

Lake Washington School District
Executive Limitation Monitoring Report
EL-3 Communication and Counsel to the Board
June 24, 2019

Executive Limitation: With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly, the CEO shall:

1. Submit monitoring data required by the Board (see policy <i>B/CR-5–Monitoring CEO Performance</i>) in a timely, thorough, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.	In Compliance	◀ ▶
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Evidence

The Board and superintendent have developed a schedule and format for submitting monitoring reports.

- During the past 12 months, all Executive Limitation reports and End Results monitoring reports were submitted to the Board.

2. Advise the Board in a timely manner of trends, facts, and information relevant to the Board’s work and implementation of Board policies.	In Compliance	◀ ▶
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Evidence

Advising the Board of trends, facts and information relevant to the Board’s work is done in a number of ways, including: 1) Board Briefs; 2) Board meeting agenda items; 3) Board study sessions; 4) Program and Superintendent reports at board meetings; and, 5) Direct communication from the superintendent on emergent issues.

The Board is provided annual information and assumptions on which the budget is based. Each month, a status report for major changes to the budgeted assumptions is provided as part of the monthly financial reports. The Board is also provided information on academic achievement as part of End Results reporting and through the data dashboard.

- Board Brief articles for the last 12 months (March 2018-February 2019) included the following:

<u>Subject/Nature</u>	<u>Frequency</u>
Board Calendar	29
Board Meetings.....	4
Board Procedures.....	3
Calendar	9
Communications	8
Construction, Modernization, and Land	6
Curriculum	11
Finance.....	11
Intergovernmental Relations & Projects	13
Legal	6
Levy	1
Personnel, Administrative Information.....	22
Policy	1
Property	2
Recognitions and Awards	1
School Specific	9
Specific Program	74

EL-3 Communication and Counsel to the Board

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Accordingly, the CEO shall:

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Evidence {continued}

Student Assessment Information & Results.....19
 Superintendent Weekly Highlights40
 Support Services 2
 Technology 5

- Study Sessions for the last 14 months (February 2018 – May 2019) included the following topics:
 - Board Process and Communications
 - Board Work Plan
 - Board Policies: Governance Process (GP) and Board/CEO Relationship (B/CR)
 - Board/CEO Relation (B/CR) & Equity Overview
 - Executive Limitations – Reasonable Interpretation
 - Policy Governance
 - 2019 Legislative Priorities
 - Legislative Updates
 - WSSDA Legislative Proposals
 - Board/Community Linkage Planning
 - Joint Study Session with Redmond City Council
 - Superintendent Search and Application Process
 - Superintendent Search Process
 - Superintendent Transition Plan
 - Strategic Planning & Budget
 - Strategic Plan Process,
 - Facility Planning
 - Facility Planning & Community Engagement
 - Equity
 - Budget Process
 - Special Education
 - Facility and Levy Planning
 - Safety and Security
 - Community Engagement and Strategic Plan Update
 - School Start Times Update
 - HIV/Aids and Sexual Health Education Curriculum Review
 - Special Education Action Plan Update
 - Summer Athletics
 - Early Childhood
 - K-5 Science Adoption Presentation
 - Health Services

EL-3 Communication and Counsel to the Board

Executive Limitation: With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly, the CEO shall:

3. Advise the Board of significant transfers of money within funds or other changes substantially affecting the district’s financial condition.	In Compliance	◀ ▶
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Evidence

Transfers between funds have been authorized by the Board as part of the budget process. The adopted budget authorizes transfers from the capital projects fund to the general fund, as required by OSPI, to account for ongoing on-line fees, subscriptions, or software licenses, and ongoing training related to the installation and integration of technology. In addition, monthly financial statements provided to the Board highlight information on updates to budget assumptions.

4. Provide for the Board as many staff and external points of view and opinions as needed for informed Board decisions.	In Compliance	◀ ▶
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Evidence

Board decisions occur on a variety of issues through formal action at a Board meeting. The Board makes decisions regarding such essential functions as budget, attendance boundaries, instruction materials, monitoring reports, and ballot propositions. The superintendent uses a wide variety of input ongoing processes to engage with stakeholders, legal counsel, and/or counsel from professionals with domain expertise to ensure that the Board has multiple perspectives for Board decisions.

For curriculum-related decisions, the Instructional Materials Committee is an ongoing structure that includes staff, student and parent input as part of the review of instructional materials. The committee’s review and recommendation of materials approval is provided to the Board on an ongoing basis prior to requesting Board action on materials.

In addition, the district conducts a random sample, statistically valid survey of parent and community perspectives on a quarterly basis. These results track public perception of the district on a variety of issues over time. The perspectives from this survey are used to provide additional information for the purpose of Executive Limitation Reporting.

District legal counsel is consulted on an ongoing basis for questions related to procedural matters or those matters which require legal considerations prior to board action.

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4. Provide for the Board as many staff and external points of view and opinions as needed for informed Board decisions.

In
Compliance



Evidence {continued}

In addition to these ongoing processes, during the past 12 months, the following methods have been used to provide the Board additional external viewpoints and perspectives related to Board decisions:

- In January and May 2019, the board received information in a study session about the school start time advisory and recommendations for future planning.
- In February 2019, the board received information in a study session about summer athletics and related fees.
- In March 2019, a study session was held to provide the Board information on K-5 Science Curriculum
- In May 2019, a textbook select committee that included both staff members and parents provided input to the Board regarding the selection of K-5 Science materials.
- In May and June 2018, the board held multiple community input sessions to develop characteristics for the hiring of a new superintendent.
- In June 2018, the board held staff and community forums to receive input on three superintendent finalist candidates.

5. Advise the Board of anticipated significant media coverage.

In
Compliance



Evidence

The Board is advised of anticipated media coverage, particularly television coverage when it may be controversial or negative in nature. The Board is also sent media press releases when they occur.

In the past 12 months, the Board was informed regarding significant media coverage related to the following stories:

- Juanita High School mascot vote
- SBIRT (Screening, Brief Intervention, Referral To) pilot for seventh-grade students

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6. Advise the Board or individual members if, in the CEO’s opinion, the Board or individual members are not in compliance with the board’s policies on Governance Process and Board-CEO Relations .	In Compliance	◀ ▶
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Evidence

The superintendent discusses compliance with GP and BCR policies with the Board president periodically and when necessary and will address compliance issues with individual Board members, as appropriate.

- Discussions occur on an as-needed basis.

7. Present information in a concise and easily understood format.	In Compliance	◀ ▶
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Evidence

The superintendent works to incorporate feedback from Board members to better meet their needs for presentation of information in a concise and easily understood format.

A written document, including a study session overview and a study session memo, for study sessions are prepared along with presentations. The study session overview includes information on how the study session relates to the Board’s role and provides policy considerations or key questions and whether potential future form Board action is required. The study session memo includes background information and context and provides a summary of relevant information that will be presented to the Board.

During the past 12 months, the following additional changes have been made:

- End Results Reports have been updated based on Board feedback.
- Program reports from different divisions and departments are provided at board meetings. Program report topics included:
 - Mission & Vision/College & Career Readiness
 - Interdisciplinary Skills and Attributes
 - Continuous Improvement Process Plans
 - Student Discipline & Restorative Practices
 - Summer Programs
 - STEM
 - Athletics & Activities
 - Culture & the Arts
 - Preschool
 - Special Education
 - Accelerated Programs
 - Career & Technical Education
 - Intervention Programs/ELL
 - World Language
 - Literacy
 - Mathematics
 - Physical Education
 - Science
 - Social Studies
 - Bond and Levy Presentation
 - Professional Learning
 - Information & Communication Technology
 - Parents and Community
 - Budget

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Executive Limitation: With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly, the CEO shall:

8. Provide a process for official Board, officer, and committee communications.	In Compliance	◀ ▶
Evidence		

For communications from constituents, an official district email account has been set up to allow constituents to communicate directly with the entire Board. Individual email accounts are also published on the district web site allowing constituents to communicate with individual board members. Constituent communication, as well as communications from other individuals or agencies, that comes to the district office is provided to the Board in a weekly delivery.

Communications between Board members is done in person at meetings, by phone, or via email, in accordance with law.

9. Work with the Board as a whole except when: a. Fulfilling individual requests for information or counsel, provided such requests are not disruptive or do not require an inordinate amount of staff time or resources; b. Working with officers or committees duly charged by the Board; c. Communicating with the president.	In Compliance	◀ ▶
Evidence		

Communication with the Board is done primarily as an entire Board through Board Briefs, superintendent reports, study sessions, board meetings, and email. Individual board member contact is typically limited to situations of counsel or seeking board member input. From time to time, responses are provided to a specific board member when appropriate.

10. Report in a timely manner any unanticipated noncompliance with any Board End Results or Executive Limitations policy.	In Compliance	◀ ▶
Evidence		

- No cases of unanticipated noncompliance were reported this year.

11. Supply for the consent agenda all items delegated to the CEO that are required by law or contract to be Board-approved, along with adequate information necessary to keep the Board informed.	In Compliance	◀ ▶
Evidence		

All items or decisions required by law or contract to be Board-approved have been submitted through the consent agenda or occasionally through the action item agenda, along with necessary background information.

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Accordingly, the CEO shall:

12. Establish a procedure for informing the Board in a timely manner of the administrative disposition of complaints presented to the CEO by the Board.

In
Compliance



Evidence

Procedures are in place to inform the Board regarding the status of issues as they are presented to the CEO by the Board or presented in public meetings. Follow-up is done primarily through Board Briefs, superintendent reports, and email communication.

13. Recommend for Board approval school attendance boundaries that consider the impacts on families' continuity with their school and community, and are appropriate to the effective and efficient operation of the district.

In
Compliance



Evidence

- School attendance boundaries were submitted to the board for review on November 6, 2017. The board took formal action and adopted the recommendation on November 20, 2017. The elementary boundary change went into effect for this school year and the secondary boundary change will go into effect for the 2019-20 school year. Grandfathering was offered to 2017-18 grade 4 students and 2018-19 grade 7 students. Additional considerations were made for students that would have been moved a second time due to district boundary changes. No current high school students were affected by the boundary change.

I certify the above to be correct as of June 24, 2019

Jane Stavem, Superintendent