

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION

Agenda Item # 10.4

Meeting Date : April 3, 2014

Subject : Coherent Governance 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 : Business Services

Recommendation : Approve Coherent Governance Policy Operational Expectations 7 (OE-7)  
– Asset Protection

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



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Operational Expectation Monitoring Report  
OE-7: Asset Protection  
March 11, 2014

**PART I: THE POLICY**

**OE-7: Asset Protection**  
The Superintendent

**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 value subject to a basic deductible of \$25,000 per covered occurrence.
- x Boiler and machinery coverage is included to a \$25,000 per occurrence deductible except for designated losses and perils

<b>EVIDENCE OF COMPLIANCE</b> March 21, 2013 to March 5, 2014
x The district participates in the Schools Insurance Authority all-risk property coverage, which provides coverage under current Memorandum of Coverage equal or better to compliance indicators above.



**OE 7.2: The Superintendent will maintain both Errors and Omissions and Comprehensive General**

provides coverage under current Memorandum of Coverage equal or better to compliance indicators.

**OE 7.3: The Superintendent will assure that all personnel who have access to material amounts of district and school funds are bonded.**

**Interpretation:**

I interpret this to mean that the district will protect itself by providing fidelity and crime coverage applicable to circumstances in which district employees or their agents handle cash or certain types of asset transactions in the performance of the district's operations.

**Indicators for Compliance:**

x

- Inventory of capital assets is conducted once every three years. One third of the District is inventoried each year.
- x Procedures are in place to back up and protect electronic files
  - Conduct Information Technology Audits to verify that the security is being strictly followed per district policies and procedures.
  - Security certificates for district applications guarantee a secure computing environment.
  - All electronic intellectual property, information, files and records are stored on a secure internal network. Security to the network is through individual login and password. Any information accessed through our district web portal is accessed via a secure socket layer (encrypted) connection. Internal security levels within all of our systems screen access on a need-to-know basis. All staff who have







hazardous materials and plumbing systems. The preventive maintenance program has been severely curtailed due to funding constraints. Systems are serviced in priority order with Fire, Life & Safety issues addressed first. All inspection reports are maintained and available for review at the Facilities Maintenance Department.

## Williams Inspections

School	WO#	Craft	Work Description
Abe Lincoln	23552	Carpenter	Repair bark box kinder play ground
	23889	Electrical	7 ballast room Library
	23891	Electrical	18 ballast cafeteria
	23892	Electrical	4 ballast room N-1
	23893	Electrical	2 ballast room N-2
Kit Carson	23425	Electrical	Ballast boys restroom on blacktop
Leataata Floyd	23195	Painting	Ceiling needs to be painted boys rr near room 8
	23197	Plumbing	3 loose faucets in girls rr by room 8
Hiram Johnson	23611	Carpenter	Cafeteria - ceramic tile missing around the drinking fountain
		Carpenter	Ceiling tile is stained in the music wing hallway
	23614	Painting	Stairwells



- o Back to School Legal Update trainings
- o Facilities and Business Webinars: School Construction Law Update, September 19, 2013, Financing Public Construction , January 1, 2014,
- o Labor and Employment Webinars: A Picture of Good Health: The Affordable Care Act, September, 18, 2013; Sorting It Out-Review of Certificated and Classified Employee Types, November 20, 2013; Leaving Isn't Easy- Review of Various Employee Leave Rights, February 7.9( o) 1C2\_ 0 3, m Fa-0.757A(n)-02.3(6.9(i)7.7c)-4.-6.87.9 7h)-3.6( Tc2(8( , U3)-0.710.7(b)d-)7.9( -3.82 9.-i)n)ra/1T

funds.

- August 20, 2013 reviewed the Generation Ready contract for the Academic Office and provided feedback.
- August 21, 2013 reviewed a Facebook posting for the principal of George Washington Carver and provided advice regarding a Withdrawal of Consent letter and a Temporary Restraining Order.
- August 26, 2013 drafted collection letter templates for the Accounting Department.
- September 11, 2013 provided information about the Board Policy revision process to the Health Services Department.
- September 17, 2013 provided information about Domestic Partner Affidavits to the Human Resource Services Department.
- September 24, 2014 provided Board Policy and Administrative Regulations regarding students repeating grades to an Area Assistant Superintendent.
- October 7, 2013 provided information about Title IX Notifications to the Human Resource Services Department.
- October 21, 2013 provided the principal of A.M. Winn Elementary School with guidance about parents making recordings inion





				Meeting		
December 3, 2013	December 10, 2013	No December Meeting	December 4, 2013	No December Meeting	No December Meeting	No December Meeting
January 7, 2014	January 14, 2014	January 28, 2014	January 8, 2014	January 29, 2014	January 15, 2014	January 27, 2014
February 4, 2014	February 11, 2014	February 25, 2014	February 5, 2014	No February Meeting	February 19, 2014	February 24, 2014
March 4, 2014	March 11, 2014	March 25, 2014	March 5, 2014	No March Meeting	March 19, 2014	March 31, 2014
		April 22, 2014	April 2, 2014	April 9, 2014	No April Meeting	April 28, 2014
		May, 27, 2014	May 7, 2014		May 21, 2014	May 19, 2014