SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item#__10.5__

Meeting Date: September 20, 2012

Subject: Coherent Governance Policy Operational Expectations 4 (OE-4) - Personnel Administration - 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 4 (OE-4) – Personnel Administration - 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 4 – Personnel Administration.

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

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Operational Expectation Monitoring Report
OE #4: Personnel Administration
September 20, 2012

PART I: THE POLICY

OE #4: Personnel Administration

The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the district to achieve its Results policies.

PART II: SUPERINTENDENT'S CERTIFICATION

I certify that the information in this report is true for the period

beginning September 20, 2011, and ending September 19, 2012.

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 Education finds this OE policy to be

___ In compliance
___ In compliance with exceptions
___ Not in compliance

Signed: _____ Date: _____
Diana Rodriguez, Board President

PART IV: COMMENTS

_____
_____
_____
_____
_____

PARTV:

Compliance Status	In Compliance

OE-4.2: The Superintendent will conduct reasonable background inquiries and checks prior to utilizing the services of volunteers.

Indicators for Compliance:

- District recruitment database of highly qualified candidates.
- Reference checks for all employees prior to recommendation for hire.
- Site visits where appropriate.
- Williams Act monitoring data indicating compliance with No Child Left

EVIDENCE OF COMPLIANCE
September 20, 2011 to September 19, 2012

- x 100% of newly hired employees received an Employee Handbook at the time of processing.
- x The Annual Employee Notification has been sent to all district employees via district website and e mail.
- x The Human Resource Services Department continues to update rules and procedures which are posted on the district website.
- x The Human Resource Services Department continues to be certified by ISO (International Organization for Standardization) and this information is posted via district website.
- x All processes, procedures and forms are updated and placed on the district's website.

All documents referenced above can be found at www.scusd.edu/human resources.

Compliance Status	In Compliance

OE #4.5: The Superintendent will effectively handle complaints and concerns.

Interpretation:

I interpret "effectively handle complaints and concerns" to mean complaints and concerns are received, reviewed and responded to in a timely manner using an appropriate and respectful approach and acted upon in a timely manner.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability or age in any program or activity.

I interpret "complaints" to be written or oral statements that express discontent with aspects of district operations or those that identify specific grievances as an expression of displeasure

Uniform complaint procedures shall be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical education and training programs, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

Indicators for Compliance:

- x Number of uniform complaints filed.
- x Percentage of complaints investigated and resolved within the required timelines.

- Percentage of appealed claims.

EVIDENCE OF COMPLIANCE September 20, 2011 to September 19, 2012
• During the 2011-12 school year, the district received 119 complaints, comprised of the following: 116 – Complaints Concerning Employees; two – Williams Complaints; and one – Uniform Complaint. In accordance with Board Policies 1312.1 (Complaints Concerning Employees) and 1312.4 (Uniform Complaints/Williams), complaints are to be investigated and resolved within a timeframe of 60 days and if needed, a provision for an investigative extended period is authorized. To date, 65% of the complaints filed have been processed within the 60 day timeframe. The remaining 35% are pending resolution in accordance with the extension provision. One percent of complaints were appealed, re-investigated and resolved.

Compliance Status	In Compliance

OE-4.6: The Superintendent will maintain adequate job descriptions for all staff positions.

Interpretation:

I interpret "maintain adequate job descriptions" to mean that positions will be described in such detail that applicants will have an understanding of the tasks, functions, responsibilities, expectations, qualifications and competencies required of a position. Further, descriptions will reflect the needs of the district, accurately outline position competencies and requirements, and will be periodically reviewed for relevancy.

Indicators for Compliance:

- All positions in the district have a defined job description.
- All job descriptions are available on the district web site for access by employees and the community to ensure transparency.
- All new positions and positions that have become open as a result of turnover have been reviewed and updated if necessary.
- All represented employee job descriptions are reviewed with their respective collective bargaining group.
- All job descriptions reviewed and updated if necessary every three years.

EVIDENCE OF COMPLIANCE
September 20, 2011 to September 19, 2012

- x 100% of positions in the district have a defined job description.
- x 100% of job descriptions are available on the district website at www.scusd.edu/human resources.
- x 100% of all new positions and positions that have become open as a result of turnover have been review and updated if necessary. As an example, the Resource Conservation Specialist available on line at www.scusd.edu/human resources position descriptions
- x 100% of all represented employee job descriptions are reviewed with their respective collective bargaining group. As an example, the Child Development Specialist I and II available on line at www.scusd.edu/human resources position description

Compliance Status	In Compliance

OE #4.7: The Superintendent will protect confidential information.

Interpretation:

I interpret "protect confidential information" to mean the district has systems and processes in place to ensure that confidential information is only retrievable by authorized personnel. Electronic systems have been created, maintained and consistently updated to assure the protection of private data. All technology systems have multiple levels of security. In addition, information which is not public by statute or federal law is only accessible by authorized personnel.

Indicators for Compliance:

- x Number of complaints regarding violation of privacy or confidentiality.
- x Data regarding disciplinary action regarding violation of privacy or confidentiality parameters.
- x Compliance with all Public Records Requests (PRA's) in consult with legal counsel regarding confidentiality rules and regulations.
- x District computer systems protected by an up to date security system that assigns users appropriate security credentials to access resources.
- x Up to date security protocol for information system (such as a data back up systems, firewalls and regular security audits.).

EVIDENCE OF COMPLIANCE
September 20, 2011 to September 19, 2012

- x There were zero formal complaints filed regarding privacy or confidentiality.
- x There is (1) one pending disciplinary case regarding privacy or confidentiality violations.

- The district is 100% compliant with Public Records Requests (PRAs) and all requests are processed, after legal review, through the Legal Counsel Department.
- Technology Services ensures that all district computers are protected by security systems that assign users appropriate security credentials.
- Technology Services provides up to date protocols for information systems.

Compliance Status	In Compliance

OE #4.8: The Superintendent will develop compensation and benefit plans to attract and retain the highest quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.

Interpretation:

I interpret this to mean that the district will provide salaries, wages, health, dental, vision and/or life insurance to employees that are comparable to those offered for comparable positions by other urban, public school districts in demographically similar areas. Further, I interpret "within available resources" to mean that employee wages and benefits are budgeted for and do not jeopardize the financial health of the district.

Indicators for Compliance:

- Salary schedules posted on the district web site for public access.
- Fair and appropriate employee compensation negotiated with all collective bargaining groups.
- Employee compensation and benefit comparisons performed every three years to determine the competitive salary structure for the district.

EVIDENCE OF COMPLIANCE

September 20,

with teaching students and of employees involved with supporting those who instruct students, in collaboration with respective collective bargaining partners. These processes will utilize quantitative and qualitative methods of assessment focused on improving teaching and supporting teachers. Further, these processes will measure and document performance to determine teaching that both exceeds expectations and does not meet expectations. Assessments will also be geared to align with student learning. Finally, I interpret "promote continuous improvement and professional development" to mean that the evaluations of teachers and administrators will enhance and upgrade professional practice and promote and incentivize career related learning offered within and outside the district.

Indicators for Compliance:

- Annual evaluations for all permanent and probationary employees.
- promote [illegible] that

77% of staff who took the survey responded "nearly all" or "most" to the statement, "How many adults at the school support and treat each other with respect?" 72% of staff who took the survey "strongly agree" or "agree" to the statement, "This school promotes trust and collegiality among staff." 88% of staff who took the survey "strongly agree" or "agree" with the statement, "This school has clean and well maintained facilities and property."

Compliance Status	In Compliance