

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1

Meeting Date: June 14, 2012

Subject: Business and Financial Information

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
-

Board of Education Executive Summary

Administrative Services

Purchase Order Board Report for the Period of
April 15, 2012 through May 14, 2012
June 14, 2012

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 1st through the 14th 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 ~~contracts~~ below the Public Contract Code limit will continue to come before the Board for approval ~~as~~ currently presented.

II. Driving Governance:

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Board of Education Executive Summary

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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 and Special Education are accounted for in the General Fund. Further in the report on Page 33, 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.

On page 34 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 decrease 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

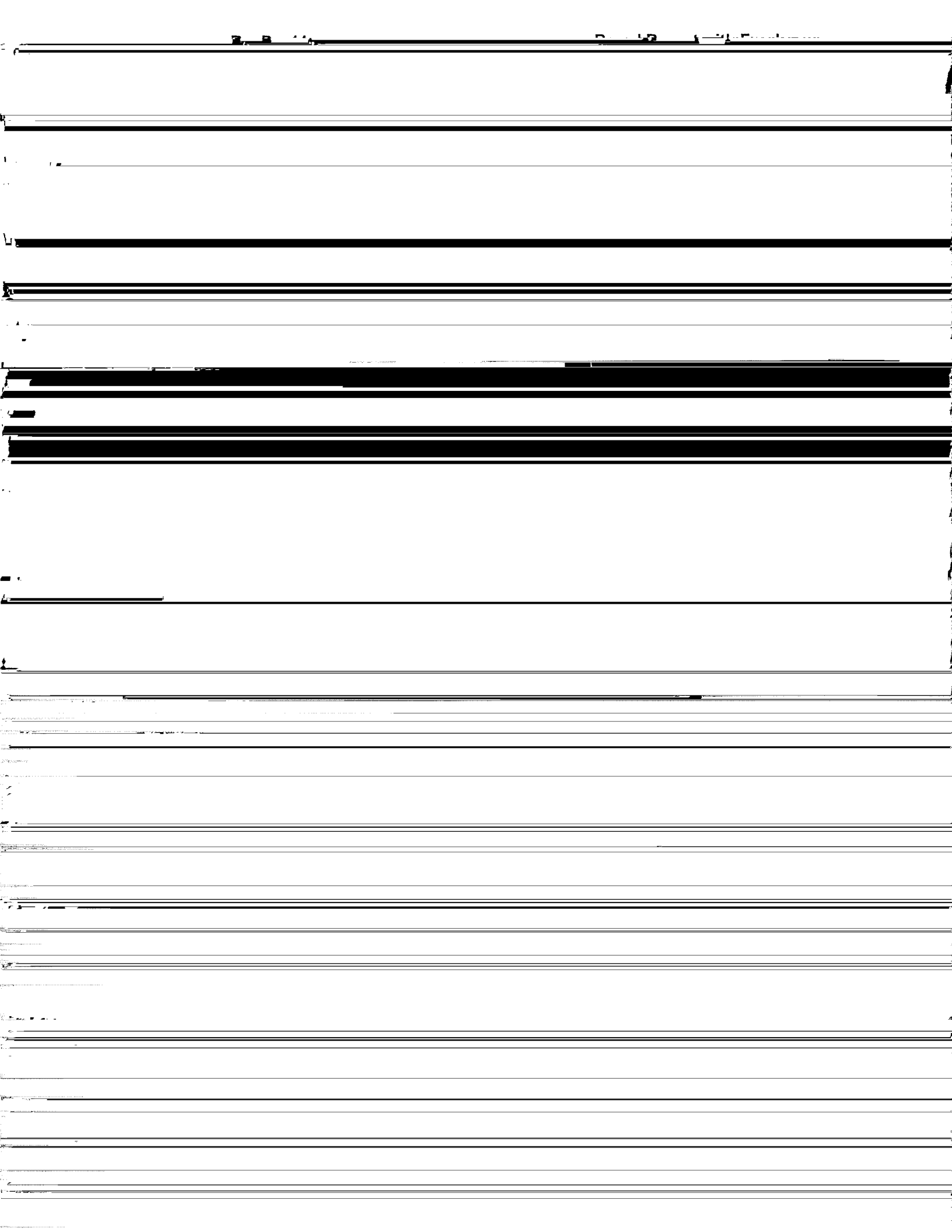
VI. Results:

The attached information provides further transparency

VII. Lessons Learned/Next Steps:

- Provide report monthly

Includes 04/15/2012 - 05/14/2012



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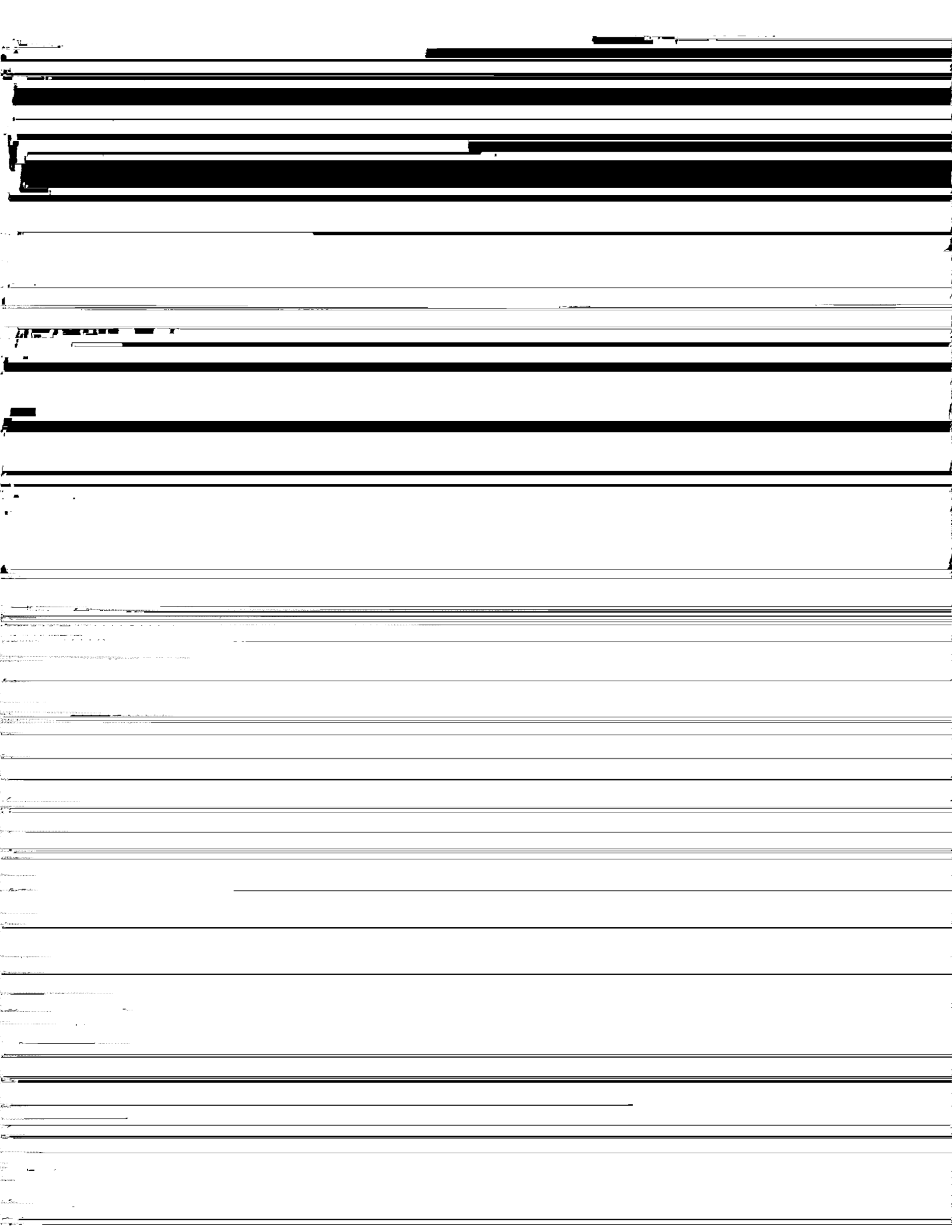
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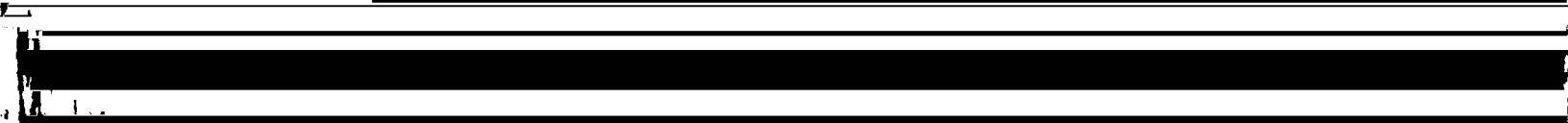
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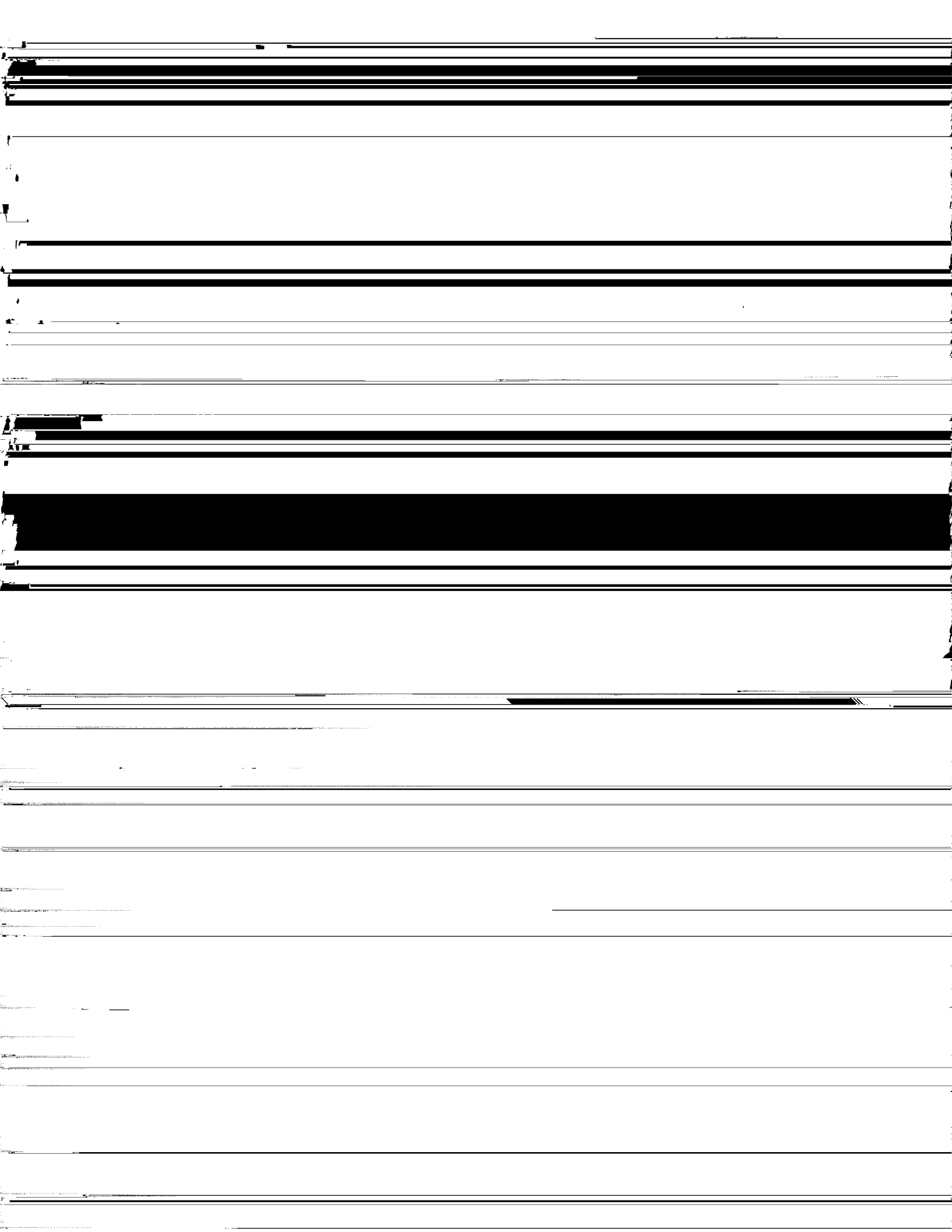
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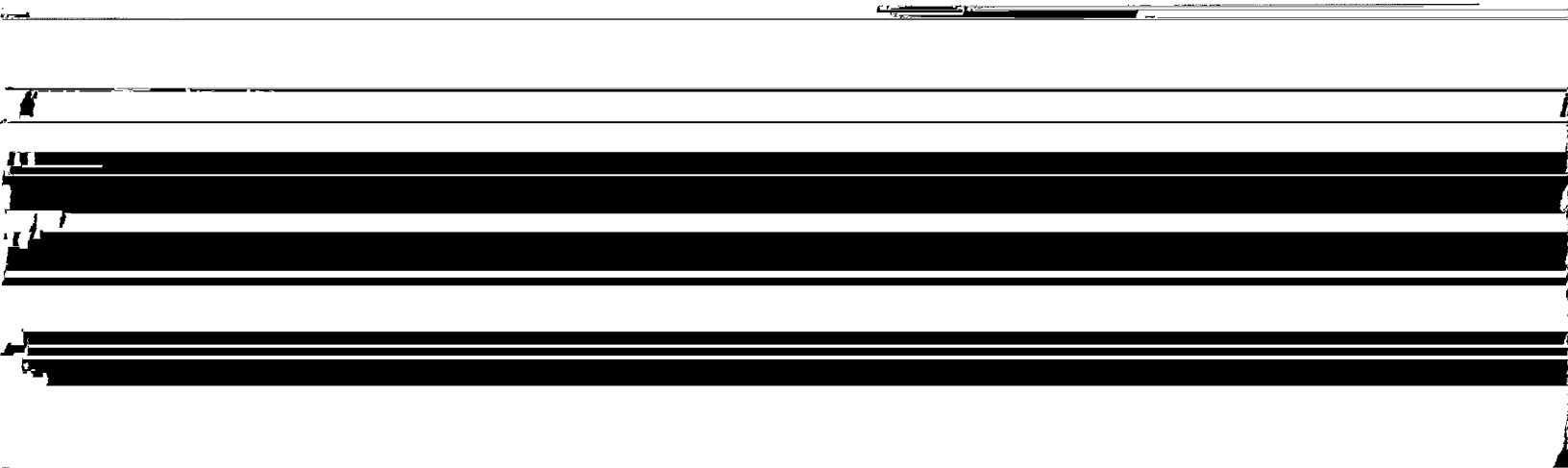
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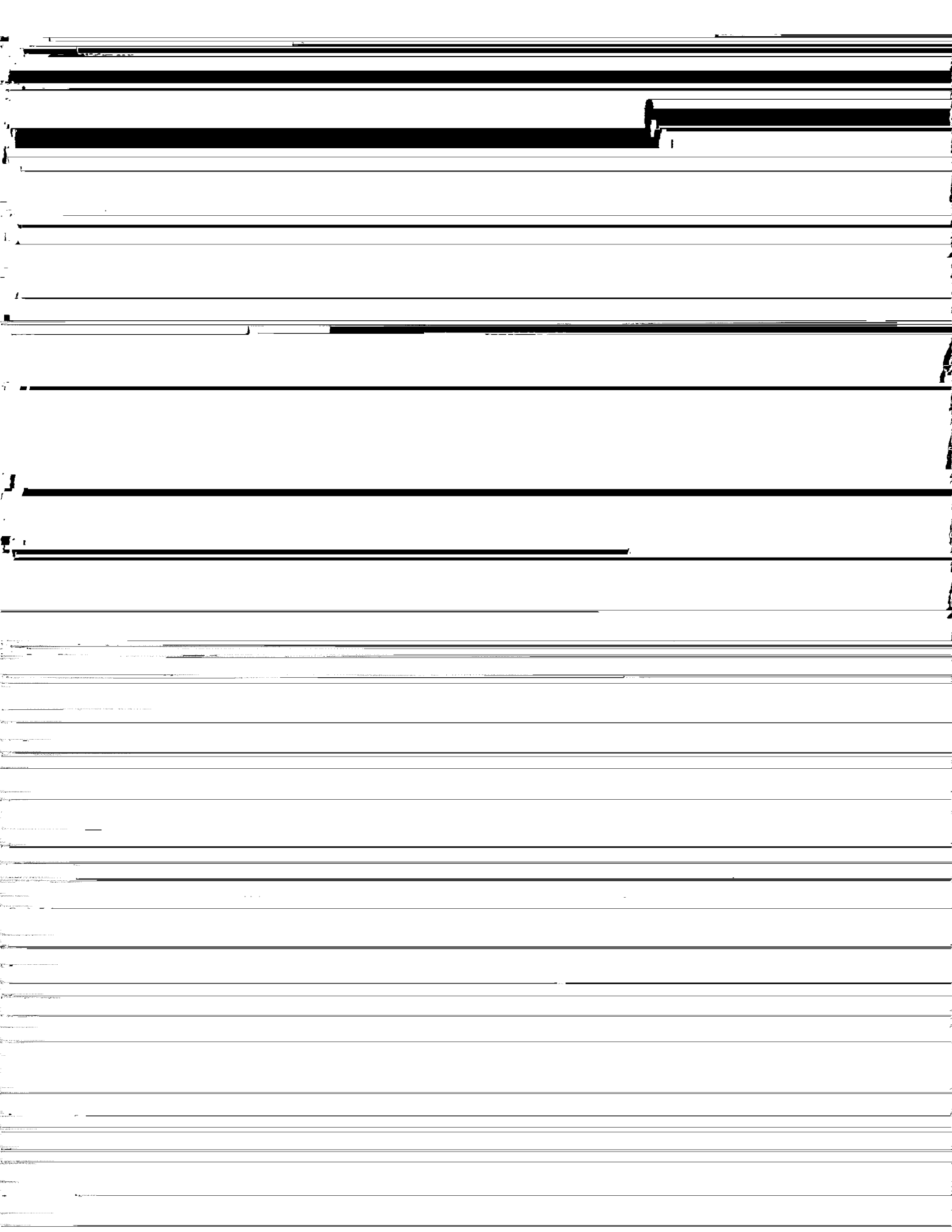
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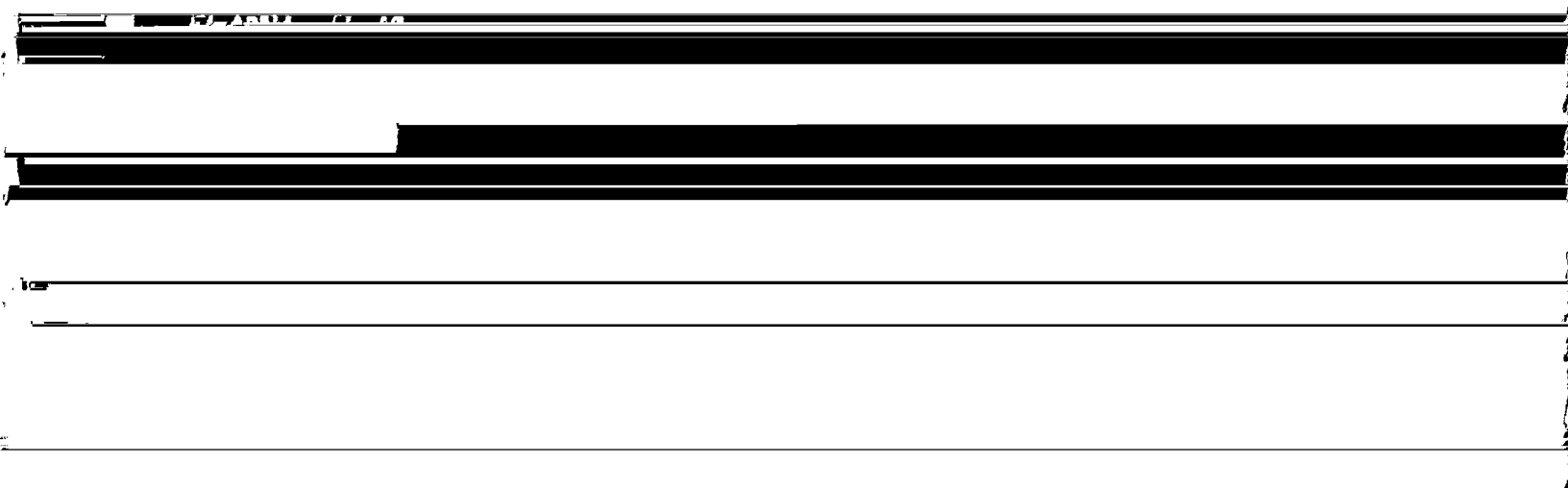
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04/15/2012 05/1/2012

Date:

To:



ENROLLMENT AND ATTENDANCE REPORT
MONTH 8, ENDING Friday, April 20, 2012

TRADITIONAL SCHOOLS

MONTH 8, ENDING Friday, April 20, 2012

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TRADITIONAL SCHOOLS

MONTH 8, CHARTER SCHOOLS AND ADULT EDUCATION

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
 ENROLLMENT AND ATTENDANCE REPORT
 MONTH 8 ENDING Friday, April 20, 2012

TABLE 1 - REGULAR CLASS ENROLLMENT

ELEMENTARY SCHOOLS	Kdgn	REGULAR CLASS ENROLLMENT						TOTAL REGULAR ENROLLMENT
		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	
A.M. WINN	60	48	43	53	42	43	63	352
ABRAHAM LINCOLN	75	74	65	76	64	66	62	482
ALICE BIRNEY WALDORF-INSPIRED	87	58	59	61	66	66	31	428
BRET HARTE	74	67	59	59	57	58	64	438
C.B. WIRE	50	75	86	63	60	65	64	463

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

STUDENT AND ATTENDANCE RECORD

CUMULATIVE TOTAL ABSENCES

TOTAL	ACTUAL DAYS	POSSIBLE DAYS	PERCENTAGE OF
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MONTH 8, ENDING Friday, April 20, 2012
CUMULATIVE TOTAL ABSENCES

MIDDLE	ENROLLMENT	TOTAL ABSENCES	ACTUAL DAYS OF ATTENDANCE	POSSIBLE DAYS OF ATTENDANCE	PERCENTAGE OF ATTENDANCE
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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

MONTH 8. ENDING Friday, April 20, 2012

COMPARATIVE STATISTICS

Note: Prior year comparison information is not available due to a change in report criteria