

Attachment V-A

Superintendent Monitoring Reports

Executive Limitations: 3.6 Asset Protection

Executive Limitations: 3.8 Communication and Support to the Board



SUPERINTENDENT MONITORING REPORT
September 21, 2010
Executive Limitation 3.6: Asset Protection

Policy 3.6 Summary

The Superintendent shall neither cause nor allow District assets to be unprotected, inadequately maintained or unnecessarily risked.

Interpretation of Policy 3.6

- The Superintendent and staff will have practices and procedures in place to ensure district assets are protected and adequately maintained.
- The Superintendent and staff will ensure that the Board is updated annually regarding district related assets.

Evidence of Compliance with Policy 3.6

- I. Manage risk by adequately insuring board members, staff, and the organization against theft, casualty, and liability losses.
 - a. Annual review of the insurance program through brokerage services, completed April 2010 by Carol Riggs with Beecher Carlson.
 - b. Adequate property valuation developed through expert evaluation by Maximus in the summer of 2006.
 - c. Employ loss prevention techniques through preventive maintenance, wellness programming, staff training, contract language and security procedures.
 - i. Wellness activities 2009-10 included flu shot clinics, safety training for Maintenance & Operations and Nutrition Services, security training at 62 sites, table top drills, and functional emergency drill with outside agency participation.
 - ii. Uninsured property losses are managed by district Risk Management staff.

2009-10	54 losses	\$262,471 total paid
2008-09	36	\$ 70,664
2007-08	45	\$ 38,655

- II. All APS employees and volunteers are insured and the Board's treasurer and secretary are bonded as required by state statute.
 - a. Financial Standard Operating Procedures are set forth by the Division of Finance.
 - b. Crime insurance policy coverage is provided with coverage of \$1,000,000 with a \$50,000 deductible. Traveler's carries this policy, with current policy effective dates of 7/1/2010 through 6/30/2011.

- III. Buildings, grounds, vehicles, equipment or other long-term assets were used for their intended purpose and provided regular maintenance.
 - a. A maintenance management work order system is in place and maintained by Maintenance and Operations to track building systems and grounds repair needs.
 - b. A vehicle maintenance work order system is in place and maintained by the District Fleet Manager and is reviewed annually with the Director of Transportation and the Director of Maintenance and Operations, as well as the Chief Operating Officer.
 - c. To ensure adequate support, the Chief Operating Officer reviews and directs resources to meet district needs.
 - d. At least annually, Maintenance and Operations will conduct building and site inspections at all district locations.

- IV. All intellectual property, information and files are protected from loss or significant damage.
 - a. Through the migration to Microsoft Outlook and a new server system, all employees will now save their files to the server network.
 - b. We have issued a Request for Proposal (RFP) for a software solution to aid in the tracking and retrieval of misplaced or stolen laptop computers. Additionally, software to protect APS technology and networks from Malware is installed and in use throughout the district.

- V. The district board and staff are protected against liability claims for their official acts
 - a. APS is self insured for General Liability; the retention is \$150,000 per occurrence.
 - b. Excess insurance in the amount of \$5,000,000 is placed with Genesis Reinsurance, with current policy effective dates of 7/1/2010 through 6/30/2011.

- VI. Employees did not make any purchase or financial commitment: a) wherein normally prudent protection has not been given against conflict of interest; b) of more than a minimal amount without having obtained comparative prices and quality (except for long term service contracts entered into with superintendent approval); c) of a significant amount without a stringent method of assuring a favorable balance of long term quality and cost; d) over \$750,000, excluding insurance premiums and approved capital projects. Orders may not be split to avoid these requirements and disbursement of funds will not deviate from internal controls which meet standards that have been reviewed by independent external auditors appointed by the BOE.
 - a. The district maintains robust internal controls to preclude any possible conflicts of interest.
 - b. District internal controls are reviewed and revised as appropriate as part of the annual single audit conducted by independent external auditors.
 - c. As documented in the district's annual single audit, funds are disbursed under controls which have been reviewed as part of the annual single audit and that meet industry standards.

VII. All operating and capital funds are held in secure instruments, including insured accounts and securities with the highest safety of principal, or in non-interest bearing accounts where necessary to facilitate ease in operational transactions.

Colotrust Money Market	\$ 122,544,110
US Bank Checking	\$ 2,388,034
US Bank Custodial	\$ 40,068,957
Certificates of Deposit	\$ 2,757,148
Forward Delivery Agreement	\$ 4,470,619

All deposits in FDIC or PDPA depository accounts.
PDPA deposits are collateralized at 102%.
Investments are compliant with state statute.

VIII. APS staff did not undertake any actions that would compromise the independence of the BOE's audit or other external monitoring or advice.

- a. APS undergoes an independent annual single audit conducted by the external auditing firm BKD, LLC. BKD was selected through an RFP process.
- b. At no time does APS contract with or hire employees of BKD, LLC.

IX. APS employed policies and practices to ensure that staff does not endanger the organization's public image, credibility, or ability to accomplish *District Goals*.

- a. Ongoing taxpayer support through the passage of the 2008 bond and mill levy override demonstrates the strong public image of APS.
- b. APS has maintained a strong credit rating, receiving a Aa2 from Moody's and a A+ from Standard & Poor's.

X. APS staff members continue to increase good-will in the community for the District and its brand.

- a. Ninety-four percent of all news stories involving APS are positive in nature. APS continues to further the district's reputation by increasingly being recognized as an institution that continues to raise student achievement.

XI. No affiliates or subsidiaries were purchased or acquired.

XII. APS staff will not eliminate art, music and physical education in comprehensive schools.

- a. The district maintains art, music and physical education in all of its comprehensive schools.



SUPERINTENDENT MONITORING REPORT

September 21, 2010

Executive Limitation 3.8 - Communications and Support to the Board

Policy 3.8 Summary

The Superintendent shall not cause or allow the Board to be uninformed or unsupported in its work.

Interpretation of Policy 3.8

- The Superintendent and staff will keep the Board informed about key activities related to Aurora Public Schools. This means that the Superintendent and staff will provide the Board updates and relevant facts about key issues. They will also answer requests that will help the Board make decisions and understand key issues and activities in the district. The Superintendent and staff will ensure that the Board has clear, concise and timely information needed to fulfill its duties and responsibilities as defined by the Board's governance policies.
- The Superintendent and staff will ensure that the Board is updated in a timely manner about legislative issues, accreditation, incidents, media coverage and any legal or possible legal matters.
- In addition to information, the Superintendent and staff will provide logistical, clerical and other needed support so the Board may fulfill its duties and responsibilities as defined by policy governance.
- The Superintendent and staff will treat Board members equitably.
- The Superintendent and staff will ensure that Board members have all needed information and materials for meetings.
- The Superintendent and staff will support the Board's ability to act as a team.
- Failure to comply with any of these items may leave the Board uninformed and/or unsupported.

Update on Compliance with Policy 3.8

The Superintendent and staff have made improvements so they were in compliance with this policy over the past quarter.

Evidence of Compliance with Policy 3.8

Despite shortcomings, the Superintendent and staff did present communication support for the Board of Education in the following ways:

- Provided the Board necessary information and materials for Board meetings.
- Informed the Board about key issues, legal issues and media stories involving APS through:
 - Superintendent's Bulletin
 - Department and Division newsletters
 - Daily media mentoring reports
 - Web updates

- Community Connection
 - Quarterly news story highlights-DVDs
 - Emails
 - Legal updates
 - Executive sessions
 - Board meeting VISTA 2010 metric updates
 - BOE weekly email updates on department/division activities
 - BOE Quarterly Reports
 - BOE Monitoring Reports
 - Monthly meetings with the Superintendent and Deputy Superintendent
- Responded to Board requests for information
 - The Superintendent and Deputy Superintendent provided requested information at meetings and via emails.
 - If information was readily available, the Board member received it in two to three days.
 - If information was not readily available and required research, the BOE and Superintendent agreed upon an appropriate date for delivery. Responses to requests approved by the Board were shared with all Board members.
 - The Superintendent and Leadership Team followed through with requests for support or inquiries made by parents at BOE meetings.
 - Notified the Board of school and district incidents or alleged incidents involving significant risk to student(s) or employees' health and/or safety.
 - The types of "incident" / "situations" that may have required school board notification included:
 - Physical plant, building infrastructure, health and safety situations that had the effect or potential to place employees/students /visitors at risk, or school and facility operations at risk, or that result in loss of property.
 - Bus accidents or vehicle contact in vehicles owned and operated by APS where personnel were injured.
 - Any accidents or medically-related issues that involved emergency response and/or resulted in serious employee, student or visitor injuries including death.
 - Awareness of an issue/event outside of APS direct control (such as weather-related conditions or power outages) that had the potential to place employees, students or visitors at risk, or school or facility operations at risk.
 - Notice of violation or third party activity that posed a public relations risk for APS. (Examples: legislative activity, advocacy group demonstration, vandalism or burglary of APS property, etc.)
 - Accidents or medically related situations that had the potential for public relations or regulatory agency risk exposure.

An act of conduct or alleged conduct committed by APS employees, non-employees, visitors or students that may have been construed as illegal or unethical.
 - Supported the Board Policy Governance by providing the following:
 - Ongoing updates in the following areas:
 - BOE Web site (agendas and minutes).
 - Leadership Team Web site (LT and DOI agendas).

- News releases regarding Board executive sessions and additional meetings/trainings.
- Continued promotion of Board awards in talking points, fact sheets and the All-Staff Webinar.
- Created the following new resources:
 - District calendar for the Board
 - Quarterly school invitations to the Board
 - Weekly site website calendar updates for the Board
- Continued support of VISTA 2015.
 - Prior to adoption
 - Talking points
 - All-staff Webinar
 - Finalized the plan and letter
 - Coordinated the layout, duplication and layout of the plan
 - Promoted VISTA 2015 after adoption in the following ways:
 - News release and media pitch. Promotion resulted in coverage by the Denver Post, Aurora Sentinel and channels 2, 4, 7, 8, 9, 13, KOA and Ed News Colorado.
 - Aurora Sentinel back page
 - Community Connection
 - Web posting and update
 - Facebook
 - Infinite Campus Portal
 - News release/pitches
 - RSS feed
 - Newsletter article
 - Superintendent's Bulletin
 - Talking Points
 - Twitter