



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1f

Meeting Date: February 20, 2014

Subject: Approve Coherent Governance Policy Operational Expectations (OE) 2, Emergency Superintendent Succession Monitoring Report

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

Department: Superintendent Office

Recommendation: Approve Coherent Governance Policy Operational Expectations (OE) 2, Emergency Superintendent Succession

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 (OE) 2, Emergency Superintendent Succession.

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. Coherent Governance Policy Operational Expectations (OE) 2, Emergency Superintendent Succession Monitoring Report

Estimated Time of Presentation: N/A

Submitted by: Dr. Sara Noguchi, Interim Superintendent

Approved by: Dr. Sara Noguchi, Interim Superintendent

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Operational Expectations: Emergency Superintendent Succession

February 20, 2014

PART I: THE POLICY

OE-2: Emergency Superintendent Succession

The Superintendent shall designate at least one other executive staff member who is familiar with the board's governance process and issues of current concern, and is capable of assuming superintendent responsibilities on an emergency basis.

PART II: SUPERINTENDENT'S CERTIFICATION

I certify that the information in this report is true for the period
beginning August 1, 2013 and ending January 31, 2014.

Based on this report, I believe the school system is

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

Signed: _____ Date: _____
Sara Noguchi, Ed. D., Interim Superintendent

PART III: DISPOSITION OF THE BOARD

Based on this report and our discussion, the board of trustees finds this OE policy to be

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

Signed: _____ Date: _____
Patrick Kennedy, Board President

PART IV: COMMENTS

PART V: INTERPRETATION

I interpret this policy to mean that I will prepare one or more chief officers to make decisions in my absence. I define “emergency basis” as a situation where a chief officer or officers collaboratively make decisions in my absence, specifically in the event that I am unavailable due to circumstances beyond my control and which cause me to be absent without permanently relinquishing my position. This interpretation excludes long-term planning, decision-making about the organizational structure and expectations of the Superintendent’s office currently in effect. Further, my interpretation does not presume present, detailed knowledge of all essential functions, but awareness of primary needs, knowledge of resources for the management of each, and the ability to access those resources in an appropriate and timely manner. Finally, my interpretation does resume that the chief officer(s) serving in an interim position are aware of the Board of Education’s role that they are familiar with Board Work.

PART VII: EVIDENCE OF COMPLIANCE

The current organizational structure has six chief officers: Chief Accountability Officer, Chief Academic Officer, Chief Business Officer, Chief of Schools Officer, Chief Communications Officer and Chief of Staff.

I affirm that the chief officers are sufficiently familiar with Board and Superintendent’s issues and processes and could take over with reasonable proficiency as an interim successor. Through weekly administrative Cabinet and bi-monthly Board meetings, the members of the Cabinet are routinely in touch with the major issues and work in progress of the Superintendent and Board.

The primary emergency plan in the absence of the Superintendent is for the Chief Accountability Officer to assume responsibilities. On the dates below, the succession order was followed:

DATE	CABINET MEMBER
August 5-7 th , 2013	Dr. Teresa Cummings
August 16 th , 2013	Dr. Teresa Cummings
September 5 th , 2013	Dr. Teresa Cummings
October 10-11 th , 2013	Dr. Teresa Cummings
October 30 th to November 1 st , 2013	Dr. Teresa Cummings
November 13 -15 th , 2013	Dr. Teresa Cummings

In the absence of the Chief Accountability Officer, the Chief Academic Officer assumed the responsibilities of the Superintendent.

DATE	CABINET MEMBER
October 25 th , 2013	Dr. Olivine Roberts

In the absence of the Chief Accountability Office and the Chief Academic Officer, the Chief Business Officer assumed the responsibilities of the Superintendent.

DATE	CABINET MEMBER
October 24 th , 2013	Ken Forrest
November 19 th , 2013	Ken Forrest

On November 21st, 2013 Dr. Sara Noguchi was appointed Interim Superintendent. In the absence of the Superintendent after this time period, Dr. Sara Noguchi assumed the responsibility of the Superintendent.

DATE	CABINET MEMBER
December 5,6,9 and 10 th , 2013	Dr. Sara Noguchi

Moving forward the new succession order in the absence of the Superintendent will be: Chief Accountability Officer, Chief of Schools Officer, Chief Academic Officer, Chief Business Officer, Chief Communications Officer and Chief of Staff.