

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.6

Meeting Date: July 21, 2011

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

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Segment/Department: Office of the Superintendent

Recommendation:

Approve reasonable interpretation of Operational Expectations 7.

Background/Rationale:

On May 20, 2010, the Board passed coherent governance, Board Governing Policies that establish and govern the Board's culture and its relationship with the Superintendent. As part of this model, the Superintendent and staff will make regular presentations regarding predetermined desired Results of various aspects of district administration. A work plan/schedule for these presentations has been developed by staff to ensure a thorough and detailed process. This presentation is regarding "Asset Protection."

Financial Considerations : None

Documents Attached:

1. Operational Expectations 7 – Asset Protection

Estimated Time of Presentation : 5 minutes Submitted by : Jonathan P. Raymond, Superintendent Approved by : N/A

Sacramento City Unified School District

OE7: Asset Protection

July 21, 2011

I certify that the information in this report is true.

Signed: _____ Date: _____
 Jonathar P. Raymond, Superintendent

Disposition of the Board

Date for Monitoring: August, 2012

- Compliance
- Not in compliance
- Compliance with Exception

Signed: _____ Date: _____
 Gustavo Arroyo, Board President

Comments:

OE7: Asset Protection	Superintendent		Board of Education	
The Superintendent will assure that all organizational assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.	In Compliance	Not in Compliance	In Compliance	Not in Compliance

- BP and AR 3514: Environmental Safety
- BP and AR 3514.1: Hazardous Substances
- AR 3515: Campus Security
- BP and AR 3515.3: District Safety and Security
- BP and AR 3530: Risk Management Insurance
- BP 7111: Evaluating Existing Buildings

Interpretation:

I interpret this to mean that assets—physical, intellectual and financial—shall be protected from loss or damage through adequate security, controls and preventivemaintenance. Additionally, sufficient indemnity protection will be maintained so that assets are protected in such a manner that the district's financial position, legal position and public image are not susceptible to damage.

OE7.1	Superintendent		Board of Education	
The Superintendent will: Maintain adequate property and casualty insurance coverage on district property consistent with industry standards.	In Compliance	Not in Compliance	In Compliance	Not in Compliance

BP 3530: Risk Management Insurance

Interpretation:

I interpret this to mean that the district will purchase insurance, or will have adequate resources and legal mechanisms in place to self insure, to replace or repair insured buildings and their contents in the event they are damaged or destroyed. The coverage will provide for 100 percent of current replacement values, less deductibles, to minimize the financial impact to the district's operating budget.

Indicators for Compliance:

- x Indemnity protection policies in place providing all risk property coverage equal to 100 percent replacement values subject to a basic deductible of \$25,000 per covered occurrence, the deductibles apply to the specific perils and losses
- x Boiler and machinery coverage is included to a \$25,000 per occurrence deductible except for designated losses and perils

OE7.2	Superintendent	Board of Education
The Superintendent will: Maintain both Errors and Ond		

Interpretation:

I interpret this to mean that the

OE7.4	Superintendent		Board of Education	
The Superintendent will: Protect District owned intellectual property, information, files, records and fixed assets from sale for personal profit, loss or significant damage.	In Compliance	Not in Compliance	In Compliance	Not in Compliance

- BP 0250: Asset Development Policy
- BP, AR and E 1340: Access to District Records
- AR 3440: Inventories
- BP 3530: Risk Management – Insurance
- BP and AR 3580: District Records
- BP and AR 4040: Employee Use of Technology
- E 4119.21: Code of Ethics
- E 4219.21: Code of Ethics
- E 4319.21: Code of Ethics
- BB 9270: Conflict of Interest

access on a need to know basis. All staff who have access to private and confidential data are fully trained on the data practices.

- o All electronic records and data are backed up on a nightly basis.
- x Reported losses through Information Technology, Police and Risk Management are evaluated and corrective action taken.

OE7.5

Superintendent

Board of Education

OE7.6

Superintendent

Board of Education

The Superintendent will not:

BP 3430:

BP 2120: Superintendent of Schools

BP 2122: Superintendent of Schools: Responsibilities and Duties

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 imprudent practices.

This provision does not mean that in the normal course of doing business, when employees or community members are in disagreement with district actions or decisions that the district is necessarily out of compliance with this provision.

Indicators for Compliance:

- x Implementation of timely and honest communications through recurring communications with parent and community stakeholder groups
- x Annual external audit; staff complies with any findings