



## Board of Education Priority Checklist Timeline

Due Date	Follow Up Date	Status/ Info Request	Details	Number on Checklist
6/1/15		✓ Completed	Audit Section 2.3: Review and revise district nepotism policy & controls on related district employees.	8
6/5/15		→	✓ Recruit & hire interim superintendent. Layout plan and timing for future recruitment of the permanent superintendent.	1
6/22/15		✓ Completed	Fill key, open administration positions ASAP, i.e., Director of Human Resources.	3
7/1/15	8/10/15	✓ Completed	Audit Section 9.1: BOE to review revised P-Card (Purchasing card) holder list & limits establishment.	11
August 2015		✓ Completed	<ul style="list-style-type: none"> <li>✓ Hiring a Director of Nutrition Services (completed 7/20/15)</li> <li>✓ Review readiness of in-district food service operations. (Annual review)</li> <li>✓ BOE to review SJSD Operating group structure (Annual review)</li> </ul>	14
May 2016		✓ Completed	Finalize district administration organizational structure. (Annual review)	2
8/10/15		✓ Completed	RFP for Legal Counsel (Item 6.2 of the State Audit)	6
June 2016		✓ Completed	Audit Section 8 (Disbursements) BOE to ensure monthly Disbursements/Spending reports are categorized by facility and type of expenditure, as compared to the budget. Efficient review by the BOE in the Finance committee meetings will ensure complete accountability and transparency. (Monthly review)	20
	8/24/15 ✓ 11/9/15 ✓	✓ Completed	Ensure administration maintains focus on the welfare of our students and student achievement through the quarterly monitoring of SJSD district scorecard and related test scores. Follow up on action plans to ensure continued improvement toward federal and	5

	2/8/16 ✓		state mandated proficiency levels.	
8/1/16		✓ Completed	Audit Section 1.4: BOE to review overtime policy and establishment of new overtime control process. (Annual Review)  ✓ District office going "live" 11/9/15; entire district by 1/1/16. (August 1, 2016)	9
8/24/15		✓ Completed	Audit Section 6 (Procurement Procedures and Construction projects) BOE will monitor the new policy requiring all purchases/projects that exceed \$15,000 to have at least three qualified vendor bids in all cases. Professional services must be re-bid with the same requirement at least every three years.	19
8/28/15	10/1/18	✓ Completed	BOE to review all SJSD owned real estate; focus on undeveloped properties for potential liquidation. (✓Listed Hall & Arrowhead properties, ✓Surplus Auction vehicles ✓band uniforms-SOLD, ✓painting-SOLD)	13
8/28/15	8/28/15 ✓ 11/9/15 ✓ 2/8/16 ✓ 8/9/16 ✓	✓ Completed	Audit Section 11 (Capital Assets) BOE to ensure SJSD has a comprehensive policy providing control and accountability of all SJSD assets. Will include the performance of a comprehensive annual physical inventory and a quarterly report to the BOE by the district CFO on the status of district assets. (Review quarterly)	21
9/28/15		✓ Completed	BOE to establish a new policy on handling insurance premium refunds, with accounting process and budget reflection inclusion. (Account Code: Insurance Rebate Funds 5198)	10
10/26/15		✓ Completed  Ongoing  ✓ Completed	1. Audit Section 1.1/1.2/1.3: (Salary Schedules & Employee Contracts) Complete formal Wage/Compensation study for all district positions and re-evaluate all salaries and extra compensation schedules. 2. Ensure salaries are correct for each position and competitive with other regional districts as well as ensure that BOE policy requires all compensation be included in the budget. 3. Confirm no change in compensation outside of approved salary schedule happens without Board of Education approval. (Annual review)	4
10/28/15		✓ Completed	RFP for district health care coverage and provider (Cost Control).	7
		Ongoing	BOE to review full operating costs for all 33 SJSD facilities; evaluate for effectiveness and potential rationalization.	12
7/1/16		Ongoing	BOE to work with the general public and district administration to formulate an updated CSIP (Community School Improvement Plan) for the district. Rejuvenation of the PACT program/process and a long- term facilities upgrade plan to be included (with high schools long-range plan.) The existing CSIP will carry through 2016.	22

8/1/16		✓ Completed	Review all BOE policies for effectiveness and revise accordingly. Will be followed by establishment of a monthly review process to audit a portion of SJSD handbook. (Monthly & annual review)	16
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*Items under consideration:*

<b>Checklist #</b>	<b>Details</b>	<b>Status</b>
15	BOE will work with administration on identification and evaluation of additional cost savings measures within the SJSD.	Ongoing
16	Review all BOE policies for effectiveness and revise accordingly. Will be followed by establishment of a monthly review process to audit a portion of SJSD handbook procedures for compliance with BOE policies going forward.	In Process
17	BOE will evaluate and calculate tax levy needed to balance the budget after all structure changes and cost savings initiatives above are instituted and included in the new budget. A balanced or surplus budget would address Section 4 (Financial Condition of the District) from the state auditor's report.	In Process