



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# \_\_\_\_\_

**Meeting Date:** December 14, 2011

**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



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Operational Expectation Monitoring Report  
OE8: Communicating with the Board  
December 14, 2011

PART I: THE POLICY

OE8: Communicating with the Board

The Superintendent



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 spelled out in the Board’s policy GCB) helps the Board to “represent, lead, and serve the owners and to govern the organization.”

Indicators for Compliance:

- x The weekly Board Update
- x Daily/as needed updates via email/phone calls
- x Summations of assessment data
- x Board meeting presentations on trends and data

EVIDENCE

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:

- x Regular and systematic budget reports including periodic budget presentations

EVIDENCE OF COMPLIANCE	
October 8, 2010 – October 7, 2011	
Type of Information	Board Meeting Dates
2009-2010 Year End Financial Report and Final Transfers	October 19, 2010
Enrollment and Attendance Report for Month 1 Ending October 1, 2010	October 19, 2010
Approve 2010-2011 District Budget Update and Revision – State Budget Approval	November 18, 2010
Approve Resolution No. 2637 for 2002 Certificates of Participation	November 18, 2010
Refinance of General Obligation Bonds	November 18, 2010
Measure Financial Audit for 2003-2009	November 18, 2010
Enrollment and Attendance Report for Month 2 Ending October 29, 2010	November 18, 2010







I interpret “variety of internal and external viewpoints” to mean that Superintendent will provide the Board with input from multiple perspectives and opinion 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:

- x Results of surveys (staff, student, parent, etc.)
- x Summaries of community forums
- x Information presentations at Board

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EVIDENCE OF COMPLIANCE

October 8, 2010 – October 7, 2011

<p><u>Emails to the Board:</u></p> <p>The Communications Office sent Board members at least 179 emails during the time period listed above.</p>	<p><u>Examples of Topics</u></p> <ul style="list-style-type: none"> <li>x Lockdowns</li> <li>x Police investigations and arrests</li> <li>x Student/school/program/staff recognition and accomplishments</li> <li>x Community Events</li> <li>x Media interviews with the Superintendent</li> <li>x Anticipated media coverage</li> </ul>
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Compliance Status	In Compliance
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Interpretation:

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Compliance Status	In Compliance
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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:

- x Weekly Board update
- x The Board packet

<p><b>EVIDENCE OF COMPLIANCE</b></p> <p>October 8, 2010 – October 7, 2011</p>
<ol style="list-style-type: none"> <li>1. Board meeting packets clearly indicate what action is necessary by the Board.</li> <li>2. Additional written information that is given to Board members also indicates how the information is to be used by the Board.</li> </ol>

Compliance Status	In Compliance
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OE 8.8 The Superintendent will treat all members equally and assure that all members have equal access to information.
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Interpretation:

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Compliance Status	In Compliance
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OE8.10 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

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:

- x Written or oral responses to questions/comments/concerns brought up at Board meetings
- x Written or oral responses to question/comments/concerns brought to the Superintendent's attention outside of board meetings.

<p><b>EVIDENCE OF COMPLIANCE</b></p> <p>October 8, 2010 – October 7, 2011</p>
<ul style="list-style-type: none"> <li>x 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>x In the time period noted above, the Board received 32 such reports.</li> </ul>

Compliance Status	In Compliance
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OE8.12 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:

- x Presentations to Board on significant instructional program modifications

EVIDENCE OF COMPLIANCE

October 8, 2010 – October 7, 2011

<u>Instructional Program:</u>	<u>Date of Board Presentations:</u>
x English Language Learner Framework x Literacy Framework	x August 18, 2011 x September 15, 2011

Compliance Status	In Compliance
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PolicyType:Governance&Culture

SCUSD Board of Education Annual Work Plan – 2011-2012

MONTH	GC	BSR	OE	RESULTS	DIALOG





determined