



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.4

Meeting Date: December 14, 2011

Subject: **Coherent Governance Policy Operational Expectations 13 (OE-13) -
Facilities - 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 13 (OE-13) – Facilities - 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 13 – Facilities.

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-13 Monitoring Report

Estimated Time of Presentation: 5 minutes

Submitted by: Jonathan P. Raymond, Superintendent

Approved by: N/A

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Operational Expectations: Facilities
December 14, 2011

PART I: THE POLICY

OE-13: Facilities

The Superintendent shall assure that physical facilities support the accomplishment of the Board's Results policies.

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: _____
Diana Rodriguez, Board President

PART IV: COMMENTS

PART V: INTERPRETATION, INDICATORS FOR COMPLIANCE AND EVIDENCE OF COMPLIANCE

I interpret this to mean that District owned or leased spaces properly accommodate the educational programs and administrative support necessary to accomplish the Board's Results and Operational Expectations policies. This includes items such as capacity, atmosphere and geographic location. We interpret "safe & properly maintained" to mean that these District spaces meet or exceed California Division of the State Architect (DSA) standards.

OE 13.1: The Superintendent will develop a plan that establishes priorities for construction, renovation and maintenance projects that:

- a) Assigns highest priority to the correction of unsafe conditions;**
- b) Includes maintenance costs as necessary to enable facilities to reach their intended life cycles;**
- c) Plans for and schedules preventive maintenance;**
- d) Plans for and schedules system replacement when new schools open, schools are renovated or systems replaced; and**
- e) Discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on the other parts of the organization.**

Interpretation:

I interpret this to mean that the District will maintain a five-year or longer plan for District facilities construction, renovation and maintenance and for facility addition or reduction that incorporates items A-E above, and adheres to Board policy 3511: Grimes-Kennedy Green and Grid Neutral Model Schools Policy Initiative. This plan will also incorporate assumptions regarding capital needs required to accomplish Board Results policies along with projected costs and recommended funding sources. The complete five-year Capital Plan will incorporate all known capital spending needs.

Indicators for Compliance:

- The complete five-year plan incorporates current projected capital needs for the years 2010-11 through 2014-15.
- SCUSD will maintain and follow a priority system of scheduling of, and funding for, work as follows:
 - Promote safe and healthy schools for students, staff and community
 - Create environments that are conducive to student learning
 - Institute life-cycle maintenance for buildings and equipment to maximize useful life
 - Save energy, resources and money
 - Site needs which positively impact community engagement and enable schools to be centers of the community
 - Identify other needs as designated by site administrator and /or Capital Asset Management Services (CAMS) personnel
- Each component of the five-year Capital Plan will have a recommended funding source which is separate from the General fund. If components of the Capital Plan impact students, staff or community members, Board Policy will guide the implementation process.
- The Facilities Maintenance Department will maintain and follow a procedure which establishes priorities for the day-to-day and long-term maintenance of buildings and related equipment. These items are included in the operating budget of the CAMS department, and will not be included in the Capital Plan.

EVIDENCE OF COMPLIANCE

- Completed five-year Capital Plan incorporating current projected capital needs for the years 2010-11 through 2014-15. The five-year Capital Plan recommends the following revenue sources, which cannot be used for general operations such as class size and staffing.
 - Completed July 2009.
- Maintained and followed a priority system of scheduling and funding for work as follows:

- Priority One projects pose an identifiable and immediate health and safety risk to either students, staff, or other school site users.
 - Examples of Priority One Projects:
 - Structural and/or Electrical System Damage
 - Fire alarm deficiencies
 - Communication systems deficiencies
 - Broken or deflected site paving (asphalt, concrete, curbage)
 - Broken or ineffective exiting (doors, hardware, signage)
 - Indoor Air Quality (mold)
 - Disturbed hazardous materials (asbestos, lead paint)
- Priority Two projects, if not addressed within the next year, have a high probability of resulting in health and safety risks (Priority One projects)
 - Examples of Priority Two Projects:
 - Compromised roof membrane or roof systems (including roof drainage)
 - Compromised window systems
 - Compromised exterior paint systems
 - Ineffective site drainage
 - Deteriorated site paving (asphalt, concrete, curbage)
- Priority Three projects, if not addressed within the next five years, have a high probability of resulting in damage to building envelope, site conditions, or systems (Priority Two projects). These projects typically include systems that are still operational, but have exceeded their expected operational lifecycles.
 - Examples of Priority Three Projects:
 - Worn or decayed (not compromised) roof membrane or roof system (including roof drainage)
 - Worn or decayed (not compromised) window systems
 - Exterior paint systems that have exceeded their expected life cycle
 - HVAC systems well beyond expected life cycle
- Priority Four projects are not hierarchical meaning that if they are not addressed, they will not escalate to either Priority One, Two and Three projects. Priority four projects are specific to improving the delivery of the educational program.
 - Examples of Priority Four Projects:
 - Damaged interior wall coverings
 - Deteriorated interior paint or wall finishes
- Priority Five projects are not hierarchical meaning that if they are not addressed, they will not escalate to either Priority One, Two and Three projects.
- Designated a funding source which is separate from the General Fund.
 - Grants, Rebates, Bond, CDF, and Modernization Funds were utilized
- Maintained and followed a procedure which establishes priorities for the day-to-day and long-term maintenance of buildings and related equipment. These items are included in the operating budget of the CAMS department, and will not be included in the Capital Plan. Leveraged District funds with applicable public and private grants, community and business partnerships and State School Facilities Funding.
 - The MET: modernization, overcrowded relief grant and high performance incentive; Burbank: new construction; School of Engineering and Sciences: Joint Use; SMUD: Savings By Design Rebate.

Compliance Status	In Compliance
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OE 13.2: The Superintendent will, as capital decisions are made, project life-cycle costs (hard and soft) as accurately as possible given the information known at the time.

Interpretation:

I interpret this to mean that the District will incorporate the need for maintenance and replacement of existing facilities and equipment when making annual capital funding decisions.

Indicators for Compliance:

- Annual capital funding decisions will be included in the annual budget. As stated above, the District will maintain and follow a priority system of scheduling and funding for work as follows:
 - Promote safe and healthy schools for students, staff and community
 - Create environments that are conducive to student learning
 - Institute life-cycle maintenance for buildings and equipment to maximize useful life
 - Save energy, resources and money
 - Site needs which positively impact community engagement and enable schools to be centers of the community
 - Identify other needs as designated by site administrator and /or Capital Asset Management Services (CAMS) personnel

EVIDENCE OF COMPLIANCE
<ul style="list-style-type: none">○ Annual capital funding decisions have been included in the 2010- 2011 annual budget.○ As stated above, the District has maintained and followed a priority system of scheduling of, and funding, for work.

Compliance Status	In Compliance
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OE 13.3: The Superintendent will assure that facilities are safe, clean and properly maintained.

Interpretation:

I interpret this to mean that District facilities will be maintained in a manner that is considered “clean” by staff assessment and “sanitary and safe” by regulatory agencies including Sacramento County Office of Education, Sacramento County Department of Health, Department of the State Architect (DSA), and the Sacramento Fire Department.

Indicators for Compliance:

- Annual facilities inspections will be conducted by staff.
- Annual Opening of schools survey.
- Climate survey.

EVIDENCE OF COMPLIANCE

- Annual facilities inspections were conducted and included in the School Accountability Report Card.
 - Inspections begun in June, 2011 and were completed in November, 2011. Annual fire inspection begun in November, 2011 and were completed in December, 2011.
- Opening of schools survey was conducted.

Compliance Status

In Compliance

OE 13.4: The Superintendent will develop and consistently administer facilities use guidelines delineating:

- a) **Permitted uses;**
- b) **Applicable fee structure;**
- c) **Clear user expectations, including behavior, cleanup, security, insurance and damage repair;**
- d) **Consequences and enforcement procedures for public users who fail to follow the established rules; and**
- e) **Customer service policies and procedures.**

Interpretation:

I interpret this to mean that the District will encourage the use of District-owned facilities by outside groups and will administer their use according to items A-E above.

Indicators for Compliance:

- The District will inform school District and/or site staff and the public of the civic permit process through the District website and other appropriate communication venues. The website and associated forms clearly delineate the permitted uses, fee structure and user expectations. Work with District and site staff to establish protocol for appropriate custodial support for facility use after hours, weekends and holidays.

EVIDENCE OF COMPLIANCE

- The District informed school District and/or site staff and the public of the civic permit process through the District website and other appropriate communication venues. The website and associated forms clearly delineate the permitted uses, fee structure and user expectations.
 - <http://www.scusd.edu/Permits>
- We have worked with District and site staff to establish protocol for appropriate custodial support for facility use after hours, weekends and holidays.
 - School Office Manager meetings were held in August.
 - School Plant Manager meetings were held in September and October.
- Permit process went through a Lean Six Sigma kaizen, and staff is collaborating with UC Davis to determine appropriate changes to guidelines and fee structure. The kaizen event occurred August 1-5. Further benchmarking and cost analysis will be completed in February. Also in

September 2011 implemented a post-event survey process to identify issues that occurred during the event.

Compliance Status	In Compliance
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OE 13.5: The superintendent will ensure that facilities, maintenance and construction procedures adhere to applicable laws.

Interpretation:

I interpret this to mean that the District will receive Division of the State Architect (DSA) approval for all projects within their jurisdiction. Non-DSA projects will comply with all applicable state regulations.

Indicators for Compliance:

- Projects requiring DSA approval will be approved prior to the commencement of construction and employ the services of an inspector of record.
- Non-DSA projects will comply with applicable state codes.

EVIDENCE OF COMPLIANCE
<ul style="list-style-type: none"> • Projects requiring DSA approval were approved prior to the commencement of construction and employed the services of an inspector of record. <ul style="list-style-type: none"> ○ The MET renovation ○ Isador Cohen HVAC upgrade ○ Luther Burbank Sports Complex ○ Modular building relocation at Alice Birney Waldorf Inspired and Hubert H. Bancroft • Non-DSA projects complied with applicable state codes. <ul style="list-style-type: none"> ○ Priority School upgrades ○ Landscaping upgrades ○ Routine maintenance ○ Preventative maintenance

Compliance Status	In Compliance
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OE 13.6: The Superintendent will not build, renovate or re-purpose buildings.

Interpretation:

I interpret this to mean that the District will require Board approval prior to constructing a building, adding square footage to a building or remodeling a building to the extent that it changes its use as follows:

- Grades served in the building
- Changing the primary use of a cafeteria, multi-purpose room, gymnasium, auditorium
- The nature of a District-wide destination school

Indicators for Compliance:

Not Applicable

EVIDENCE OF COMPLIANCE
<ul style="list-style-type: none">• No construction was done that changed the grades served in the building; the primary use of the cafeteria, multi-purpose room, gymnasium or the auditorium; or the nature of a District-wide destination school.• All construction projects requiring a public bid were completed within District specifications, and approved by the Board.<ul style="list-style-type: none">○ The MET renovation○ Luther Burbank Sports Complex

Compliance Status	In Compliance
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OE 13.7: The Superintendent will not recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks.

Interpretation:

I interpret this to mean that when recommending a land acquisition to the school Board, the District will fully research and understand the need, cost, risks and District impact. Land may not be acquired without Board approval.

Indicators for Compliance:

- The Superintendent will not acquire land without Board approval.

EVIDENCE OF COMPLIANCE
<ul style="list-style-type: none">• The District did not consider any land acquisition.

Compliance Status	In Compliance
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OE 13.8: The Superintendent will not authorize construction schedules and change orders that significantly increase cost or reduce quality.

Interpretation:

I interpret this to mean that the District will complete capital projects according to the contract specifications, will bring to the Board for approval contract changes that increase the length of a project or has a fiscal impact.

Indicators for Compliance:

- All construction projects will be completed within funds allocated. In addition, all construction projects will be completed within District bid specifications, including time frame and budget.

EVIDENCE OF COMPLIANCE
<ul style="list-style-type: none">• All construction projects requiring a public bid were completed within District specifications.• All change orders received appropriate Board approval.<ul style="list-style-type: none">○ Leonardo da Vinci parking lot, Oscar David Engineering○ Washington Carver Media Lab, Landmark Construction○ Sacramento High School pool, Waterworks

Compliance Status	In Compliance
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OE 13.9: The Superintendent will not unreasonably deny the public’s use of facilities as long as student safety, student functions, and the instructional program are not compromised.

Interpretation:

I interpret this to mean that the District will administer a clear facility usage procedure that prioritizes District and student use. The District may deny facility use to outside groups if the intended use will compromise the instructional program, District reputation, health and safety of students and staff, safety and maintenance of the facility, or is in conflict with a previously granted permit. The District may take in to consideration any previous negative permit history in denying a permit.

Indicators for Compliance:

- The District will not unreasonably deny the public use of any facility during the 2010-2011 school year.

EVIDENCE OF COMPLIANCE
<ul style="list-style-type: none">• Other than the normal priority use schedule, the District did not deny the public use of any facility during the 2010-2011 school year.<ul style="list-style-type: none">○ Priorities for facility use are given to the following groups in the following order:<ul style="list-style-type: none">▪ School / District / PTA Use▪ Joint-Use Agreement with City of Sacramento Parks & Recreation Agencies▪ Non-Profit Youth Organizations▪ Religious and Commercial Organizations

Compliance Status	In Compliance
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