

**DC State Board of Education Fiscal Year 2018 Performance Oversight Questions**

**Program Operations and Community Engagement**

- Q1. What were the major accomplishments of the State Board of Education in FY18 and to date in FY19? Include the following:
- Specific efforts to engage with the community and other jurisdictions;
  - Improvements to the process for student discipline;
  - Changes made to regulations regarding student attendance, improving content standards, educator quality, and preparing students for post-secondary success;
  - Studies, analyses, and research papers conducted by the Board (provide a copy); and
  - Reports published by the Board (provide a copy).
- Q2. Identify any legislative, statutory, or regulatory requirements that the State Board of Education lacks sufficient resources to properly implement. Please note any operational or logistical barriers to your agency's operations.
- Q3. Provide an update on what the funding from the FY18 budget has allowed the SBOE to accomplish.
- Q4. Provide a detailed update on the Board's work to date develop a new accountability system under ESSA.
- Please describe steps the Board has taken to comply with ESSA requirements;
  - Describe any efforts to engage the community;
  - Explain how you worked with OSSE;
  - Provide a timeline of implementation; and,
  - Describe the Board's next steps on the ESSA plan.
- Q5. Please describe any activity the Board has taken to improve adult education in the District of Columbia in FY18 and to date in FY19. In your response, please provide an update on awarding the state diploma for adult learners. How many adult learners received state diplomas?
- Q6. Provide an update on the Board's ad hoc committees that are currently operating, including their goals and work plans.
- Q7. How does the State Board of Education comply with the Language Access Act?

**Interagency Collaboration**

- Q8. What interagency or intra-agency efforts have been made to improve SBOE functions in FY18 and FY19 to date? Describe efforts to collaborate with other boards and agencies to engage in District education initiatives and include in your response specifically any partnerships or collaborations with the following:
- Office of the State Superintendent of Education;
  - Office of the Deputy Mayor for Education;
  - DC Public Schools;
  - DC Public Charter School Board;
  - Office of Human Rights' Citywide Youth Bullying Prevention Program; and
  - DC Public Libraries.

- Q9. Please describe SBOE's working relationship with OSSE. Describe any efforts to formalize policy-making processes between the two agencies. Also describe any collaboration between the two agencies in FY18 and to date in FY19.
- Q10. Please describe SBOE's working relationship with the Office of the Ombudsman for Public Education's and any improvements that can be made.
- Q11. Please describe SBOE's working relationship with the Office of the Student Advocate and any improvements that can be made.

**Personnel**

- Q12. Provide a current organizational chart for SBOE and the name of the employee responsible for the management of each program. If applicable, provide a narrative explanation of any organizational changes made during FY18 or to date in FY19.
- Q13. List all employees detailed to or from your agency, if any. Provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.
- Q14. List SBOE's committees, subcommittees, and taskforces and which members serve on each one.
- Q15. Has the SBOE adhered to all non-discrimination policies in regards to hiring and/or employment?
- Q16. Have there been any accusations by employees or potential employees that the SBOE has violated hiring and/or employment non-discrimination policies in FY18 or to date in FY19? If so, what steps were taken to remedy the situation(s)?
- Q17. Please include SBOE's plan and describe efforts taken to ensure a welcoming, inclusive, and diverse workplace for all employees. Describe the equity work that the Board has undertaken as a result of the challenges that were surfaced in FY16.
- Q18. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).
- Q19. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY18 and FY19, to date, whether or not those allegations were resolved.
- Q20. Please list the administrative complaints or grievances that the agency received in FY18 and FY19 to date broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19 to date, describe the resolution.

**Performance Plan**

- Q21. Provide the agency's performance plan/strategic plan for FY18. Did SBOE meet the objectives set forth in the plan? Provide a narrative description of what actions the agency undertook to meet the key performance indicators including an explanation of why any indicators were not met.
- Q22. Provide the agency's performance plan/strategic plan for FY19. What steps has the agency taken in FY18 and to date in FY19 to meet the objectives set forth in the plan?

**Budget and Finances**

- Q23. Provide the following budget information for SBOE, including the approved budget, revised budget, and expenditures, for FY18 and to date in FY19:
- At the agency level, provide the information broken out by the source of funds and by Comptroller Source Group and Comptroller Object.
  - At the program level, provide the information broken out by the source of funds and by Comptroller Source Group and Comptroller Object.
  - At the activity level, provide the information broken out by the source of funds and by Comptroller Source Group.
- Q24. Provide a complete accounting of all intra-district transfers received by or transferred from SBOE during FY18 and to date in FY19. For each, provide a narrative description as to the purpose of the transfer and which programs, activities and services within SBOE the transfer affected.
- Q25. Provide a complete accounting of all reprogrammings received by or transferred from the SBOE during FY18 and to date in FY19. For each, provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected. In addition, provide an accounting of all reprogrammings made within the agency that exceeded \$100,000 and provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected.
- Q26. Provide a list of all SBOE's fixed costs budget and actual dollars spent for FY18 and to date in FY19. Include the source of funding and the percentage of these costs assigned to each SBOE program. Provide the percentage change between SBOE's fixed costs budget for these years and a narrative explanation for any changes.
- Q27. Provide the capital budget for SBOE and all programs under its purview during FY18 and so far in FY19, including amount budgeted and actual dollars spent. In addition, provide an update on all capital projects undertaken in FY18 and so far in FY19. Did any of the capital projects undertake in FY18 or so far in FY19 have an impact on the operating budget of the agency? If so, provide an accounting of such impact.
- Q28. Provide a current list of all properties supported by the SBOE budget. Indicate whether the property is owned by the district or leased and which agency program utilizes the space. If the property is leased, provide the terms of the lease. For all properties provide an accounting of annual fixed costs (i.e. rent, security, janitorial services, electric, etc.).

- Q29. Describe any spending pressures that existed in FY18 and so far in FY19. In your response provide a narrative description of the spending pressure, how the spending pressure was identified, and how the spending pressure was remedied.
- Q30. Identify potential areas where spending pressures may exist in FY19. Provide a detailed narrative of the spending pressure, including any steps that are being taken to minimize the impact on the FY19 budget.
- Q31. Provide a list of all FY18 full-time equivalent positions for SBOE, broken down by program and activity. In addition, for each position, note whether the position is filled (and if filled, the name of the employee) or whether it is vacant. Finally, indicate the source of funds for each FTE (local, federal, special purpose, etc.).
- Q32. How many vacancies were posted for SBOE during FY18? To date in FY19? Which positions? Why was the position vacated? In addition, note how long the position was or has been vacant, what steps have been taken to fill the position, whether or not the position has been filled, and the source of funding for the position.
- Q33. How many employee performance evaluations were completed in FY18 and how was performance measured against position descriptions? To date in FY19? What steps are taken to correct poor performance and how long does an employee have to correct their performance?
- Q34. Provide the committee with the following:
- A list of employees receiving bonuses, special pay, additional compensation, or hiring incentives in FY18 and to date in FY19, and the amount; and
  - A list of travel expenses for FY18 and to date in FY19, arranged by the employee.
- Q35. Provide the following information for all grants awarded to SBOE during FY18 and to date in FY19:
- Grant Number/Title;
  - Approved Budget Authority;
  - Expenditures (including encumbrances and pre-encumbrances);
  - Purpose of the grant;
  - Grant deliverables;
  - Grant outcomes, including grantee performance;
  - Any corrective actions that were taken or technical assistance provided;
  - SBOE program and activity supported by the grant;
  - SBOE employee responsible for grant deliverables; and
  - Source of funds
- Q36. Provide the following information for all grants/subgrants awarded by SBOE during FY18 and to date in FY19:
- Grant Number/Title;
  - Approved Budget Authority;
  - Expenditures (including encumbrances and pre-encumbrances);
  - Purpose of the grant;
  - Grant deliverables;
  - Grant outcomes, including grantee performance;
  - Any corrective actions that were taken or technical assistance provided;
  - SBOE employee(s) responsible for overseeing the grant;
  - Source of funds.

- Q37. Provide a complete accounting of all grant lapses in FY18, including a detailed statement on why the lapse occurred and corrective action taken by SBOE. Also, indicate if the funds can still be used and/or whether they carried over into FY19.
- Q38. Provide the following information for all contracts awarded by SBOE during FY18 and to date in FY19:
- a. Contract Number;
  - b. Approved Budget Authority;
  - c. Funding Source;
  - d. Whether it was competitively bid or sole sourced;
  - e. Expenditures (including encumbrances and pre-encumbrances);
  - f. Purpose of the contract;
  - g. Name of the vendor;
  - h. Contract deliverables;
  - i. Contract outcomes;
  - j. Any corrective actions that were taken or technical assistance provided; and
  - k. SBOE employee(s) responsible for overseeing the contract.
- Q39. Provide the following information for all contract modifications made by SBOE during FY18 and to date in FY19, broken down by SBOE program and activity:
- a. Name of the vendor;
  - b. Purpose and reason for the contract modification;
  - c. SBOE employee(s) responsible for overseeing the contract;
  - d. Modification cost, including the budgeted amount and actual spent; and
  - e. Funding source.
- Q40. Provide the following information for all purchase card transactions during FY18 and to-date in FY19:
- a. Employee that made the transaction;
  - b. Transaction amount; and
  - c. Transaction purpose.
- Q41. Provide copies of any investigations, reviews or program/fiscal audits completed on programs and activities within SBOE during FY18 and to date in FY19. This includes any reports of the DC Auditor or the Office of the Inspector General. In addition, provide a narrative explanation of steps taken to address any issues raised by the program/fiscal audits.
- Q42. Provide a citation of all regulations that were reviewed and/or revised in FY18 and FY19 to date.

### **Facilities and Resources**

- Q43. Are the agency's information technology needs met? If not, what areas are in need of attention (i.e. computer support, internet and phone functionality, etc.)?
- Q44. Do the properties and facilities meet current ADA requirements? If not, describe the situations that do not comply.
- Q45. Please describe the State Board's relationship with the Department of General Services. Provide an update on the use of the funds allocated for the FY19 budget to conduct capital improvements in the Old Council Chambers.