

**2017-18 General Counsel Work Plan**

<p align="center"><b>Goal- Aligned to Supt and Board Goals</b></p>	<p align="center"><b>Deliverable</b></p>
<p><b>1. Fiscal Vitality</b></p> <p>Board Policy on <b>Budget</b></p>	<p>1a. Support the Board and Superintendent in developing timely, balanced multi-year budgets and eliminating deficit spending</p> <ul style="list-style-type: none"> <li>● In collaboration with the Budget and Finance committee, Superintendent, and fiscal department, develop board policies, administrative modules for budgeting, procurement/ contracts, reserves, fiscal information and LCAP</li> <li>● Strategize with the Board and Superintendent relating to labor negotiations, implementation of Measure G1 funds, procedures for reducing contracts</li> <li>● Identify and risks and trends in legal settlements, including special education, and provide regular updates relating to balances of legal settlement department expenditures and budget</li> </ul> <p>1b. Support the Board in identifying, implementing and progress monitor key FCMAT and County of Alameda fiscal improvement recommendations</p> <ul style="list-style-type: none"> <li>● Implement and track increased internal controls relating to contracts and procurement;</li> <li>● Support departments and sites in expanding RFPs and reducing split-contracts;</li> <li>● Increase efficiencies and decrease contract review time through increased contract templates;</li> <li>● Set benchmarks for OUSD contracting with variations noted for the Board and Superintendent;</li> <li>● Increase review of grants, donations, and gifts and reporting of same</li> </ul>
<p><b>2. Quality Community Schools</b></p> <p>Policies on <b>Equity, School Governance and Quality School Development.</b></p>	<p>2a. Draft a “Blueprint for Quality Schools” that includes recommendations for a Facilities Master Plan and School Portfolio over the next three years</p> <ul style="list-style-type: none"> <li>● Explore options with the Board for a 2018 or 2020 Bond, develop related budget, and, if likely, timely engage consultants</li> <li>● Advise the Board on strategic property options and possible 7-11 committee</li> <li>● Advocate for the District’s interests with the City in issues relating to the ELC, Chabot Space and Science Center,</li> <li>● Support the Board in analyzing the local business policy and potential amendments</li> <li>● Collaborate with Board, Superintendent, and Enrollment department in testing and developing amended attendance boundaries and fees</li> <li>● Collaborate with Transportation dept, Supt., and Board re access to quality programs, including AC Transit options, private vendors, part</li> </ul>

	<p>2b. Support the Superintendent and Board’s goals in Improving educational outcomes, specifically for, African-American, Latino, English Language special needs.</p> <ul style="list-style-type: none"> <li>● Monitor VRP</li> <li>● Support the Office of Equity in the development of Administrative Regulations to the Equity Policy;</li> <li>● Provide Board updates on potential legislation or advocacy positions to advance the District’s interests</li> <li>● Implement Title IX training and Board Policy relating to sexual harassment; monitor implementation and provide board updates</li> </ul>
<p><b>3. Organizational Resilience</b></p> <p>Policy on <b>Equity</b></p>	<p>3a. Increase communication between General Counsel and Board and Superintendent through regular written updates, Trello boards access</p> <hr/> <p>3b. Support the Board and Superintendent in governance issues; prepare training and regular updates on governance, conflicts of interest, campaign</p> <hr/> <p>3c. Continue team-building and development of legal team, including 360-feedback of legal department, and implementation of values</p> <hr/> <p>3d: Develop a plan for increased compliance based training, reincarnation of electronic “pink binder”</p> <hr/>
<p><i>Notes</i></p>	