



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.9

**Meeting Date:** May 4, 2023

**Subject:** Contract for Professional Services for District Governance

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Board of Education

**Recommendation:** Approve the Council of the Great City Schools contract for governance training.

**Background/Rationale:** The District's Governing Board has been provided an agreement for professional services provided by the Council of the Great City Schools to provide training, coaching, confidential and closed session advising, professional development, and facilitation of discussions regarding the District's long-term vision and strategic plan.

**Financial Considerations:** Up to \$150,000 not inclusive of travel expenses for vendor.

**LCAP Goal(s):** Operational Excellence

**Documents Attached:**

1. CGCS Professional Services Contract

**Estimated Time of Presentation:** 5 minutes

**Submitted by:** Jorge A. Aguilar, Superintendent

**Approved by:** Jorge A. Aguilar, Superintendent

# **Council of the Great City Schools**

## **Contract for Professional Services**

### **Assisting with Member District Governance**

The following agreement describes ongoing professional services provided by the **Council of the Great City Schools** (“Council”) located at 1331 Pennsylvania Avenue, N.W., Suite 1100N, Washington, D.C. 20004 to Sacramento City Unified School District located at 5735 47<sup>th</sup> Avenue, Sacramento, CA, 95824.

#### **Scope**

The Council shall provide professional services to the District’s governing team — school board and superintendent — that include, but are not limited to, training, coaching, confidential and closed session advising, professional development, and facilitation of discussions regarding the district’s long-term vision and strategic plan.

#### **Term**

This contract shall begin on May 4, 2023. This agreement shall remain effective up to 24 months after date of execution, unless terminated earlier by either party.

### **Costs to the District for a 2-Year Services Agreement**

The fee for this two-year term is \$60,000. However, a discount of \$20,000 will be given if the School Board’s vote to approve this agreement is unanimous. A copy of the board resolution reflecting the board’s vote and an agreed upon “Board Implementation Timeline” should be included with the signed agreement. The fee is due upon execution of this agreement. Should the agreed upon “Board Implementation Timeline” is not met, the maximum amount that may be paid by the District for the Services, exclusive of travel expenses, is \$100,000 per a 12-month period (for unanimous vote), or \$150,000 (for non-unanimous vote) as described below. The Initial Leadership Training and Support typically involves two days of on-site or virtual visits by Council team members. The fees are inclusive of preparation and planning prior to session.

- **Travel expenses**: The District shall reimburse the Council for all travel related expenses incurred and necessary for the performance of the Services up to a total effective rate not to exceed \$2,500 per person, per trip. Such reimbursement shall include, but is not limited to, transportation to and within the region, lodging, and meals and will comply with all district policies, as well as state and local statutes.

#### **Additional Cost to the District**

- **Compensation for Additional Leadership Training**: Additional in-person training and facilitation are provided as mutually agreed upon at the cost of \$20,000 per full session.
- **Compensation for Coaching Support**: In addition to the Leadership Training requested and provided above, the Council will provide ongoing monthly coaching, strategic planning, and implementation support to the district (either individually or in groups). The total fee paid for the Ongoing Coaching Support, which is tracked by Council staff, shall be invoiced by the Council at the termination of the contract. The

amount invoiced shall be at a rate of \$1,000 per day or at a rate of \$150 per hour – whichever is less.

- **Subject Matter Experts:** Service from Consultants who are Subject Matter Experts may be provided if needed at \$1,000 per full day of service or at a rate of \$150 per hour—whichever is less. This amount shall be invoiced after delivery of their services.

### Waiver of Additional Fees

Notwithstanding the language above, the Council agrees to waive Additional Leadership Training and all Coaching Support fees in the event District:

- Develops a “Board Implementation Timeline” identifying measurable, objective and attainable work products or activities to be completed during the term of the contract. The district’s approved Timeline is included as Exhibit A.

and,

- Completes the work products or activities within the Board Implementation Timeline that had deadlines occurring prior to the termination of the contract. The determination as to whether there was completion of the relevant work products or activities shall be made by the Council in consultation with the board chair.

### Termination

Either party may terminate this agreement without cause after written notification to the other party at least thirty (30) calendar days in advance. Any termination prior to completion of the items in the Board Implementation Timeline will forgo the benefits described in the Waiver of Additional Fees section of this agreement and require immediate payment for all services rendered.

Signatures below signify acceptance of this agreement.

Approval by District Representative:

_____	_____	_____
Signature	Full Name & Title	Date

Approval by Council Representative:

_____	_____	_____
Signature	Raymond C. Hart, Executive Director	Date

# Exhibit A (SAMPLE)

## Board Implementation Timeline

### Overview

The Sacramento City Unified School District Board has identified the following objectives it wants to pursue to increase its focus on improving student outcomes.

#### 1. Identify, clarify, and monitor progress regarding the community's vision and values

- Clearly identify the board's SMART Goals and Guardrails to improve student outcomes from within the existing Strategic Plan;
- Adopt a monitoring calendar to serve as the framework for the Goals and Guardrails;
- Implement a two-way community engagement process to engage, listen, and report on the community's vision and values for students;
- Conduct quarterly self-evaluations to track the board's growth towards focusing on the adopted Goals and honoring of the adopted Guardrails; and,
- Conduct annual superintendent evaluations based on the board's adopted Goals and Guardrails.

#### 2. Redesign board meetings to be more focused on the Goals

- Invest at least fifty percent (50%) of board meeting time each month into monitoring progress toward the Goals (once they are adopted);
- Review board agenda to create alignment with the Goals and Guardrails;
- Conduct an analysis of how much time is spent on various items during the course of a given board meeting; and,
- Review board calendar to create alignment with the Goals and Guardrails.

#### 3. Codify board processes and practices

- Review and, if needed, revise the board's operating procedures to clarify distinct work of the board (governance) and superintendent (management) as well as the shared work of both parties; and,
- Provide effective governance trainings for community members.

The Board Chair, Board Admin, Superintendent, and CGCS Coach will meet monthly to coordinate activities.

### Additional Resources

[Student Outcomes Focused Governance Manual](#)