



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.3

**Meeting Date:** January 19, 2012

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



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Operational Expectations: Asset Protection  
January 12, 2012

**PART I: THE POLICY**

**OE 7: Asset Protection**

The Superintendent will assure that all organizational assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.

**PART II: SUPERINTENDENT CERTIFICATION**

I certify that the information in this report is true for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.  
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 trustees finds this OE policy to be

- In compliance
- In compliance with exceptions
- Not in compliance

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Diana Rodriguez, Board President

**PART IV: COMMENTS**

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**PART V: INTERPRETATION**

I interpret this to mean that assets – physical, intellectual and financial – shall be protected from loss or damage through adequate security, controls and preventive maintenance. 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.

OE

**EVIDENCE OF COMPLIANCE**

- x The district participates in Schools Insurance Authority liability, property and workers' compensation pool, which in

### Indicators for Compliance:

- x Procedures in place to protect paper files
  - o All sites that hold employee and student data have card or key access limited to authorized employees.
  - o A vault in Administrative Services holds all permanent property records.
  - o Paper records are being replaced with electronic records as much as possible.
  - o Contract for confidential document destruction is in place and utilized.
- x Procedures are in place to protect fixed assets
  - o Fire and security alarms are in place for all district buildings and are monitored at all times.
  - o Inventory of capital assets is conducted once every two years.
- x Procedures are in place to back up and protect electronic files
  - o Conduct Information Technology Audits to verify that the security is being strictly followed per district policies and procedures.
  - o Security certificates for district applications guarantee a secure computing environment.
  - o All electronic intellectual property, information, files and records are stored on a secure internal

be current on data practice laws.

- x Any losses and thefts to Information Technology are reported and evaluated and corrective action is taken up to and including reporting to Police and Risk Management authorities.
- x Using Microsoft's Data Protection Management System (DPM), data backups of electronic records and data are performed on a nightly basis.
- x Using Microsoft's Data Protection Management System (DPM) and industry standard best practices, data backups of electronic records and data are performed on a nightly basis.
- x The district files crime reports with the appropriate law enforcement agencies when there is evidence of theft. Nine Reports were filed during 2011.
- x The Legal Services Department contains confidential employee and student data in hard copy and in electronic form. The Legal Services Department has locking offices and file cabinets that only Legal staff and Superintendent staff have access to. All electronic files are kept on a separate computer server (P: drive) that only Legal staff and selected Technology Services staff have access to.
- x Servers containing information that belongs to the Legal Services Department is accessible to appropriate personnel through the use of key cards. Electronic information and files are protected through the use of Microsoft's Active Directory security services, which provide file level security permissions designated to appropriate users through individual and security groups.
- x The Legal Services Department is currently retrieving archived hard copy files from our off site storage company (Iron Mountain) to reduce costs for storage. Records falling outside the retention period of 10 years are placed in locked shred bins that are picked up and destroyed by Iron Mountain. Pertinent records <sup>putSeeMountain)</sup> are Records

Indicators



- x Eighty one annual Williams Settlement and SARC facility inspections were completed this year. The ratings are as follows:
  - o Exemplary ~~r4r~~
  - o Good ~~r7B~~
  - o Fair ~~r3r~~
  - o Poor ~~r1r~~
  - o The sites rated **Fair** and **Poor** have had the deficiencies repaired and have been re inspected.
    - f* The noted deficiencies included loose cabinet doors and ballasts.
    - f* The three sites receiving a **Fair** rating were re inspected and now rate **Good**.
    - f* The site receiving a **Poor** rating was due to defective cabinet hinges. Hinges are scheduled to be replaced by Wednesday, January 18, 2012, allowing for a rating of **Good**.
- x Facilities Maintenance maintains a preventive maintenance program that consists of annual inspections for the following building systems: HVAC, boilers, fire extinguishers, alarm devices, hazardous materials and plumbing systems. All inspection reports are maintained and available for review at the Facilities Maintenance Department.

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OE7.6: The Superintendent will not recklessly expose the district, the Board or staff to legal liability.

- x Support staff is in place and routinely consulted (Legal, Risk Management and Human Resources).

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**EVIDENCE OF COMPLIANCE**

- x The District contracts with the Lozano Smith law firm for outside legal services. The firm employs attorneys in all      employs

- filed by an employee; prepared response and evidence; and submitted response.
- f* November 7, 2011 scheduled and facilitated an Action Plan Team meeting regarding certificated employee with performance and discipline issues.
- f* November 10, 2011 attended Child Development Committee meeting to advise committee on pending litigation.
- f* November 29, 2011 prepared Board agenda items regarding labor relations matters.

OE7.7: The Superintendent will not committee attende2.0492 .28 .47998 reyp3 1 T/ 0.9071 00Cpse9TD .0005 To



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