



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.5

Meeting Date: March 21, 2013

Subject: **Coherent Governance Policy Operational Expectations 7 (OE-7) --
Asset Protection**

- 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 7 (OE-7) – Asset Protection - Monitoring Report.

Background/Rationale: The Board has directed the Superintendent to provide Monitoring Reports on a 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 toward 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 7 – Asset Protection.

The report includes the following information:

- x The policy.
- x The Superintendent's certification.
- x Reasonable Interpretation of the policy.
- x 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:

- x Disposition of the Board. (The policy is found by the Board to be "in compliance," "in compliance with exceptions," or "not in compliance.")
- x 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-7 Monitoring Report

<p>Estimated Time of Presentation: 5 minutes Submitted by: Jonathan P. Raymond, Superintendent Approved by: N/A</p>
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SACRAMENTO CITY UNIFIED

OE7.1: The Superintendent will maintain adequate property and casualty insurance coverage on district property consistent with industry standards.

Interpretation:

I interpret this to mean that the

EVIDENCE OF COMPLIANCE

January 12, 2012 to March 20, 2013

- x The district participates in Schools Insurance Authority liability, which provides coverage under current Memorandum of Coverage equal to January 1, 2012 to March 20, 2013.

generally protectable under patent, trademark or copyright. Fixed assets are tangible property used for the operation of business such as buildings, machinery, fixtures, furniture and equipment.

Indicators for Compliance:

- x Procedure in place to protect paper files
 - o All sites that hold employee and student data have card or key access limited to authorized employees. that -
 - o

Microsoft's internal certificate authority server.
x Security for all users to

- x Maintenance staff keeps detailed equipment records for backflow testing equipment, underground storage tank monitoring, air compressors, backup generators and boiler maintenance.
- x Transportation Vehicle Maintenance Supervisor performs monthly inspections on underground storage tanks. Yearly inspections are done by BZ Service

This provision does not mean that when legal challenges arise during the normal course of business that the district is necessarily out of compliance.

Indicators for Compliance:

- x Contracts are in place with outside law firms which specialize in particular areas of education law. Firms are consulted as necessary.
- x The Superintendent routinely seeks advice from legal counsel in a proactive and intentional manner in order to prevent unnecessary legal exposure. In the event of a legal challenge or exposure, the Superintendent seeks advice from legal counsel to appropriately bring resolution to the challenge.
- x Any significant legal challenges are discussed with all Cabinet and Board members.
- x District procedures such as criminal background checks, harassment training, Right to Know training (infectious disease, hazardous wastes and products), Fair Labor Standards Act Training, and Fair and Respectful hiring practices are in place to protect employees, students and the district from harm and legal liability.
- x Support staff is in place and routinely consulted (Legal, Risk Management and Human Resources).

EVIDENCE OF COMPLIANCE
January 12,

- o Special Education Legal Consortium Hot Topics in Autism on October 30, 2012.
 - o Student Webinars: Refresh Course- Mandatory Reporting and Megan's Law on November 13, 2012.
- f* The Legal Analyst III in the Legal Services Department is also a support person to the Board, Superintendent, Cabinet members and other district administrators and staff and is consulted as needed. Some examples are:
- o July 2, 2012 Review Annual Parents and Student Rights Notification and Standards of Behavior Handbook for Director of Student Hearing and Placement Department.
 - o July 10, 2012 provide guidance to C.K. McClatchy staff regarding releasing information to the

Federal Programs Interim Coordinator, Linda Cook, and Chief Academic Officer, Olivine Roberts.

- o February 5, 2013 collect priority schools principals' Declarations and provide to attorneys.
- o February 6, 2013 provide a list of tips for being

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OE7.8: The Superintendent will not purchase or sell real estate, including land and buildings.

Interpretation:

I interpret this to mean that all real estate transactions must have Board approval before being executed.

Indicators for Compliance:

- x Approved Board actions are provided to support all real estate transactions

EVIDENCE OF COMPLIANCE
January 12, 2012 to March 20, 2013

- x The Superintendent did not purchase or sell real estate, including land and buildings; therefore, no Board actions are provided.

OE7.9: The Superintendent will not take any action that damages the district's public image or credibility.

Interpretation:

I interpret this to mean that the Superintendent will not conduct business in a manner that jeopardizes the district's public image through dishonest, illegal, unethical or

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