REPORT OF THE EXECUTIVE OFFICER
State Allocation Board Meeting, July 25, 2007

# PROCESS OF STATE ALLOCATION BOARD AGENDA

## PURPOSE OF REPORT

To provide information on the process of the State Allocation Board (SAB) agenda.

## BACKGROUND

At the June 2007 meeting, the Board requested information regarding the preparation of the consent calendar. In response to the Board's request, Staff has prepared a report describing the process of the SAB agenda which includes the consent calendar.

## STAFF COMMENTS

The SAB agenda includes several items. A brief description of each item is provided below:

*Minutes*

Provides a summary of the previous SAB meeting, which is presented for the Board's approval.

*Executive Officer's Statement*

Provides the Executive Officer with the opportunity to highlight a particular topic(s) or issue(s) to the Board.

*Consent Agenda*

The consent agenda contains "consent items" which are applications requiring action by the SAB that conform entirely to law, regulation and SAB policy and with which the district is in concurrence with the recommended action. Since the early 1980's, "consent items" have been a part of the SAB agenda with the purpose of expediting approval of the apportionments.

The types of "consent items" that typically appear on the SAB monthly agenda are as follows:

- School Facility Program
  - Resolution
  - Eligibility Approvals
  - Funding
  - Closeouts
  - Rescissions
- Lease-Purchase Program
  - Resolution
  - Construction Cost Index
  - Closeouts
- Deferred Maintenance Program
  - Five-Year Plan Approvals
  - Unfunded Approvals
  - Funding
  - Rescissions
  - Closeouts

(Continued on Page Two)

STAFF COMMENTS (cont.)

*Consent Agenda (cont.)*

- Relocatable Classroom Program
    - Sale of State Relocatable Classrooms
    - Disposal of State Relocatable Classrooms
- Unused Sites Program
    - Assessment Fee Report
    - Assessment Fee Refunds
- Emergency Repair Program
    - Funding

"Consent items" are reviewed and analyzed in detail by Office of Public School Construction (OPSC) Staff (hereinafter referred to as Staff), which includes a peer review and a supervisory review. In addition, prior to the statutory 10-day notice, all "consent items" are reviewed thoroughly by a consent review team, which includes mid-level manager(s). Consent items that meet the criteria of a "consent item" that are of particular interest are brought to the Board members attention prior to the public SAB meeting.

*Financial Reports*

Financial Reports are items that provide the Board with information regarding the status of funds, administrative costs, etc.

*Consent Specials*

"Consent Specials" are apportionments that are being highlighted to the Board; however, many of these requests conform to law, regulation, and SAB policy. Typical "consent specials" are time extensions, facility hardship and rehabilitation projects with recommendations for conceptual approval or funding. They are reviewed, analyzed in detail, and prepared by Staff and reviewed thoroughly by management.

Some "consent specials" may not conform to law, regulation, or SAB policy, such as potential material inaccuracy items. However, all "consent specials" are items where Staff and the district are in concurrence with the recommendation.

*Specials*

"Specials" are items that may be specific to a district or it may be a global issue, either of which Staff has determined should be brought to the Board's attention. "Specials" may also be presented according to direction given by the Board. "Specials" are reviewed, analyzed in detail, and prepared by Staff. In addition, all "specials" are reviewed thoroughly by management.

(Continued on Page Three)

STAFF COMMENTS (cont.)

*Appeals*

Typically, "appeals" are items that represent a request by a district for special consideration by the Board regarding circumstances which the OPSC deems to be outside of the established State school program provisions and which cannot be otherwise administratively resolved within existing program requirements or regulations. Typically, Staff cannot provide a favorable recommendation. "Appeals" are reviewed, analyzed in detail, and prepared by Staff. In addition, all "appeals" are reviewed thoroughly by management. When considering appeal items, the SAB, as an administrative body is responsible for making decisions in accordance with statutory requirements and Board regulations.

*Regulations*

The SAB is charged with adopting regulations that implement the various statutory programs for which it is given responsibility. Upon enactment of legislation, OPSC Staff prepares and presents discussion papers that offer proposed regulation language and operating procedures to the SAB Implementation Committee to seek public input. The SAB Implementation Committee is an informal advisory committee formed by the OPSC that is made up of members representing various school districts and related associations, councils, and State departments. Meetings are attended by district representatives, consultants, architects, and other members of the public interested in school facilities.

The feedback received by OPSC Staff at the SAB Implementation Committee meetings is provided to the Executive Officer of the OPSC who is responsible for making final recommendations to the SAB. Once final recommendations have been determined, the OPSC Staff finalizes the proposed regulation package and it is reviewed thoroughly by management. Finally, the proposal is taken to the SAB for consideration and approval in accordance with the requirements of the Administrative Procedure Act.

*Reports*

Reports are informational items that do not require a Board decision. The Board needs only to accept or reject the report. Generally, reports are to provide additional information to the Board on a subject that required additional background or research. Reports may also be presented according to direction given by the Board. Reports are prepared by Staff and are reviewed thoroughly by management prior to Board presentation.

*Information*

Information items do not require Board action. Typical information items are the OPSC workload list, dates of the upcoming SAB meetings, lists of the Deferred Maintenance Extreme Hardship unfunded approvals, and lists of the facility hardship/rehabilitation approvals without funding. Information items are prepared by Staff and reviewed by management.

RECOMMENDATION

Accept this report.

BOARD ACTION

In considering this Item, the Board accepted the report. In addition, the Board requested that in the future exceptions to the process be submitted for Board consideration.