



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Item# 8.1e

**Meeting Date:** March 20, 2014

**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 receives 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

Once they have received the report, 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:** Sara Noguchi, Ed.D., Interim Superintendent

**Approved by:** N/A

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Operational Expectation Monitoring Report**  
**OE-8: Communicating with the Board**  
**March 20, 2014**

**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: \_\_\_\_\_  
Dr. Sara Noguchi, Interim 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: \_\_\_\_\_  
Patrick Kennedy, Board President

**PART IV: COMMENTS**

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**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.

<b>EVIDENCE OF COMPLIANCE</b>		
January 18, 2013 – February 21, 2014		
<b>OE Operational Expectation</b>	<b>Date Monitored</b>	<b>Board Action</b>
OE-13 Facilities	January 10, 2013	In Compliance
OE- 8 Communication with the Board	January 17, 2013	In Compliance
OE- 6 Financial Administration	March 21, 2013	In Compliance

OE- 7 Asset Protection	March 21, 2013	In Compliance
OE- 11 Student Discipline	March 21, 2013	In Compliance
OE-12 Learning Environment	April 4, 2013	In Compliance
OE- 9 Communicating with the Public	April 18, 2013	In Compliance
OE- 5 Financial Planning	June 13, 2013	In Compliance
OE- 10 Instructional Programs	September 12, 2013	In Compliance
OE-2 Emergency Superintendent Succession	February 20, 2014	In Compliance

<b>Compliance Status</b>	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

January 18, 2013 – February 21, 2014

- Board Updates – The Board received weekly Board Updates that included information from the Superintendent and other district administrators. Board Updates were sent every Friday during the school year.
- At the end of January 2014, the Communications Office changed the format of the Board Updates. The new format streamlines and standardizes communications to Board. Board Communication (BC) Memos are tracked and logged to ensure that all Board members are receiving the same information and that we are being responsive to requests for information. If/when a communication contains confidential information about a student and/or employee or other confidential matters, it is marked as such.

Information included in BCs:

- Important updates on district work and initiatives (similar to many Board Update items)
- Answers to questions asked by Board members
- Upcoming events relevant to *all* Board members
- Talking points and/or information to support them in addressing relevant topics in the district

Board Communication Memos are sent both daily (on an as-needed basis) and on Fridays. Between January 18, 2014, and February 21, 2014, a total of 46 Board Communication Memos were sent to the Board.

The following explanation of the changes was emailed to the Board on January 24, 2014:

### *Changes to Board Communication Processes*

#### *Daily Communication:*

- *Urgent Messages: these messages include: safety and security issues.*
- *Media Alerts: messages that give Board members a heads-up on media events. The Board Communication will include possible talking points if needed.*
- *Media Reports: Daily clippings and broadcast news clips relevant to the district.*

#### *Weekly Board Update:*

- *Friday Board Communication (BC) Update: The majority of Board Communications will be emailed on Friday. This will eliminate the on-going throughout the week barrage of emails.*
- *There will be a cover page that outlines all the BC's. This will allow you to glance through all the information and choose which BC's apply to you. BC's will be divided into two categories: confidential and non-confidential. The category will be referenced at the top of the BC. This format will take the place of the current Board Update. This information will include, but is not limited to, the following types of items: data requests made by other Board members, updates on key priorities, information updates on budget, updates on negotiations (confidential), clarification on Board Policies, Etc. All non-confidential Board Communications will be posted to the web.*

- 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.

<b>Compliance Status</b>	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:**

<b>EVIDENCE OF COMPLIANCE</b>	
January 18, 2013 – February 21, 2014	

<b>Regular and systematic budget reports including periodic budget presentations</b>	<b>Board Meeting Dates</b>
2013-14 Budget Recommendations and Reductions	March 7, 2013
Business and Financial Report: Purchase Order Board Report for the Period of January 15, 2013 through February 14, 2013; Enrollment and Attendance Report for Month 5 Ending January 25, 2013	March 7, 2013
Approve the Budget Revision of the 2012-13 Fiscal Year, for the Period Ending January 31, 2013	March 21, 2013
Approve Business and Financial Reports: Warrants and Checks Issued for the Period of February 2013	March 21, 2013
Second Interim Recommended Budget Reductions for 2013-14	March 21, 2013
Resolution Establishing Bond Oversight Committee and Appointing Committee Members	March 21, 2013
2012-13 Second Interim Financial Report	March 21, 2013
Approve Business and Financial Report Cash Flow Report for the Period Ending January 31, 2013	March 21, 2013
Business and Financial Information	April 4, 2013
Approve Business and Financial Report: Warrants and Checks Issued for the Period of March 2013	April 18, 2013
Approve Bond Oversight Committee 2011-12 Annual Report (Measure I)	April 18, 2013
Business and Financial Report: Cash Flow Report for the Period Ending February 2013	April 18, 2013
Resolution No. 2747: Prescribing the Terms of Sale of Bonds from Authorization Granted by the Voters on November 6, 2012	May 2, 2013
Business and Financial Report: Purchase Order Board Report for the Period of March 15, 2013 through April 14, 2013; Enrollment and Attendance Report for Month 7 Ending March 22, 2013	May 2, 2013
Public Hearing for the Receipt and Use of Tier III Funds for Fiscal Year 2013-14	May 16, 2013
Resolution No. 2747: Prescribing the Terms of Sale of Bonds from Authorization Granted by the Voters on November 6, 2012	May 16, 2013
Approve Business and Financial Report	May 16, 2013
Resolution No. 2751: Transfer of 2012-13 Expenditures to Education Protection Account Funds	May 16, 2013
Business and Financial Report: Cash Flow Report for the Period Ending March 31, 2013 - Investment Report as of March 31, 2013	May 16, 2013
Approval to Submit Class Size Waiver Request for Grade Kindergarten for Fiscal Year 2013-14	May 16, 2013
Approval to Submit Class Size Waiver Request for Grades 1-3 for Fiscal Years 2012-13	May 16, 2013



and 2013-14	
Resolution No. 2751: Transfer of 2012-13 Expenditures to Education Protection Account Funds	May 16, 2013
Approve Business and Financial Reports: Warrants and Checks Issued for the Period of April 2013.	May 16, 2013
Public Hearing and Proposed Fiscal Year 2013-14 Budget for All Funds	June 13, 2013
Approve the Budget Revision of the 2012-13 Fiscal Year for the Period Ending April 30, 2013	June 13, 2013
Approve 2012-13 Third Interim Financial Report	June 13, 2013
Business and Financial Report: Purchase Order Board Report for the Period of April 15, 2013 through May 14, 2013; Report on Contracts within the Expenditure Limitations Specified in Section PCC 20111 for the Period March 1, 2013 through April 30, 2013; Enrollment and Attendance Report for Month 8 Ending April 19, 2013	June 13, 2013
Approve Business and Financial Report: Warrants and Checks Issued for the Period of May 2013	June 20, 2013
Adoption of Proposed Fiscal Year 2013-2014 Budget for All Funds	June 20, 2013
Business and Financial Report: Cash Flow Report for the Period Ending April 30, 2013	June 20, 2013
Approve Business and Financial Report: Warrants and Checks Issued for the Period of June 2013	July 18, 2013
Approve Resolution No. 2755: To Establish Temporary Inter-fund Transfers of Special or Restricted Fund Moneys	July 18, 2013
Approve Resolution No. 2756: Providing for Investment of Funds of the Sacramento City Unified School District in the Local Agency Investment Fund (LAIF)	July 18, 2013
Budget Work Session	July 18, 2013
Business and Financial Report: Purchase Order Board Report for the Period of May 15, 2013 through June 14, 2013; Enrollment and Attendance Report for Month 9 Ending May 17, 2013; Enrollment and Attendance Report for Month 10 Ending June 13, 2013; Cash Flow Report for the Period Ending May 31, 2013	July 18, 2013
Approve 2013-14 District Budget Update and Revision – State Budget Approval	August 1, 2013
Business and Financial Report: Purchase Order Board Report for the Period of June 15, 2013 through July 14, 2013; Report on Contracts within the Expenditure Limitations Specified in Section PCC 20111 for the Period May 1, 2013 through June 30, 2013	August 1, 2013
Business and Financial Report: - Cash Flow Report for Period Ending June 30, 2013 & Investment Report as of June 30, 2013	August 15, 2013
Approve Business and Financial Report: Warrants and Checks Issued for the Period of July 2013	August 15, 2013
Budget Community Meeting	August 26, 2013
Approve Grants, Entitlements and Other Income Agreements; Ratification of Other	September 12,

Agreements; Approval of Bid Awards; Approval of Declared Surplus Materials and Equipment	2013
Facilities Use Agreement: Sol Aureus College Preparatory and Yav Pem Suab Academy	September 12, 2013
Approve Grants, Entitlements and Other Income Agreements; Ratification of Other Agreements; Approval of Bid Awards; Approval of Declared Surplus Materials and Equipment	September 12, 2013
Approve Anticipated Receipts of Grants and Donations	September 12, 2013
Approve Business and Financial Report: Purchase Order Board Report for the Period of July 15, 2013 through August 14, 2013	September 12, 2013
Approve Grants, Entitlements and Other Income Agreements; Ratification of Other Agreements; Approval Bid Awards; Approval of Declared Surplus Materials and Equipment	September 19, 2013
Approve Business and Financial Report: Warrants and Checks Issued for the Period of August 2013	September 19, 2013
Approve 2012-13 Year-End Financial Report (Unaudited Actuals)	September 19, 2013
Approve Anticipated Receipts of Grants and Donations	September 19, 2013
Approve Resolution No. 2760: Estimate Gann Appropriation Limitation for 2013-14 and Gann Amendment Calculation, 2012-13	September 19, 2013
Deadline for Refinancing Existing Certificates of Participation	September 19, 2013
Facilities Use Agreement: Sol Aureus College Preparatory and Yav Pem Suab Academy	September 19, 2013
Measures Q and R Bond Allocation	September 19, 2013
School Quality Improvement System (SQIS) CORE Waiver Update	September 19, 2013
Approve Grants, Entitlements and Other Income Agreements; Ratification of Other Agreements; Approval of Bid Awards; Approval of Declared Surplus Materials and Equipment	October 3, 2013
Approve California Common Core State Standards Implementation Funds Expenditure Plan	October 3, 2013
Cash Flow Report for the Period Ending July 31, 2013	October 3, 2013
Purchase Order Board Report	October 3, 2013
Report on Contracts within the Expenditure Limitations Specified in Section 9/14/2013 PCC 20111 for the Period of July 1, 2013 through August 13, 2013	October 3, 2013

Approve Grants, Entitlements and Other Income Agreements; Ratification of Other Agreements; Approval of Bid Awards; Approval of Declared Surplus Materials and Equipment	October 17, 2013
Approve Business and Financial Report: Warrants and Checks Issued for the Period of September 2013	October 17, 2013
Lease Agreement Between City of Sacramento and Sacramento City Unified School District for Use of Fremont Site	October 17, 2013
Approve Business and Financial Report: Cash Flow Report for the Period Ending August 31, 2013	October 17, 2013
Approve Business and Financial Report: Developer Fees Report for Fiscal Year Ending June 30, 2013	October 17, 2013
Business and Financial Report: Purchase Order Board Report for the Period of September 15, 2013 through October 14, 2013	October 17, 2013
Budget Community Meeting	October 23, 2013
LCFF Community Meeting	November 6, 2013
Approve Grants, Entitlements and Other Income Agreements; Ratification of Other Agreements; Approval of Bid Awards; Approval of Declared Surplus Materials and Equipment	November 7, 2013
District Resolution Nos. 2762 and 2764: Authorizing the District to form the Sacramento City Schools Joint Powers Financing Authority for the Purpose of Issuing Lease Revenue Refunding Bonds to Refund the District's 2001 and 2011 Certificates of Participation Into 27-Year Fixed Rate Debt	November 7, 2013
Sacramento City Schools Joint Powers Financing Authority Resolution No. 2765 and No. 2766: Authorizing the Conflict of Interest Code and Issuance of Lease Revenue Refunding Bonds to Refund the District's 2001 and 2011 Certificates of Participation	November 7, 2013
Resolution No. 2767: Authorizing the Issuance and Sale of Not to Exceed \$52 Million Sacramento City Unified School District General Obligation Refunding Bonds, and Approving Certain Actions and Documents in Connection Therewith	November 7, 2013
Business and Financial Report: Enrollment and Attendance Report for Month 1 Ending September 27, 2013	November 7, 2013
Adopt Resolution No. 2: Authorizing the Issuance Of Its 2014 Lease Revenue Refunding Bonds, In An Aggregate Principal Amount not to Exceed \$95,000,000; Authorizing the Forms of and Directing the Execution and Delivery of a Trust Agreement, A Facility Lease, A Facility Sublease, and a Continuing Disclosure Certificate; Approving the Form of and Distribution of One or More Bond Purchase Agreements, A Placement Agent Agreement, and an Official Statement for Said Bonds; and Authorizing Taking of Necessary Actions and Execution of Necessary Documents in Connection Therewith	November 21, 2013
Approve Grants, Entitlements and Other Income Agreements, Ratification of Other Agreements, Approval Bid Awards, Approval of Declared Surplus Materials and Equipment	December 12, 2013
First Interim Financial Report 2013-14	December 12, 2013

Presentation of Independent Audit Report for the Fiscal Year Ended June 30, 2013	December 12, 2013
Local Control Funding Formula Presentation and Discussion	December 12, 2013
Purchase Order Board Report for the Period of October 15, 2013 through November 14, 2013	December 12, 2013
Report on Contracts within the Expenditure Limitations Specified in Section 9/14/2013 PCC 20111 for the Period of September 1, 2013 through October 31, 2013	December 12, 2013
Enrollment and Attendance Report for Month 2 Ending October 25, 2013	December 12, 2013
LCAP Community Meeting	December 16, 2013
Approve Grants, Entitlements and Other Income Agreements; Ratification of Other Agreements; Approval of Bid Awards; Approval of Declared Surplus Materials and Equipment	December 19, 2013
Approve Warrants and Financial Report: Warrants and Checks Issued for the Period of November 2013	December 19, 2013
2014-15 Budget Calendar	December 19, 2013
Cash Flow Report for the Period Ending October 31, 2013	December 19, 2013
7-11 Committee LCFF Briefing	January 13, 2014
LCAP Community Meeting	January 22, 2014
Approve Grants, Entitlements and Other Income Agreements; Ratification of Other Agreements; Approval of Bid Awards; Approval of Declared Surplus Materials and Equipment	January 23, 2014
Approve Annual Adjustment to Bid Threshold per Public Contract Code Section 20111	January 23, 2014
Approve Business and Financial Report: Warrants and Checks Issued for the Period of December 2013	January 23, 2014
Enrollment and Attendance Report for Month 4 Ending December 20, 2013	January 23, 2014
Attendance and Chronic Absence	February 6, 2014
Approve Grants, Entitlements and Other Income Agreements; Ratification of Other Agreements; Approval of Bid Awards; Approval of Declared Surplus Materials and Equipment	February 20, 2014
Approve Business and Financial Report: Warrants and Checks Issued for the Period of January 2014	February 20, 2014
2014-2015 Budget Update	February 20, 2014
Purchase Order Board Report for the Period of December 15, 2013 through January 14, 2014	February 20, 2014
Report on Contracts within the Expenditure Limitations Specified in Section PCC 20111 for the Period November 1, 2013 through December 31, 2013	February 20, 2014

Cash Flow Report for the Periods Ending November 30, 2013	February 20, 2014
Investment Report as of December 31, 2013	February 20, 2014
LCFF Community Meeting Rosemont	February 24, 2014
Budget Community Meeting	February 26, 2014
LCFF Community Meeting	February 27, 2014

<b>Compliance Status</b>	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

<b>EVIDENCE OF COMPLIANCE</b>	
January 18, 2013 – February 21, 2014	
<b><u>Type of Information</u></b>	<b><u>Examples of Topics</u></b>
Internal and External Viewpoints	<ul style="list-style-type: none"> <li>• LCAP Public Forums</li> <li>• Customer Service/End of the School Year Survey (Principals and Assistant Principals)</li> <li>• Community Budget Forums</li> <li>• During the reporting period, staff made 43 informational presentations to the Board on such subjects as Common Core implementation, the Local Control Funding</li> </ul>

	Formula, Social-Emotional Learning and Chronic Absence.
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<b>Compliance Status</b>	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

<b>EVIDENCE OF COMPLIANCE</b>	
January 18, 2013 – February 21, 2014	
<p><b><u>Emails to the Board:</u></b></p> <p>The Communications Office sent Board members <b>280 emails or Board Communication Memos</b> during the time period listed above (NOTE: This is 118 more emails than were sent during the last monitoring period)</p>	<p><b><u>Examples of Topics</u></b></p> <ul style="list-style-type: none"> <li>• Media clips</li> <li>• Lockdowns</li> <li>• Police investigations and arrests</li> <li>• Student/school/program/staff recognition and accomplishments</li> <li>• Community Events</li> <li>• Anticipated media coverage</li> </ul>

<b>Compliance Status</b>	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

<p><b>EVIDENCE OF COMPLIANCE</b></p> <p>January 18, 2013 – February 21, 2014</p>
<p>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.</p>

<b>Compliance Status</b>	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**

January 18, 2013 – February 21, 2014

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

**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
- Board Communication Memos
- Blue Sheets
- Board meeting reports

**EVIDENCE OF COMPLIANCE**

January 18, 2013 – February 21, 2014

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 and Board Communication Memos are 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.



<b>Compliance Status</b>	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

<b>EVIDENCE OF COMPLIANCE</b>
January 18, 2013 – February 21, 2014
<ul style="list-style-type: none"> <li>• There have been no notifications of non-compliance.</li> </ul>

<b>Compliance Status</b>	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

<b>EVIDENCE OF COMPLIANCE</b>
January 18, 2013 – February 21, 2014
<ul style="list-style-type: none"> <li>• The Board is supplied bi-monthly with a report on contracts within expenditure limits specified in the Public Contracts Code #20111.</li> <li>• The report is on the consent agenda for Board approval.</li> </ul>

<b>Compliance Status</b>	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.

<b>EVIDENCE OF COMPLIANCE</b>
January 18, 2013 – February 21, 2014
<ul style="list-style-type: none"> <li>• The Board is provided, at regular intervals, with answers from staff to questions raised both by the Board and by members of the public at Board meetings.</li> <li>• In the time period noted above, the Board received 25 such reports.</li> </ul>

<b>Compliance Status</b>	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

<b>EVIDENCE OF COMPLIANCE</b>	
January 18, 2013 – February 21, 2014	
<b><u>Instructional Program:</u></b>	<b><u>Date of Board Presentations:</u></b>
<ul style="list-style-type: none"> <li>• Revised Board Policy 6142.7 - Physical Education Instruction</li> <li>• College and Career Ready Students</li> <li>• Early Childhood Development</li> <li>• California Common Core State Standards Implementation Funds Expenditure Plan</li> <li>• Common Core Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• August 15, 2013</li> <li>• March 21, 2013</li> <li>• May 16, 2013</li> <li>• October 3, 2013</li> <li>• January 23, 2014</li> </ul>

<b>Compliance Status</b>	In Compliance
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