



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.2

**Meeting Date:** October 6, 2011

**Subject:** **Coherent Governance Policy Operational Expectations 2 (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

**Division:** Superintendent's Office

**Recommendation:** Approve Coherent Governance Policy Operational Expectations 2 (OE-2) -  
Emergency Superintendent Succession - 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 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. OE-2 Monitoring Report

**Estimated Time of Presentation:** N/A

**Submitted by:**

**Approved by:** N/A

**Sacramento City Unified School District**

**Operational Expectations: Emergency Superintendent Succession**

**October 6, 2011**

**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 \_\_\_\_\_ 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 trustees finds this OE policy to be

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Gustavo Arroyo, Board President

**PART IV: COMMENTS**

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## **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 presume 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 VI: EVIDENCE OF COMPLIANCE**

The current organizational structure has seven chief officers: Chief Accountability Officer, Chief Academic Officer, Chief Human Resources Officer, Chief Family and Community Engagement Officer, Chief Business Officer, Chief Communications Officer and Chief of Staff.

I affirm that the chief officers are sufficiently familiar with Board and Superintendent 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. This occurred on the following dates:

- July 30, 2010
- August 2, 2010-August 16, 2010
- September 20, 2010
- April 19, 2011-April 20, 2011
- June 27, 2011-30, 2011
- July 28-August 15, 2011

In the Chief Accountability Officer’s absence, the Chief Academic Officer, Chief Human Resources Officer, Chief Family and Community Engagement Officer and Chief Business Officer would be in charge, in that order. There was no incident where the Chief Accountability Officer was gone at the same time I was.