing the Issuance and Sale of Not to Exceed \$130,000,000 Refunding General Obligation Bonds and Approving Forms of Documents and Actions of Officers of the District Necessary in Connection Therewith	May 3, 2012
2011-12 Third Interim Financial Report and Preliminary May Revise Update	May 17, 2012
Approve the Budget Revision of the 2011-12 Fiscal Year, for the Period Ending April 30, 2012	May 17, 2012
Enrollment and Attendance Report for Month 8 Ending April 20, 2012	June 14, 2012
Public Hearing and Action on State Categorical Program Flexibility (Tier III) Transfer and 2012-13 Budget Update	June 14, 2012
Public Hearing and Adoption of Proposed Fiscal Year 2012-13 Budget for All Funds	June 21, 2012
Enrollment and Attendance Report for Month 9 Ending May 18, 2012	July 19, 2012
Enrollment and Attendance Report for Month 10 Ending June 13, 2012	July 19, 2012
Approve 2012-13 District Budget Update and Revision – State Budget Approval	August 2, 2012
Application to Participate in the K-3 Class Size Reduction (CSR) Program	September 6, 2012
Approve Resolution No. 2720: Estimate Gann Appropriation Limitation for 2012-13 and Gann Amendment Calculation, 2011-12	October 4, 2012
2011-12 Year End Financial Report and Final Transfers	October 4, 2012
SCUSD/SCTA Retiree Health Investment and Trust Plan Agreement	October 4, 2012

Compliance Status	In Compliance
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OE-8.4 The Superintendent will assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.

Interpretation:

I interpret “adequate information” to mean a reasonable amount of opinions and expert advice to support decision making.

I interpret “variety of internal and external viewpoints” to mean that Superintendent will provide the Board with input from multiple perspectives and opinions on Board decisions when requested by the Board or when deemed reasonable by the administration. The input will come from stakeholders and represent the views from as many subgroups as appropriate.

Indicators for Compliance:

- Results of surveys (staff, student, parent, etc.)
- Summaries of community forums
- Information presentations at Board meetings

EVIDENCE OF COMPLIANCE	
October 8, 2011 – October 8, 2012	
<u>Type of Information</u>	<u>Examples of Topics</u>
Internal and External Viewpoints	<ul style="list-style-type: none"> • 2011-12 Budget Survey (Community and Staff) • Customer Service/End of the School Year Survey (Principals and Assistant Principals) • Community Budget Forums

Compliance Status	In Compliance
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OE-8.5 The Superintendent will inform the Board of anticipated significant media coverage.

Interpretation:

I interpret “significant media coverage” to mean stories that are likely to be reported in the local, state or national media that have a positive or negative impact on the district or are likely to create substantial stakeholder interest.

Indicators for Compliance:

- Updates via email/phone calls on media coverage and potential media coverage
- Updates via email/phone calls on incidents and events

EVIDENCE OF COMPLIANCE	
October 8, 2011 – October 8, 2012	
<p><u>Emails to the Board:</u></p> <p>The Communications Office sent Board members at least 162 emails during the time period listed above.</p>	<p><u>Examples of Topics</u></p> <ul style="list-style-type: none"> • Lockdowns • Police investigations and arrests • Student/school/program/staff recognition and accomplishments • Community Events • Media interviews with the Superintendent • Anticipated media coverage

Compliance Status	In Compliance
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OE-8.6 The Superintendent will inform the Board, the Board president or individual members if, in the Superintendent’s opinion, the Board or individual members have encroached into areas of responsibility assigned to the Superintendent or if the Board or its members are non-compliant with any Governance Culture or Board/Superintendent Relations policies.

If a Board member is, in the Superintendent’s opinion, operating outside of the Board Governing Policies, the Superintendent will bring this to the attention of that Board member and/or the Board president. If the concern persists, the Board member violation will be handled in accordance with GC-9.

Indicators for Compliance:

- Notifications of non-compliance

EVIDENCE OF COMPLIANCE

October 8, 2011 – October 8, 2012

When a Board member has, in the Superintendent’s opinion, operated outside the Board Governing Policies, the Superintendent has brought this matter to the attention of the Executive Committee or to the member’s attention via a phone call or in-person conversation.

Compliance Status	In Compliance
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OE-8.7 The Superintendent will present information in simple and concise form, indicating clearly whether the information is incidental, intended for decision preparation, or for formal monitoring.

Interpretation:

The Superintendent will clearly indicate in the Board packet, the role the Board is asked to take related to information presented to the Board at a Board meeting.

The Superintendent will clearly identify whether the Board should use the information as information only or information related to a formal Board monitoring report or Board action on an agenda item.

Indicators for Compliance:

- Weekly Board update
- The Board packet

EVIDENCE OF COMPLIANCE

October 8, 2011 – October 8, 2012

1. Board meeting packets clearly indicate what action is necessary by the Board.
2. Additional written information that is given to Board members also indicates how the information is to be used by the Board.

Compliance Status	In Compliance
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OE 8.8 The Superintendent will treat all members equally and assure that all members have equal access to information.

Interpretation:

The Superintendent will give Board members the same information related to Board work, using the same delivery system within the same timeframe.

Indicators for Compliance:

- Email updates to Board
- Phone updates to Board
- Weekly Board Update
- Blue Sheets
- Board meeting reports

EVIDENCE OF COMPLIANCE

October 8, 2011 – October 8, 2012

1. Information related to Board work is given to all within the same timeframe using the same delivery system.
 - Email updates are sent to all Board members simultaneously.
 - Board meeting reports are presented to all Board members simultaneously.
 - The Board Update is sent to all Board members simultaneously.
 - All Board members have equal access to the Yellow Sheet.
 - Questions asked by Board members are answered and the answers provided to all Board members.

Compliance Status	In Compliance
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OE 8.9 The Superintendent will inform the Board in a timely manner of any actual or anticipated non-compliance with any Board Operational Expectations policy or any anticipated failure to achieve reasonable progress toward in any Results policy.

Interpretation:

I interpret this to mean that the Superintendent will notify the Board when issues arise in the organization that may lead to non-compliance with any Board Governing Policy (including any Operational Expectation), state or federal statute or lack of progress towards any Board Results Policy. This notification may be included within a monitoring report or, in the event of no timely upcoming scheduled monitoring report, at the time the Superintendent is made aware of the issue.

Indicators for Compliance:

- Notifications of non-compliance

EVIDENCE OF COMPLIANCE October 8, 2011 – October 8, 2012
<ul style="list-style-type: none">• There have been no notifications of non-compliance.

Compliance Status	In Compliance
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OE 8.10 The Superintendent will provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent, but required by law to be approved by the Board.

Interpretation:

When statute requires Board action on items that the Board has delegated to the Superintendent (as defined by Board/Superintendent Relationship Policies B/SR-1 through 5) and the items do not routinely appear in the Board’s agenda, the Superintendent will advise the Board of the items, including that their approval is required to fulfill their legal obligation and request Board action be taken. The Superintendent will ensure that the Board has the necessary and complete information needed to take action on such items.

Indicators for Compliance:

- Reports to the Board on items that require Board action
- Board action on these items

EVIDENCE OF COMPLIANCE
October 8, 2011 – October 8, 2012
<ul style="list-style-type: none"> • The Board is supplied bi-monthly with a report on contracts within expenditure limits specified in the Public Contracts Code #20111. • The report is on the consent agenda for Board approval.

Compliance Status	In Compliance
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OE 8.11 The Superintendent will inform the Board in a timely manner of the administrative disposition of complaints presented to the Superintendent by the Board.

Interpretation:

When a complaint is presented to the Superintendent by the Board in any forum, the Superintendent will work to resolve the complaint with the complainant and notify the Board of the administration’s final disposition when determined.

Indicators for Compliance:

- Written or oral responses to questions/comments/concerns brought up at Board meetings
- Written or oral responses to question/comments/concerns brought to the Superintendent’s attention outside of board meetings.

EVIDENCE OF COMPLIANCE
October 8, 2011 – October 8, 2012
<ul style="list-style-type: none"> • The Board is provided, at regular intervals, with answers from staff to questions raised by the Board and by members of the public at Board meetings. • In the time period noted above, the Board received 25 such reports.

Compliance Status	In Compliance
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OE 8.12 The Superintendent will inform the Board in advance of any deletions of, additions to or significant modifications to any instructional programs.

Interpretation:

I interpret “inform the Board in advance” to mean that Board members are notified before other stakeholder groups whenever possible, and the Board is updated prior to the announcement of a decision. The Board will be notified far enough in advance to allow for input.

If a major change is to be made by the administration related to the instructional programs, the Superintendent will notify the Board of the decision, including background and policy rationale for this decision. Major instructional changes include changes as a result of an evaluation and review process, graduation requirements, district-wide assessment, and grading systems.

Indicators for Compliance:

- Presentations to Board on significant instructional program modifications

EVIDENCE OF COMPLIANCE	
October 2011 – October 2012	
<p style="text-align: center;"><u>Instructional Program:</u></p> <ul style="list-style-type: none"> • Inclusive Practices • Title III (EL) Action Plan • FAIR Education Act • Balanced Literacy – Highlighted during the Elementary and K-8 Schools Data Report 	<p style="text-align: center;"><u>Date of Board Presentations:</u></p> <ul style="list-style-type: none"> • October 20, 2011 • February 2, 2012 • February 2, 2012 • July 19, 2012

Compliance Status	In Compliance
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