



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION

Agenda Item #12.1

Meeting Date : January 9, 2014

Subject : Business and Financial Information

- 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 : Receive business and financial information.

Background /Rationale :

- x Purchase Order Board Report for the Period of November 15, 2013 through December 14, 2013
- x Enrollment and Attendance Report for Month 3 Ending November 22, 2013

Financial Considerations : Reflects standard business information.

Documents Attached :

- 1a. Executive Summary: Purchase Order Board Report for the Period of November 15, 2013 through December 14, 2013
- 1b. Purchase Order Board Report for the Period of November 15, 2013 through December 14, 2013
2. Enrollment and Attendance Report for Month 3 Ending November 22, 2013

Estimated Time : N/A Submitted by : Ken A. Forrest, Chief Business Officer Approved by : Sara Noguchi, Ed.D., Interim Superintendent
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# Board of Education Executive Summary

Business Services

Purchase Order Board Report for the Period of  
November 15, 2013 through December 14, 2013  
January 9, 2014



At the April 25, 2011 Board meeting, staff proposed providing a report comparable to one provided by member Rodriguez from the Hawthorne School District at the April 7, 2011 Board meeting. This particular report is generated from the district's on-line finance/human resources system, called "Escape On-Line."

Staff will provide this system-generated report at the first Board meeting of every month. The report will provide information from the 15<sup>th</sup> through the 14<sup>th</sup> of the month.

While this report was discussed during the presentations around contracts, the report provides information on purchases – including supplies – that require the generation of a purchase order. A purchase order is created when a school site or department requests a product or service that requires an outside purchase.

At the bottom of the system generated report, there is a statement that reads in part, "It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered." This report is brought before the Board as an information item only and does not require Board approval. As discussed at the April 25, 2011 Board meeting, staff will continue to present contracts (along with a copy of the contract) above the Public Contract Code limit in the Consent Agenda portion of the regular Board meeting agenda. Board approval for Purchase Orders and contracts below the Public Contract Code limit will continue to come



# Board of Education Executive Summary

Business Services

Purchase Order Board Report for the Period of  
November 15, 2013 through December 14, 2013  
January 9, 2014



The Location column indicates the location of the originator of the requisition. It may be a school site or department but indicates who has ordered the particular item.

The Fund column indicates the primary source of funding. For example, Fund 01 is the General Fund. It is important to note that the General Fund does not necessarily mean “unrestricted funds.” Categorical funds such as Title I, Economic Impact Aid and Special Education are accounted for in the General Fund. Further in the report on page 15, there is a summary that shows the fund number and name of that particular fund.

Finally, the report shows the Account Amount. This is the amount of the particular requisition or order when the PO is generated.

Beginning on page 16 of the attached report, there are PO Changes. These are purchase orders that were generated and have had changes to the amount by increasing or decreasing the PO. There are many reasons that a PO may need to be increased or decreased. Unknown price increases or something as simple as the addition of tax and shipping may create an increase to a PO. Frequently, blanket orders are set up for an estimated amount and may be decreased throughout the year. Decreases are noted as a negative number in the report.

#### IV. Goals, Objectives and Measures:

Promote transparency by providing additional information to the Board and public on expenditures made by the district throughout the year.

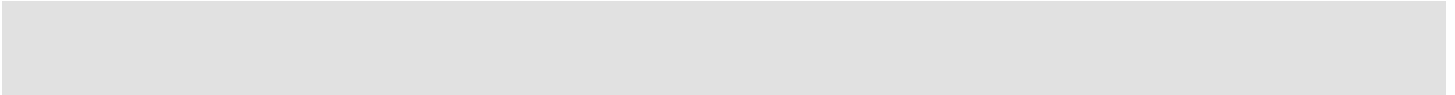
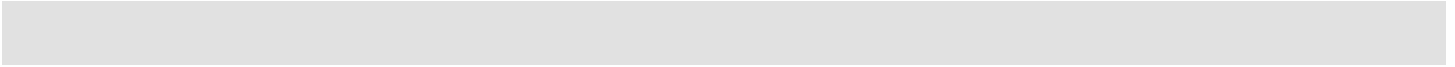
#### V. Major Initiatives:

Use information as a guide to ensure continuous improvement.

#### VI. Results:

Includes 11/15/2013 - 12/14/2013 (See Last Page)

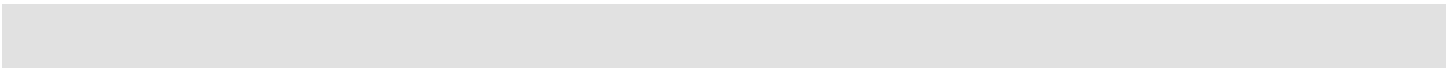
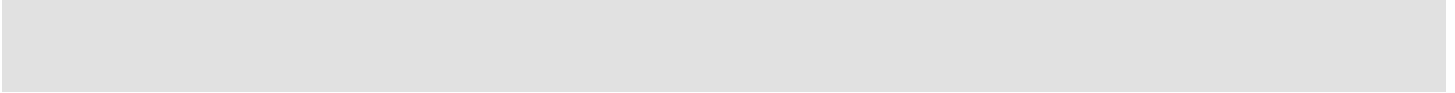
PO Number	Vendor Name	Description	Location	Fund	Account Amount
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Includes 11/15/2013 - 12/14/2013 (See Last Page)

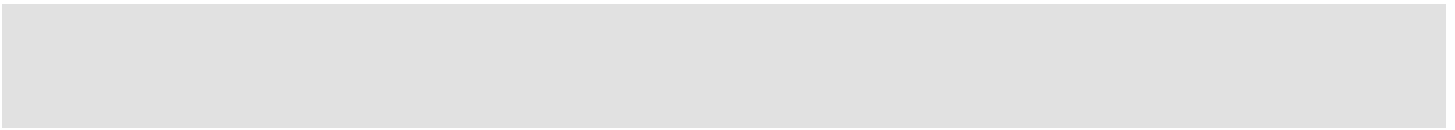
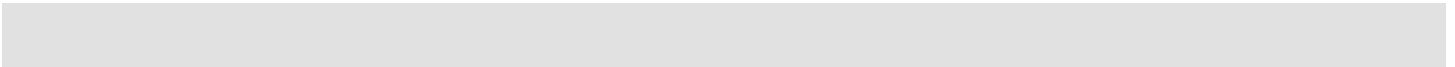
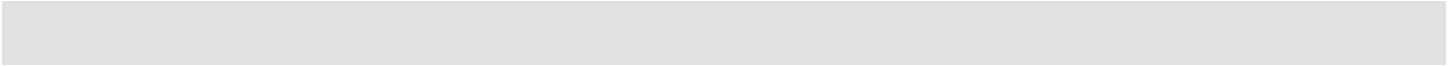
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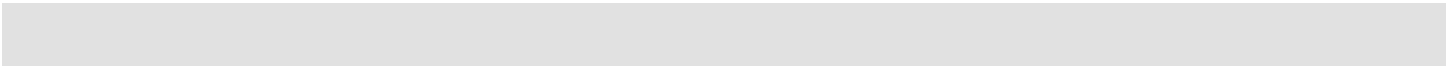
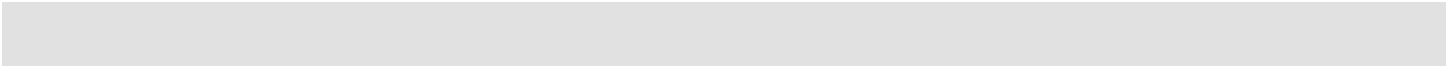
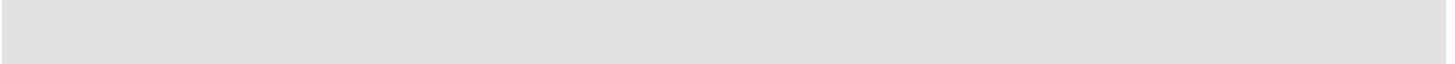
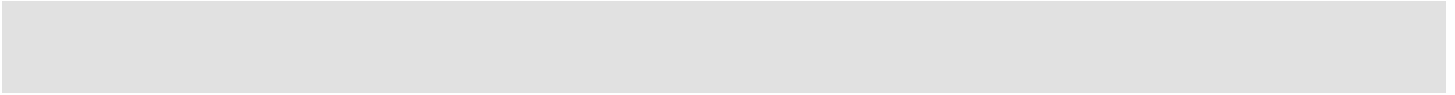
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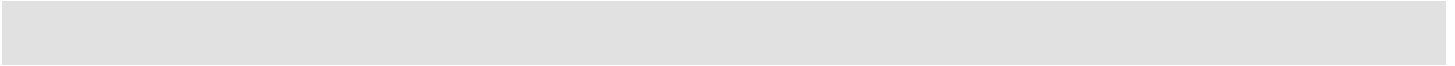


The logo for 'ESCAPE ONLINE' is located in the bottom right corner of the page. It consists of the words 'ESCAPE' and 'ONLINE' in a stylized, blocky font, with 'ONLINE' positioned slightly below 'ESCAPE'. The logo is contained within a rectangular box.
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Includes 11/15/2013 - 12/14/2013 (See Last Page)

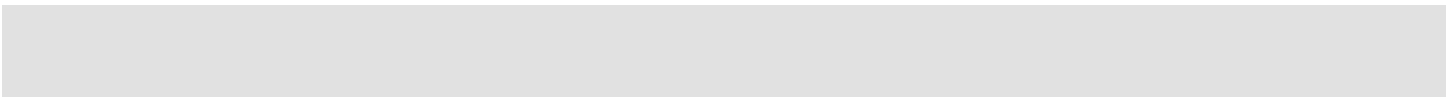
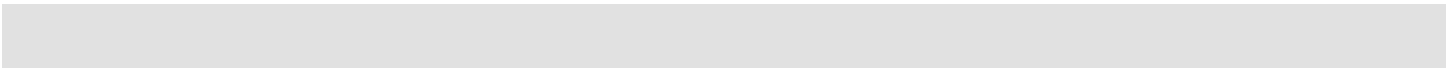
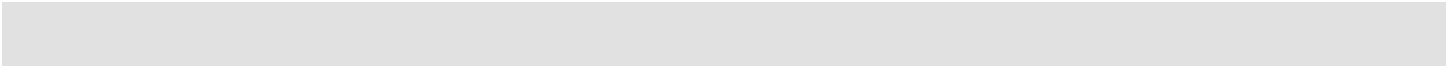
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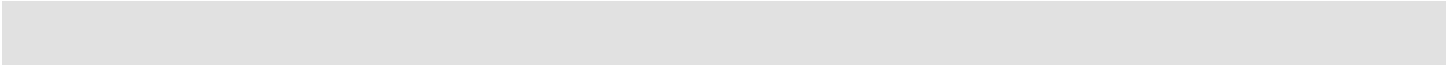
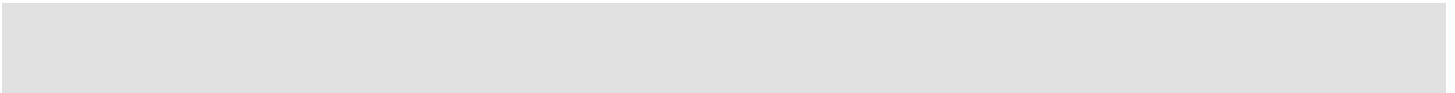
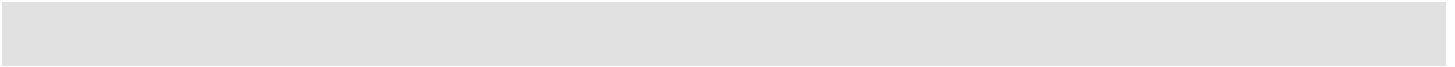
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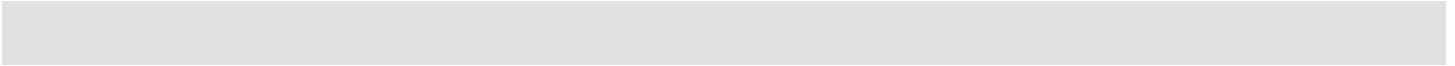


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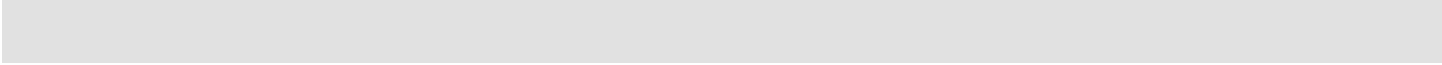
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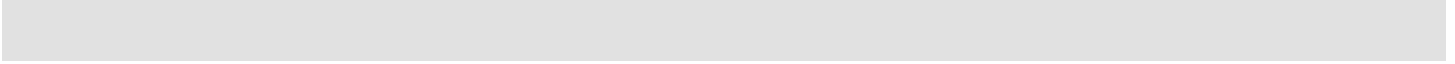
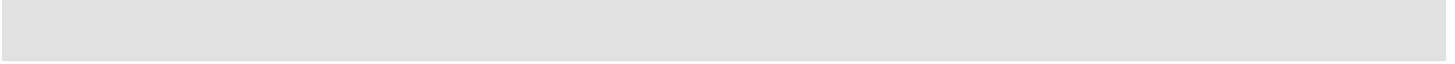
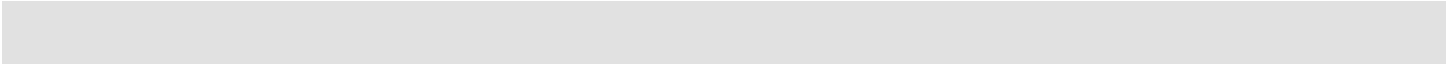
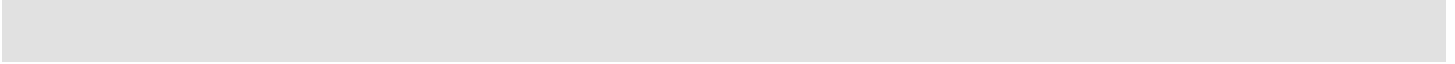
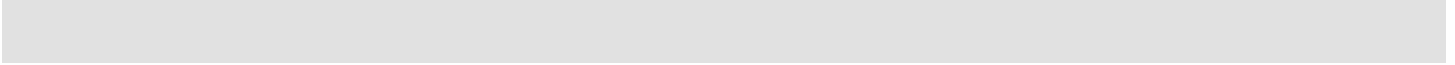
PO  
Number



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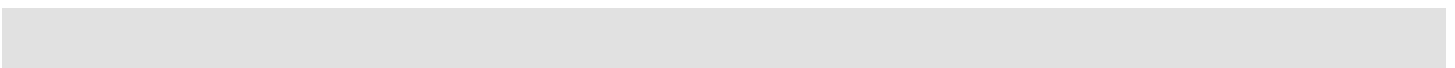
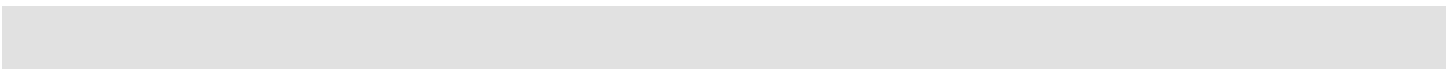
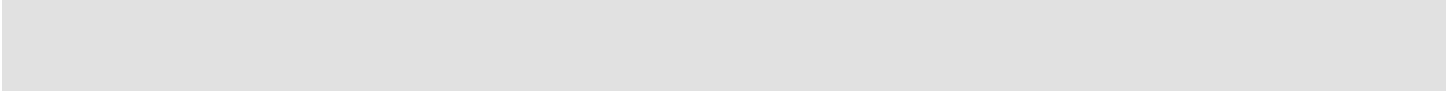
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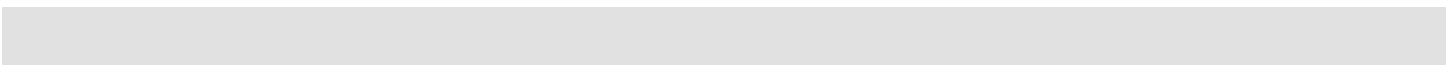
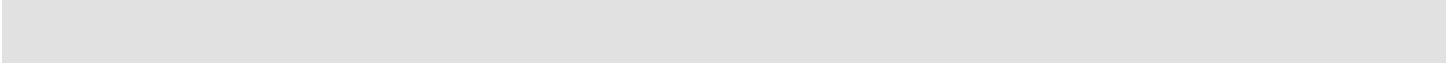
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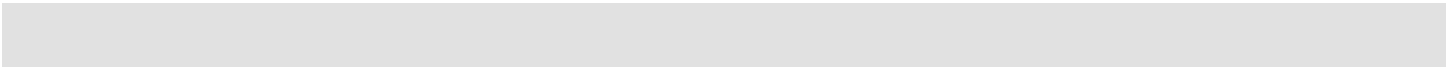
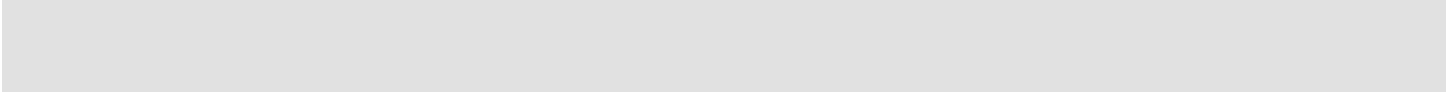
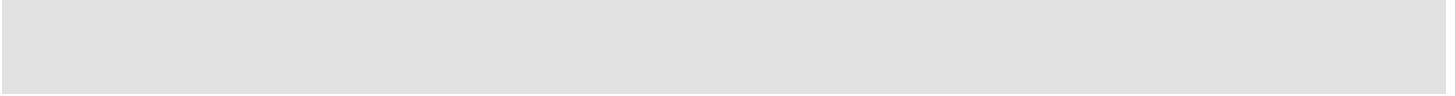
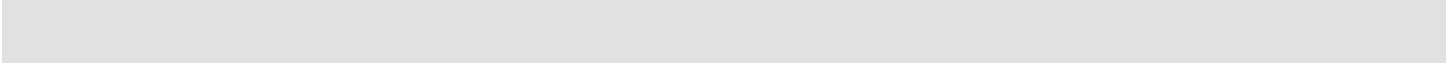


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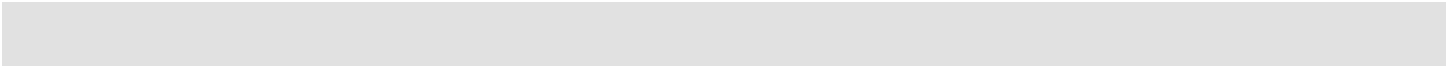
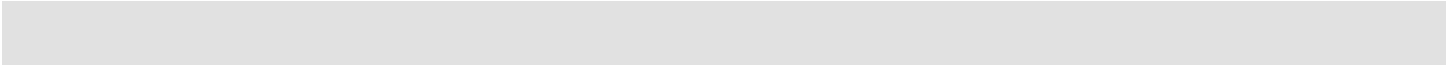
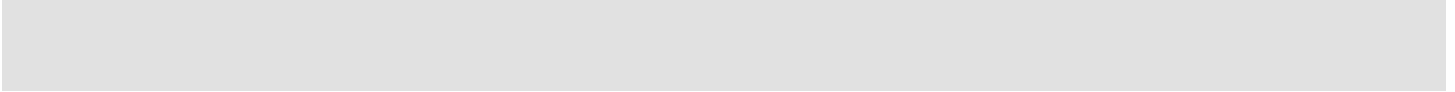
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Includes 11/15/2013 - 12/14/2013 (See Last Page)

PO Number	Vendor Name	Description	Location	Fund	Account Amount
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Total Number of POs	327	Total	<u>3,840,445.35</u>
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**Fund Summary**

Fund	Description	PO Count	Amount
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Total	<u>3,840,445.35</u>
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Includes 11/15/2013 - 12/14/2013 (See Last Page)

PO Changes

New PO Amount	Fund/ Object	Description	Change Amount
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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Total PO CHB14-00346 .00

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Includes 11/15/2013 - 12/14/2013 (See Last Page)

PO Changes (continued)

PO Changes

New PO Amount	Fund/ Object	Description	Change Amount
		Total PO P14-01053	60,499.30-

Total PO Changes 3,244,046.87

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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
ENROLLMENT AND ATTENDANCE REPORT  
MONTH 3 ENDING Friday, November 22, 2013  
TRADITIONAL SCHOOLS

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 3 ENDING Friday, November 22, 2013  
 TRADITIONAL SCHOOLS

SEQUOIA	60	229	191	12	492	96.52%	95.93%	473.72	491.79	96.89%
SUSAN B. ANTHONY	39	133	113	0	285	97.08%	96.28%	281.53	274.13	97.83%
SUTTERVILLE	60	248	284	7	599	97.04%	96.11%	579.78	567.64	97.51%
TAHOE	37	161	121	26	345	95.56%	96.35%	326.02	305.94	96.40%
THEODORE WIDAN	101	257	201	18	577	96.00%	94.99%	559.84	468.98	96.66%

ENROLLMENT AND ATTENDANCE REPORT  
MONTH 3 ENDING Friday, November 22, 2013  
TRADITIONAL SCHOOLS



MONTH 3, CHARTER SCHOOLS AND ADULT EDUCATION

ENROLLMENT AND ATTENDANCE REPORT  
MONTH 3 ENDING Friday, November 22, 2013  
GRADE BY GRADE ENROLLMENT

REGULAR CLASS ENROLLMENT

TOTAL REGULAR

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
 ENROLLMENT AND ATTENDANCE REPORT  
 MONTH 3, ENDING Friday, November 22, 2013  
 CUMULATIVE TOTAL ABSENCES

ELEMENTARY	ENROLLMENT	TOTAL	ACTUAL DAYS	POSSIBLE	PERCENTAGE	DOLLAR
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A.M. WINN	342	735	19,412	20,147	96.35%	\$32,229.75
ABRAHAM LINCOLN	459	893	26,002	26,895	96.68%	\$39,158.05
ALICE BIRNEY WALDORF-INSPIRED K8	470	1,108	26,366	27,474	95.97%	\$48,585.80
BRET HARTE	383	1,068	21,458	22,526	95.26%	\$46,831.80

MONTH 3, ENDING Friday, November 22, 2013  
CUMULATIVE TOTAL ABSENCES

COMPARATIVE STATISTICS FOR  
SCHOOL MONTH 3  
ENDING November 22, 2013