THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: SCHOOL REFORM COMMISSION

TITLE: OPERATIONS OVERSIGHT

ADOPTED: October 5, 2011

REVISED:

SC 696 Pol. 003	009. OPERATIONS OVERSIGHT Section 1. Purpose This policy provides a framework for how the School Reform Commission shall fulfill its fiduciary responsibilities in overseeing the operations of the district. The SRC, as the governing body of the district, has delegated responsibility for the day-to-day operational management of the School District to the Superintendent. However, the SRC is still responsible for providing appropriate oversight of operations for the purposes of ensuring that the district is operating in a fiscally prudent manner and adhering to SRC policies, goals and objectives, as well as making adjustments to policies, goals and objectives as necessary. Section 2. Major Operational Areas For Oversight The SRC shall oversee the management of district operations, with the district submitting regular written reports to the SRC in the following areas: a. Finance (including accounting, budget, grants management, contract management, asset management, payroll and procurement). b. Capital programs. c. Facilities maintenance. d. Human resources. e. Risk management and workers' compensation. f. Food services. g. Transportation. h. Information technology.

i. School climate and safety.

The SRC may request reports on an as necessary basis for operational areas not listed so that the SRC may fulfill its fiduciary duties.

Section 3. Regular Reporting

The district shall provide written reports for each of the major operational areas identified at least two (2) times every fiscal year, or as requested by the SRC. Reports shall be submitted according to the schedule outlined below.

Month	Report
January	Capital Programs Information Technology
February	Facilities Maintenance Transportation
March	Human Resources
April	Budget and Finance
May	School Climate and Safety Food Services
June	Risk Management and Workers' Compensation
July	Capital Programs Information Technology
August	Facilities Maintenance Transportation
September	Human Resources
October	Budget and Finance
November	School Climate and Safety Food Services
December	Risk Management and Workers' Compensation

	Written reports shall include such information as is necessary for the SRC to make informed judgments and decisions regarding the fiscal health, effectiveness and efficiency of each operational area. Written reports for each operational area shall include: a. A presentation of key strategic objectives and Key Performance Indicators (KPIs) for each operational area, which will have been set by the Superintendent, consistent with policies, goals and objectives established by the SRC. KPIs must be specific and quantitative in nature. The report shall set forth performance goals for each KPI, indicate when the performance goals were set, and report on the district's success over time and at present in meeting its KPI goals. KPIs will be periodically assessed and refreshed to ensure their utility in evaluating the fiscal health, effectiveness and efficiency of each operational area and the district as a whole, while maintaining a balance in terms of the appropriate investment of district resources necessary to collect the required information. b. Budget information. At least quarterly, the district shall provide budget information and actual financial performance information for the entire district and for each operational area, including, but not limited to total budget for the operational area, a comparison of budget to actual expenditures and an identification of sources of funding, where relevant. The written reports for each operational area will include an explanation of any material budget-to-actual variances. c. Historical data. The district shall provide at least three (3) years of historical data, when available, for KPIs and budget/financial information in the written report for each operational area.
Pol. 801	All regular reports shall be deemed public documents and will be published on the district web site. Section 4. <u>SRC Functions</u> The SRC shall fulfill its fiduciary duties regarding the operational oversight of the district by reviewing the reports submitted by the district and making any adjustments to policies, goals and objectives as necessary and appropriate based on that review. The SRC shall conduct an in-depth review of each major operational area at least once every three (3) years, according to the schedule outlined below, to assess the overall effectiveness of the operation.

Operational Area
Facilities Maintenance Food Services Transportation
Capital Programs Human Resources Information Technology
School Climate and Safety Budget and Finance Risk Management and Workers' Compensation

The SRC shall review items such as, but not limited to:

a. Fiscal soundness.

b. Organizational structure.

c. Internal controls.

d. Appropriateness of performance goals.

e. Utility of specific KPIs.

f. Other performance metrics.

g. Historical performance.

Pol. 619

The SRC shall oversee an annual external audit of the district and ensure that the Superintendent acts on any recommendations of the external auditor.

Section 5. Delegation Of Responsibility

The SRC directs the Superintendent to develop any procedures necessary to implement this policy.

	References: School Code – 24 P.S. Sec. 407, 696 Home Rule Charter – 12-209 School Reform Commission Policy – 003, 619, 801