



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.2

**Meeting Date:** November 17, 2011

**Subject:** Lean Six Sigma SCUSD/UC Davis Collaboration

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

**Division:** Capital Asset Management Services/Family and Community Engagement

**Recommendation:** Receive information on Lean Six Sigma SCUSD/UC Davis Collaboration.

**Background/Rationale:**

In August, under the direction of Lean Six Sigma and UC Davis School of Education, a group of district employees, including a SCUSD principal and staff from the Human Resources, Integrated Support Services, Youth Development, Family and Community Engagement, Budget Services, Custodial Services and Linked Learning Departments came together for a week of training and process review. Lean Six Sigma is a body of knowledge and set of tools that enable organizations to simultaneously do business better and more efficiently and eliminate waste, thus freeing up valuable resources for more strategic use. The team focused on two areas of improvement, Grant Application and Civic Permit processing.

These areas were chosen because SCUSD is losing opportunities and grant revenue due to redundancy/multiple applications being submitted to funders without coordination between school site(s) and district office departments. The district also lacked statistics for reporting on success to stakeholders. A well-defined competitive grant application process would facilitate more resources (both funding and personnel), less surprises and scrambling to gather information, and an increased understanding of how/from whom to get help through the application process.

The current Civic Permit process is not automated, has not been reviewed in several years and is using a fee and classification structure based on outdated operating costs. There is also an inconsistent application of the rate structure and categorizing of user groups.

**Financial Considerations:** The cost to the district for the training and process review was \$9,285. Streamlining of the grants and civic permitting processes could lead to increased revenue to the district.

**Documents Attached:**

1. Executive Summary

**Estimated Time of Presentation:** 35 minutes

**Submitted by:** Jim Dobson, Director of Planning and Construction  
DiAnne Brown, Grants Coordinator

**Approved by:** Jonathan P. Raymond, Superintendent

# Board of Education Executive Summary

## Capital Asset Management Services

## Family and Community Engagement

Lean Six Sigma SCUSD/UC Davis Collaboration

November 17, 2011



### I. Overview/History of Department or Program

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### II. Driving Governance:

Pillar III: Organizational Transformation

### III. Budget:

The cost of the training and process review to the district was \$9,285.

### IV. Goals, Objectives and Measures:

The goal of the week-long workshop was to review the current state, eliminate non-value added steps, create a streamlined process that facilitates better communication throughout the district, partner organizations and stakeholders. Through this we will be able to better track and measure success in applying for and receiving grant funding and provide equitable access to our facilities at a rate that accurately reflects actual cost and market rates.

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#### V. Major Initiatives:

Create streamlined processes that ensure accountability and ease of use.

#### VI. Results:

By streamlining the grants and civic permit processes, we reduced the number of non-value added steps improved processing time and automated invoicing.

#### VII. Next Steps:

- Communicate the new process to all stakeholders
- Implement the Process
- Monitor and get feedback about the Process
- Make modifications to the Process as necessary
- Expand Lean Six Sigma work to additional areas of the District.