

OPERATIONAL EXPECTATIONS (OE) POLICY

OE-3 Treatment of Community Stakeholders

<input checked="" type="checkbox"/> Reasonable Interpretation and Indicators (RI)	_____	_____	Date
<input type="checkbox"/> Monitoring Report	_____	_____	Date for Remonitoring

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy, OE-3, Treatment of Community Stakeholders, the Superintendent certifies that the proceeding information is accurate and complete, and that the organization:

- Has reasonably interpreted the Board's values
- Is Compliant
- Is Compliant with the exceptions noted
- Is Non-Compliant

Executive Summary:

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy, OE-3, Treatment of Community Stakeholders, the Board finds that the organization:

- Has reasonably interpreted the Board's values
- Has failed to reasonably interpret the Board's values
- Is Compliant
- Is Compliant, with the exception of specific policy sub-parts
- Is Non-Compliant

Commendations/Direction:

Signed: _____ Date: _____
Board President

OE-3: Treatment of Community Stakeholders

The Superintendent shall maintain an organizational culture that treats families and members of the community with respect, dignity, and courtesy.

Superintendent Interpretation:

- I interpret “maintain an organizational culture” to mean that the school district and all employees operate using the core values of trust, respect, honesty, caring and integrity to guide their interactions with each other and with stakeholders outside the organization.
- I interpret “treats families and members of the community with respect, dignity, and courtesy” to mean that the school district values individual differences of opinion, reasonably includes people in decisions that affect them, provides open and honest communication and maintains an open, responsive and welcoming environment.

The Superintendent will:

3.1 Protect confidential information

Superintendent Interpretation:

- I interpret “protect information” to mean that the school district will follow the legal guidelines to assure that confidential information is only shared with legally authorized individuals.
- I interpret “confidential information” to mean that the school district will have systems and a process in place to assure that confidential information is only retrievable by authorized personnel. Electronic systems have been created, maintained, and consistently updated to assure the protection of private data. All technology systems have multiple levels of security.

Indicators of Compliance:

- Percentage of Uniform Complaint Procedure claims related to breach of confidentiality or violations of the Family Education Rights and Privacy Act
- All computer systems are password protected and users are assigned with appropriate security credentials to access resources
- All computers have up-to-date security protocols for information systems (such as a data back-up systems in place, up-to-date firewalls, and regular security audits)
- The District has policies that govern the protection of confidential information.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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The Superintendent will:

3.2 Effectively handle complaints.

Superintendent Interpretation:

- I interpret “effectively handle” to mean that the school district has a system in place that is designed to routinely review and appropriately and completely respond to all district complaints.
- I interpret “effective handling of complaints” to mean that complaints or concerns are received, reviewed and responded to in a timely manner using an appropriate and respectful approach and acted upon whenever necessary.
- The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race,

<p>ancestry, national origin, religion, color, mental or physical disability or age in any program or activity that receives or benefits from state financial assistance</p> <ul style="list-style-type: none"> • I interpret “complaints” to be written or oral statements that express discontent with aspects of district operations or those that identify specific grievances an expression of displeasure. • Uniform complaint procedures shall be used when addressing complaints alleging failure to comply with state and/or federal laws. 		
<p>Indicators of Compliance:</p> <ul style="list-style-type: none"> - Number of uniform complaints filed. - Percentage of complaints investigated and resolved in within the required timelines. - Percentage of appealed claims. 		
Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

<p>3.3 Protect against any retaliation and illegal discrimination.</p> <p>Superintendent Interpretation:</p> <ul style="list-style-type: none"> • Protect: prevent or provide safeguards • Retaliation: Act of revenge • Illegal discrimination: Unlawful treatment that violates Federal and/or State laws. 		
<p>Indicators of Compliance:</p> <ul style="list-style-type: none"> – Complaints and concerns are promptly addressed in accordance with applicable district policy and procedures and state/federal laws. 		
Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

<p>The Superintendent will:</p> <p>3.4. Maintain a systemic organizational culture that:</p> <ol style="list-style-type: none"> Values individual differences of opinion; Reasonably includes people in decisions that affect them; Provides open and honest communication in all written and interpersonal interactions; Focuses on common achievement of the Board’s <i>Results</i> policies; Is open, responsive, respectful, and welcoming; and Provides access to appropriate information about school and district programs and academic progress. <p>Superintendent Interpretation:</p> <ul style="list-style-type: none"> • I interpret “Systemic organizational culture” to mean that there is an expected level of service that is pervasive throughout the district, its buildings and operations. • I interpret “values individual differences of opinion” to mean that the district seeks and incorporates multiple perspectives. • I interpret “reasonably includes people in decisions that affect them” to mean that stakeholder perspectives are appropriately incorporated whenever possible when making decisions that impact them. • I interpret “provides open and honest communication in all written and interpersonal interactions” to mean that the school district provides accurate and truthful information in all forms of communication and makes every effort to be open and transparent while following confidentiality laws and district processes and timelines. 		
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- I interpret “focuses on common achievement” to mean that the Superintendent and staff shall use opportunities to educate and inform the public about the district’s academic goals, measures, and progress.
- I interpret “maintains an open, responsive, respectful, and welcoming” to mean that the school district is a safe environment for stakeholders to offer perspectives. The district responds to complaints or requests by listening and acting in a fair manner. The district welcomes and includes stakeholders from all aspects of the district when possible or appropriate.
- I interpret “provides access to appropriate information” to mean the ability to obtain information that educates and informs district stakeholders through school and district communication mechanisms.
- I interpret “school and district programs” to mean activities that reflect the programs and services offered at each school as part of the range of district opportunities including everything pertaining to a basic education.
- I interpret “academic progress” to mean formal and informal opportunities and documents that indicate a level of mastery or proficiency and reflect the ongoing success of the student in achieving expected outcomes of a course of study or grade level standards.

Indicators of Compliance:

- The District monthly hosts community forums, focus groups, committees with a variety of stakeholders throughout the district.
- The District communicates on a semi-annual basis regarding its strategic goals and progress towards those goals.
- At least ninety-five percent of respondents indicating agree completely, agree mostly, or agree slightly on the characteristic “high levels of family and community involvement” on Nine Characteristics Survey.
- At least ninety-five percent of respondents indicating agree completely, agree mostly, or agree slightly on the characteristic “high levels of collaboration and communication” on Nine Characteristics Survey.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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3.5 Actively encourage community volunteers.

Superintendent Interpretation:

- I interpret “actively encourage community volunteers” to mean providing information about District volunteer opportunities in a manner that conveys an appreciation and invitation to be involved in a capacity that does not receive monetary compensation in Lake Washington School District, and ongoing initiatives that result in repeated volunteer activities.

Indicators of Compliance:

- The number of district published opportunities that provide ongoing information about volunteer opportunities.
- The number and percentage of volunteers in the district over a three-year span.
- The number and percentage of volunteers in the district who serve in more than one capacity.
- The number and percentage of volunteers who serve two or more years.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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OPERATIONAL EXPECTATIONS (OE) POLICY

OE-4 Personnel Administration

<input checked="" type="checkbox"/> Reasonable Interpretation and Indicators (RI)	_____	Date
<input type="checkbox"/> Monitoring Report	_____	Date for Remonitoring

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy, OE-4, Personnel Administration, the Superintendent certifies that the proceeding information is accurate and complete, and that the organization:

- Has reasonably interpreted the Board’s values
- Is Compliant
- Is Compliant with the exceptions noted
- Is Non-Compliant

Executive Summary:

Signed: _____ Date: _____
Superintendent

BOARD ACTION:

With respect to Operational Expectations Policy, OE-4, Personnel Administration, the Board finds that the organization:

- Has reasonably interpreted the Board’s values
- Has failed to reasonably interpret the Board’s values
- Is Compliant
- Is Compliant, with the exception of specific policy sub-parts
- Is Non-Compliant

Commendations/Direction:

Signed: _____ Date: _____
Board President

OE-4: Personnel Administration

The Superintendent shall assure the recruitment, employment, development, evaluation, and compensation of district employees in a manner necessary to enable the District to achieve its Results policies.

The Superintendent will:

Superintendent Interpretation:

- **Recruitment:** efforts to attract and select the most talented and diversified pool of candidates.
- **Employment:** work defined by the District for anyone who receives monetary compensation for services rendered.
- **Development:** providing staff with mentoring, coaching, and/or training that positively impacts student achievement and professional growth.
- **Evaluation:** a fair, credible, effective, and consistent system and process that assesses the effectiveness of the employee consistent with OE-4.8 and provides support and feedback to facilitate continuous improvement and growth.
- **Compensation:** providing competitive and flexible salary placement and benefits to attract new and retain current employees.
- **District employee:** anyone who receives compensation in exchange for services.
- **Results policies:** defined in R-1, R-2, and R-3.

4.1 Assure that no person is employed by the district without first clearing thorough background inquiries and checks.

Superintendent Interpretation:

- Before being offered employment, appropriate processes are followed to assure the candidate has no history that would prevent our total confidence in their employability.

Indicator of Compliance:

- 100% of employees are screened through a consistent reference check process.
- 100% of employees meet minimum qualifications as stated on the job posting.
- 100% of employees have the educational, certificate, and endorsement as required by the job posting.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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4.2 Select only highly qualified and the best-suited candidates for all positions.

Superintendent Interpretation:

- **Highly Qualified:** qualified for those positions that require a credential, that the individual holds the appropriate degree, certification, or licensure, and/or specific knowledge and skills required for a position.
- **Best-suited:** candidates selected for any position in the District most closely aligns with the criteria and expectations of the position.

Indicator of Compliance:

- The percentage of staff renewed following the first year of employment is no less than 95%.
- The district has a valid and reliable hiring process.
- 100% of contracted employees meet the requirements outlined in the contract specifications.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.3 Ensure recruitment and retention practices that are equitable to support a diverse workforce that is representative of the community and student body.

Superintendent Interpretation:

- The Board values the employment of individuals that reflect the diversity of our community stakeholders in Lake Washington as well as the diversity of students who attend our schools.

Indicator of Compliance:

- The district has a written plan designed to increase workforce diversity.
- The district implements specific strategies to engage and retain diverse workforce.
- The district demonstrates increasing diversity of the workforce using reportable data

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.4 Effectively handle complaints and concerns.

Superintendent Interpretation:

- **Effectively handle:** a prompt and thorough response.
- **Complaints and concerns:** grievances or questions related to sexual harassment, discrimination claims, contractual violations, District policies and procedures, and possible violations of state and federal laws.

Indicator of Compliance:

- 100% of complaints are resolved within required timelines.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.5 Maintain adequate job descriptions for all staff positions.

Superintendent Interpretation:

- The administration keeps current and accurate outlines of individual employment duties that reflect the essential function, knowledge, skills, and abilities of the responsibilities and tasks performed by district employees.

Indicator of Compliance:

- Job descriptions will accurately reflect the job duties, essential functions, knowledge, skills, and abilities of the employees and will be maintained by the Human Resources department.
- Human Resources implements a process to ensure all job descriptions are reviewed and updated in a timely manner.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.6 Protect confidential information.

Superintendent Interpretation:

- **Protect:** to secure, keep safe, and preserve employee confidential information.
- **Confidential:** access to employee information follows federal and state law, including Health Insurance Portability and Accountability Act (HIPAA).

Indicators of Compliance:

- The District maintains specific safeguards to ensure compliance with required confidentiality of district staff information.
- Any report of a breach of confidentiality by any central office or District staff member is thoroughly investigated and appropriate action taken.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.7 Assure that compensation, benefit plans, and working conditions attract and retain high-quality employees by compensating employees, within available and projected resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type.

Superintendent Interpretation:

- **Competitive:** The District offers are as good as or better than others of a comparable nature.
- **A compensation plan:** District salaries and benefits are commensurate with or higher than equivalent positions when compared to similar school districts.
- **Working conditions:** The environment where staff spends a majority of time engaged in assigned duties.
- **Highest quality in terms of attracting applicants:** a candidate who meets the criteria of the position and the expectations of the hiring committee, supervising administrator or Superintendent.
- **Highest quality in terms of retention of employees:** those who are evaluated as effective or higher based on the District's evaluation criteria.
- **Applicable marketplace, including but not limited to organizations of comparable size and type:** those organizations in our local, state and regional demographics which serve as applicable models for comparability of compensation and working conditions.
- **Organizations:** school districts and relevant business/industry.

Indicators of Compliance:

- Compensation will be established for employees to maintain a competitive stance, given affordability due to budget.
- District climate survey indicates the number of staff who are satisfied with working conditions. Baseline year.
- The district retention metrics are commensurate with industry averages.
- Staff are provided the opportunity to complete an exit survey when leaving the district.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.8 Consistent with the Superintendent’s own evaluation, evaluate all employee performance according to their contribution toward achieving the Results policies and their compliance with the Operational Expectations policies.

Superintendent Interpretation:

- **Consistent with the Superintendent’s own evaluation:** employee evaluations are aligned with the Superintendent’s evaluation: Demonstrated contribution to reasonable progress on Student Achievement and Operational Expectations compliance.
- **Evaluate:** assessing whether employee performance is meeting the District’s expectations and standards for performance and then providing employee feedback, goal setting, and coaching.
- **Achieving:** employee performance contributes to accomplishing District goals.
- **Compliance:** employees are assessed pursuant to the appropriate evaluation.

Indicators of Compliance:

- 100% of all certificated staff and Educational Staff Associates (ESAs) are evaluated in accordance with state laws using the Charlotte Danielson Instructional Framework.
- 100% of all principals and assistant principals are evaluated in accordance with state laws using the AWSP Leadership Framework.
- 100% of Central Leadership administrators are evaluated annually using the LWSD Central Leadership framework.
- 100% of all classified administrators and staff are evaluated annually using the LWSD designated forms.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.9 Assure that all staff members are qualified and trained to perform the responsibilities assigned to them.

Superintendent Interpretation:

- **Qualified:** employees have the required skills, knowledge, and/or license to perform their job responsibilities.
- **Trained:** employees are given instructions, coached, and given feedback to learn assigned job responsibilities.

Indicator of Compliance:

- Staff is evaluated as proficient or higher on their annual performance evaluation.
- District staff receives required training annually.
- District provides ongoing training opportunities for all job classifications.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.10 Maintain an organizational culture that attracts, retains, and positively affects the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support, courtesy, and respect.

Superintendent Interpretation:

- **Organizational culture:** a climate in which staff members celebrate diversity among students, parents, staff, and community, expecting everyone to be equally respected and accepted.
- **Responsibly perform their jobs:** employees fulfill their obligations and responsibilities outlined in the job description and meet the expectations of their supervising administrator.
- **Environment of support, courtesy, and respect:** a respectful workplace free of hostility and void of harassment directed at a person’s race, color, national origin, religion, sex, age, disability, sexual orientation, genetic information or any other applicable status protected by federal, state or local law.

Indicator of Compliance:

- District climate survey indicates the percentage of staff believes the District culture allows them to work in an environment of support and courtesy. Baseline year.
- 100% of staff receive required training annually.
- 100% of staff have access to job relevant professional learning.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

4.11 Reasonably include personnel in decisions that affect them.

Superintendent Interpretation:

- When appropriate and timely, staff are asked and able to share and contribute their insight into matters that will impact them personally and/or professionally.

Indicator of Compliance:

- Percent of staff who complete an annual district and school surveys. Baseline year.
- The percent of staff either “agree” or “strongly agree” with the survey statements will increase each year. Baseline year.
- Staff member participation and representation on district and building committees, task forces, focus groups and teams.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

The Superintendent may not:

4.12 Retaliate against any employee for initiating a legitimate complaint based upon an alleged violation of policy.

Superintendent Interpretation:

- **Retaliate:** Act in revenge
- **Initiating:** Bringing a written document without coercion by an employee, supervisor or administrator.
- **Legitimate complaint:** Written statement of all claims in accordance with established district procedures.
- **Alleged violation of policy:** presumed to be outside of the established parameters of expected District protocols.

Indicator of Compliance:

- 100% of formal employee complaints reported (according to district policy and procedures) to the office of the Superintendent are investigated without any retaliation toward the reporting employee.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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OPERATIONAL EXPECTATIONS (OE) POLICY

OE-5 Financial Planning

<input checked="" type="checkbox"/>	Reasonable Interpretation and Indicators (RI)	_____	Date
<input type="checkbox"/>	Monitoring Report	_____	Date for Re-monitoring

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy, OE-5, Financial Planning, the Superintendent certifies that the proceeding information is accurate and complete, and that the organization:

_____ Has reasonably interpreted the Board’s values

_____ Is Compliant

_____ Is Compliant with the exceptions noted

_____ Is Non-Compliant

Executive Summary:

Signed: _____
Superintendent

Date: _____

BOARD ACTION:

With respect to Operational Expectations Policy, OE-5, Financial Planning, the Board finds that the organization is:

_____ Has reasonably interpreted the Board’s values

_____ Has failed to reasonably interpret the Board’s values

_____ Is Compliant

_____ Is Compliant, with the exception of specific policy sub-parts

_____ Is Non-Compliant

Commendations/Direction:

Signed: _____
Board President

Date: _____

OE-5: FINANCIAL PLANNING

The Superintendent shall develop and present to the Board a multi-year financial plan that is related directly to the Board’s *Results* priorities and *Operational Expectations* goals, and that avoids long-term fiscal jeopardy to the district.

Superintendent Interpretation:

- I interpret “develop and present a multi-year financial plan” to mean that the district will provide financial information to the Board and stakeholders at regularly scheduled reporting periods.
- The financial plan will include Adopted, First and Second Interim reports as well as debt service instruments which could include Certificates of Participation, General Obligation Bonds, Tax Revenue and Anticipation Notes or other debt service.
- Information presented to the Board will include options to maintain a balanced budget for the upcoming fiscal year.
- I interpret “directly related to the Board’s Results priorities and Operational Expectations goals” to mean that information presented to the Board and stakeholders at regularly scheduled reporting periods will include funds identified to support the Strategic Plan 2019-2022 and key district initiatives.

The Superintendent will develop a budget that:

5.1 Is in a summary format understandable to the Board and community, presented in a manner that allows the Board to understand the relationship between the budget and the *Results* priorities and any *Operational Expectations* goals for the year.

Superintendent Interpretation:

- I interpret this to mean that the key components of the Annual Adopted Budget will be summarized and presented to the Board. Accordingly, the Associate Superintendent for Business and Operations or designee will summarize the budget by explaining the total General Fund revenues and expenditures, the main type of anticipated expenditures within the General Fund and the assumptions made in estimated revenues and expenditures. The relationship between the budget and the Results priorities and the Operational Expectations goals for the year will be presented to the Board by showing the percentage of funds allocated to the instructional program as compared to other operating expenditures, dedicated resources to major district strategies and other related information. In addition, the Annual Adopted Budget document will meet the criteria for Meritorious Budget designation.

Indicators of Compliance:

- PowerPoint presentation from Annual Adopted Budget Board meeting will include information outlined in the interpretation.
- Presentations and/or documents from Board meetings regarding assumptions and allocations leading up to the approval of the Annual Adopted Budget.
- In addition to the state required budget document, the district will provide a user-friendly budget document which provides information on alignment with strategic plan; provides multi-year actual and budget forecasts; and provides understandable information for our community.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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5.2 Clearly describes revenues and expenditures with adequate supporting detail.

Superintendent Interpretation:

- I interpret this to mean that the Annual Adopted Budget will follow the State required format to provide the various revenues expected to be received and the funds expected to be spent by the district during the period from September 1st through August 31st of the following year.
- The Annual Adopted Budget will provide realistic assumptions regarding the major components of revenues and expenditures based on the best information known at the time. The Annual Adopted Budget will be submitted to the state officials with all required supporting documentation.

Indicator of Compliance:

- The most recent available fiscal year’s audited financial results will be used as evidence of whether budgeting methods are realistic and predictably attainable.
- The Annual Adopted Budget is posted on the district’s website within 24 hours after adoption.
- OSPI approves the district’s Annual Adopted Budget.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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5.3. Shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for the current fiscal year, and the amount budgeted for the next fiscal year.

Superintendent Interpretation:

- I interpret this to mean that the Annual Adopted budget will provide a summary by program of the General Fund budgeted revenues and expenditures which will include three years of data.
- I interpret the General Fund as defined by the Washington regulations. The first column will be the prior year actual expenditures. The second column will include budgeted expenditures for the current budget year followed by the next year’s budgeted expenditures. Programs are defined by the state accounting manual and include but are not limited to Regular Education, Special Education, Vocational Education, Compensatory Education, Supportive Series, etc.

Indicator of Compliance:

- Annual Adopted Budget includes the current budget plus three years of forecasts in alignment with state requirements.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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5.4. Discloses budget-planning assumptions.

Superintendent Interpretation:

- I interpret this to mean that throughout the budget development process for the upcoming fiscal year, the Board will be provided in a public meeting the major assumptions used to determine projected revenues or expenditures.
- Assumptions will include changes to the revenue limit funding as determined by the state, increases or decreases in state and federal funding, significant negotiated total compensation agreements (significant is defined as impacting the majority of the bargaining unit), anticipated cost increases including but not limited to insurance and utilities.

Indicator of Compliance:

- Documents from public Board meetings which may include PowerPoint presentations as well as state required documents.
- Assumptions are stated in Budget presentation to the board.
- Annual Adopted Budget documents presented to the Board for the upcoming year.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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5.5 Assures fiscal soundness in future years that includes provisions for reasonable contingencies.

Superintendent Interpretation:

- I interpret fiscal soundness to mean that the Annual Adopted Budget that is presented will show a positive General Fund ending fund balance. I also interpret fiscal soundness to mean that the ending fund balance will be no less than 5%

Indicators of Compliance:

- Unaudited Actuals for the prior year will show a positive ending fund balance.
- Annual Adopted Budgeted expenditures are in alignment with anticipated revenues and fund balance resources.
- Annual Adopted Budget will reflect at a minimum five percent general fund balance or the agenda item approved by the Board that specifically states the fund balance has been reduced.
- Annual Adopted Budget will provide for reasonable contingencies. Contingency funds are provided in order to allow the district to spend additional funds should we receive them, or funds made available to allow for unexpected expenditures.
- The district maintains a multi-year budget forecast. Consideration of long-term financial impacts is part of decision making for any budget adjustments.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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5.6 Provides necessary information to the Board on matters with a significant budgetary impact, allowing the Board adequate time to consider the information presented.

Superintendent Interpretation:

- I interpret this to mean that the Board will be made aware of any initiatives, purchases, or circumstances that may arise that would have a significant financial impact which would require a board approved budget extension to increase the adopted budget. I also interpret “adequate time” to be the time necessary for the Board to review information necessary to provide an opinion or guidance, no less than 24 hours from the point of discussion, unless there are emergency circumstances that require immediate action.

Indicator of Compliance:

- Monthly financial reports show current financial conditions of the district. Any deviations from the planned budget are noted on the monthly financial report.
- Board is provided communication regarding actions that would require a budget extension.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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5.7 Reflects anticipated changes in employee compensation, including inflationary adjustments, step increases, performance increases and benefits.

Superintendent Interpretation:

- I interpret this to mean that the Annual Adopted Budget will include significant negotiated total compensation agreements with significant defined as impacting the majority of the bargaining unit.
- The Annual Adopted Budget will include the most current information available regarding employee compensation or benefit information. Costs for wages, step increases and changes to mandatory benefits, health insurance premiums and related expenses are included in the Annual Adopted Budget.

Indicators of Compliance:

- Budget projections will include known costs for employee compensation that are consistent with the negotiated agreement and within the district’s means to pay.
- Budget projections will include changes in costs related to any changes in law related to employee compensation.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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5.8 Includes such amounts as the Board determines to be necessary for its own governing function.

Superintendent Interpretation:

- I interpret this to mean that the School Board of Directors provides a critical function in the support of school district operations and improvement. In order to perform the expected functions and duties, Board leadership must be developed and cultivated, and as such, the normal operations and professional development of the board must be included as part of the annual operating budget.

Indicator of Compliance:

- The budget contains funds for anticipated Board activities, including attendance at state and national conferences, training and professional development, legislative advocacy and community engagement opportunities.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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5.9 Is based on reasonable consultation with appropriate constituent groups.

Superintendent Interpretation:

- I interpret this to mean that the annual budget is designed to address the comprehensive needs of the entire district, and as such, must allow for feedback and input from groups that are affected by the projected expenditures of an approved budget. The district values a collaborative approach to designing a budget that assists in prioritizing new initiatives, reflecting district goals and initiatives, and ensures that the focus is on student success.

Indicator of Compliance:

- The documentation of the budget formation process, including groups of constituents who can provide input to the decision-making process.
- A public hearing is scheduled prior to adopting the budget to provide opportunities for feedback

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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5.10 Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.

Superintendent Interpretation:

- I interpret this to mean that the annual expenditure budget is cannot be more than the expected beginning fund balance plus revenues expected for the year.

Indicator of Compliance:

- The expenditures proposed in the annual budget is in alignment with anticipated revenues and fund balance resources.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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5.11 Provides for an anticipated year-end fund balance of less than five percent of the projected revenue.

Superintendent Interpretation:

- I interpret this to mean that the budgeted beginning fund balance, revenues and use of expenditures does not cause the ending fund balance to be below five percent of the projected annual revenue.

Indicator of Compliance:

- The general fund balance meets or exceeds the 5% reserve requirement.

Evidence of Compliance:

In Compliance

Not In Compliance

Board Findings:

In Compliance

Not In Compliance

OPERATIONAL EXPECTATIONS (OE) POLICY

OE-6 Financial Administration

<input checked="" type="checkbox"/>	Reasonable Interpretation and Indicators (RI)	_____	Date
<input type="checkbox"/>	Monitoring Report	_____	Date for Re-monitoring

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy, OE 6, Financial Administration, the Superintendent certifies that the proceeding information is accurate and complete, and that the organization:

Has reasonably interpreted the Board's values

Is Compliant

Is Compliant with the exceptions noted

Is Non-Compliant

Executive Summary:

Signed: _____
Superintendent

Date: _____

BOARD ACTION:

With respect to Operational Expectations Policy, OE 6, Financial Administration, the Board finds that the organization is:

Has reasonably interpreted the Board's values

Has failed to reasonably interpret the Board's values

Is Compliant

Is Compliant, with the exception of specific policy sub-parts

Is Non-Compliant

Commendations/Direction:

Signed: _____
Board President

Date: _____

OE-6: FINANCIAL ADMINISTRATION

The Superintendent shall not cause or allow any financial activity or condition that materially deviates from the budget adopted by the Board; cause or allow any fiscal condition that is inconsistent with achieving the Board’s *Results* priorities or meeting any *Operational Expectations* goals; or places the financial health of the district in jeopardy.

The Superintendent will:

Superintendent Interpretation:

- I interpret “financial activity or condition” to mean expenditures or use of fund balance without Board approval throughout the fiscal year. This does not include uncontrolled circumstances such as a major increase in previously established costs such as energy-related expenditures or major unexpected maintenance expenditures.
- I interpret “materially deviates” as exceeding 2% of total established revenue budgeted amount.
- I interpret “fiscal condition” to mean an unbalanced current year budget or actions that cause an unbalanced budget. Unbalanced current year budget is defined as having a negative fund balance.

6.1 Assure that payroll and legitimate debts of the district are promptly paid when due.

Superintendent Interpretation:

- I interpret “payroll and legitimate debts of the district” to mean that all payments are legal, valid, and approved by the proper district authority.
- I interpret “promptly paid when due” to mean that payments are made within a timeline that complies with the law, meets vendor/employee expectations, and avoids late payments or finance charges.

Indicators of Compliance:

- System or process errors do not affect the compensation of employee groups.
- Payroll taxes, retirement obligations, and other deductions are distributed to the associated governmental entity or vendor within statutory, contractual, or agreed-upon timelines.
- All other debts are paid within 30 days of receipt of invoice by Accounts Payable and/or as per contract agreements.
- No vendor action is taken against the district for late payments.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

6.2 Assure that all purchases are made considering comparative prices of items of similar quality, considering a balance between cost and long-term quality and using competitive procurement procedures required by law.

Superintendent Interpretation:

- I interpret “comparative prices of items of similar quality” to mean that cost and value are included as criteria when making purchasing decisions for items which do not require a competitive bidding process.

Indicator of Compliance

- Purchases are made in accordance with administrative policies, state law and federal guidelines.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

6.3 Coordinate and cooperate with the financial auditor for an annual audit of all district funds and accounts.

Superintendent Interpretation:

- I interpret this to mean that the district will provide timely and accurate schedules and information as requested by the Financial Auditor.

Indicators of Compliance:

- Financial Auditor reports no concerns regarding district cooperation with the auditing process.
- Completed annual audits and audited results are reported to all appropriate entities in accordance with statutory guidelines.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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6.4 Make all reasonable efforts to collect any funds due the district from any source.

Superintendent Interpretation:

- I interpret “reasonable efforts” to mean that a procedure and process is in place to generate regularly scheduled invoices for amounts due to the district and that no material (as defined by external auditor) write-off of accounts receivable are made at the end of each year.
- I interpret “any funds due the district” to mean federal state, and miscellaneous/local accounts receivable in all funds.

Indicators of Compliance:

- State and federal payments are monitored against expected revenue.
- The prior year-end audit indicates no material (as defined by the state auditor) losses anticipated from accounts receivable.
- The district has procedures in place to minimize delinquent accounts receivable.
- The district has procedures in place for collection of student fines and fees.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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6.5 Keep complete and accurate financial records by funds and accounts in accordance with Generally Accepted Accounting Principles.

Superintendent Interpretation:

- I interpret this to mean that the district will prepare accurate and timely interim and year-end financial reports in conformity with Generally Accepted Accounting Principles and the Governmental Accounting Standards Board.

Indicators of Compliance:

- Interim and year-end financial reports conform to Generally Accepted Accounting Principles, Governmental Accounting Standards Board and the Accounting Manual for Public School Districts in the State of Washington.
- The annual audit from the state auditor shows that the year-end financial reports are in compliance.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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6.6 Publish a financial condition statement annually.

Superintendent Interpretation:

- I interpret “publish” to mean that the District makes the Adopted Budget Year-end Financial Report and Annual State Audit available to the public in written and electronic form.
- I interpret “annually” to mean a report which contains fiscal information detail on a yearly basis.

Indicators of Compliance:

- The Adopted Budget, Year-End Financial Report, and Annual State Audit submitted to the Board.
- The Adopted Budget, Year-End Financial Reports, and Annual State Audit is available to the public in written form and in electronic form on the district’s website.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

6.7 Ensure that all required reports are accurate and filed in a timely manner.

Superintendent Interpretation:

- I interpret this to mean that all necessary reports as defined as federal, state, county, or city related to the district’s financial activity will be filed without error and within the timeframe in which they are due.

Indicators of Compliance:

- Accurate and timely Year- End Financial Reports conform to Generally Accepted Accounting Principles, Governmental Accounting Standards Board and the Accounting Manual for Public School Districts in the State of Washington
- The district does not receive formal notification of any required financial reports that have not been filed accurately or returned funds due to reports that were past due.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

The Superintendent may not – without Board approval:

6.8 Expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, including the use of fund balances, the authorized transfer of funds from reserve funds or from tax anticipation notes.

Superintendent Interpretation:

- I interpret “may not expend more funds than have been received” to mean that the district must produce a balanced budget with revenues (as defined by Generally Accepted Accounting Principles) equal to or exceeding expenditures (as defined by Generally Accepted Accounting Principles) unless the district uses authorized reserves from the fund balance or other authorized district funds.

Indicators of Compliance:

- The Adopted Budget discloses estimated revenues and expenditures and any planned use of fund balance.
- Monthly financial reports indicate any deviations from planned fund balances and reserves.
- The Year-End Financial reports indicate actual revenues and expenditures and any use of fund balance.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

6.9 Indebt the organization.

Superintendent Interpretation:

- I interpret “indebt the organization” to mean that any new debt, other than routine liabilities, will be Board approved. Routine liabilities will include such items as payroll due to hiring of staff, accounts payable and Board approved contracts.

Indicators of Compliance:

- Any new debt such as Bonds and Revenue Anticipation Notes will have Board approval.
- Alignment with Board approved budget.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

6.10 Expend monies from the reserve funds.

Superintendent Interpretation:

- I interpret “expend monies from reserve funds” to mean that the district will not, without direct Board approval or through the budgeting process use funds in either an undesignated reserve fund set aside by Generally Accepted Accounting Principles or a Board approved designated reserve fund.

Indicators of Compliance:

- Interim and year-end reports for the current year will reflect fund balance reserves in line with Board approved use of reserve funds.
- The General Fund ending Fund balances meets or exceed the five percent reserve requirement.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

6.11 Permanently transfer money from one fund to another.

Superintendent Interpretation:

- I interpret this to mean that the district will not make permanent financial transfers between funds, which are not Board approved and according to Generally Accepted Accounting Principles. Temporary transfers of funds will be allowed as long as a “blanket” resolution authorizing temporary transfers between funds for cash flow purposes is approved by the Board during the fiscal year.

Indicator of Compliance:

- All actual financial transfers between funds are included in the annual budget approved by the Board or are separately approved by the Board.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

6.12 Receive, process or disperse funds under controls that are insufficient under generally accepted accounting procedures.

Superintendent Interpretation:

- I interpret this to mean that internal controls over the financial reporting process and over compliance are annually evaluated and documented and are in compliance with Generally Accepted Accounting Principles. Internal controls will also be in compliance with other related requirements as established by law.

Indicators of Compliance:

- Budget staff monitor school site and program transactions to ensure expenditures are in compliance with required guidelines.
- An unqualified audit opinion with no material weaknesses or significant deficiencies is received in the annual Financial Audit.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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6.13 Invest funds in investments that are not secured or that are not authorized by law.

Superintendent Interpretation:

- I interpret this to mean that all investments are in statutorily allowable instruments separated in distinct accounts. I interpret “funds” to mean money or capital with the control of the District. I interpret “investments” to mean the commitment of District funds or assets with the purpose of gaining profitable returns in the form of interest, income, dividend and appreciation of value.

Indicators of Compliance:

- The District invest funds through the county treasurer as required by law.
- No losses are incurred by the District on deposits and investments.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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OPERATIONAL EXPECTATIONS (OE) POLICY

OE-7 Asset Protection

<input checked="" type="checkbox"/>	Reasonable Interpretation and Indicators (RI)	_____	Date
<input type="checkbox"/>	Monitoring Report	_____	Date for Re-monitoring

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy, OE-7, Asset Protection, the Superintendent certifies that the proceeding information is accurate and complete and that the organization:

Has reasonably interpreted the Board's values

Is Compliant

Is Compliant with the exceptions noted

Is Non-Compliant

Executive Summary:

Signed: _____
Superintendent

Date: _____

BOARD ACTION:

With respect to Operational Expectations Policy, OE-7, Asset Protection, the Board finds that the organization is:

Has reasonably interpreted the Board's values

Has failed to reasonably interpret the Board's values

Is Compliant

Is Compliant, with the exception of specific policy sub-parts

Is Non-Compliant

Commendations/Direction:

Signed: _____
Board President

Date: _____

OE-7: ASSET PROTECTION

The Superintendent will assure that all district assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.

The Superintendent will:

Superintendent Interpretation:

I interpret this to mean that assets – physical, intellectual, and financial – shall be protected from loss or damage through adequate security, controls, and preventative maintenance. Additionally, sufficient indemnity protection will be maintained so that assets are protected in such a manner that the district’s financial position, legal position, and public image are not susceptible to damage.

7.1 Maintain property and casualty insurance coverage on district real and personal property with real property limits equal to 100 percent of replacement value.

Superintendent Interpretation:

- I interpret this to mean that the district will purchase insurance or will have adequate resources and legal mechanisms to self-insure and to replace or repair buildings and their contents in the event they are damaged or destroyed. The coverage will provide for 100 percent of current replacement value, less deductibles, to minimize the financial impact to the district’s operating budget.

Indicators of Compliance:

- Indemnity protection policies in place providing all-risk property coverage equal to 100 percent replacement value subject to a basic deductible of \$5,000 per covered occurrence.
- Machinery coverage is included to a \$5,000 per occurrence deductible except for designated losses and perils.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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7.2 Maintain Errors and Omissions, Employment and Comprehensive General Liability insurance coverage protecting board members, staff, and the district itself in an amount that is reasonable for school districts of comparable size and character.

Superintendent Interpretation:

- I interpret this to mean that the district will purchase and maintain adequate indemnity protection coverage that will defend and indemnify all Board members, staff and the district itself against the risk of financial loss resulting from third-party legal action or challenge as determined by the Washington Schools Risk Management Pool (WSRMP).
- The district will also maintain appropriate Worker’s Compensation coverage to satisfy state statutory requirements and address the fiscal liabilities arising from workplace injuries and illness.

Indicators of Compliance:

- Liability and Workers’ Compensation Indemnity protection in place which meets or exceeds Washington law and regulations.
- Participation in annual evaluations to monitor loss control and rates.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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7.3 Adequately protect the district against theft or misappropriation of funds by any personnel who have access to material amounts of district or school funds.

Superintendent Interpretation:

- I interpret this to mean that the district will protect itself by providing crime coverage applicable to circumstances in which district employees or their agents handle cash or certain types of asset transactions in the performance of the district’s operations.

Indicators of Compliance:

- Crime coverage in place with sufficient limits, subject to a \$5,000 deductible per covered loss.
- District employees who are required by policy or law to be bonded are bonded
- Training is provided for staff who regularly handle district funds.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

7.4 Protect intellectual property, information, files, records and fixed assets from loss or significant damage.

Superintendent Interpretation:

- I interpret this to mean that data and all fixed assets owned by the district will be protected from loss or damage. This responsibility includes the security of personal information and data and work product. The cost to provide this protection shall be reasonable in accordance with the risk.
- Intellectual property is defined as property rights created through intellectual and/or discovery efforts of a creator that is generally protectable under patent, trademark or copyright.
- Fixed assets are tangible property used for the operation of business, such as buildings, machinery, fixtures, furniture, and equipment.

Indicators of Compliance:

- Procedures in place to protect paper files.
 - All sites that hold employee and student data have a card or key access limited to authorized employees.
 - Paper records are being replaced with electronic records as much as possible.
 - Contract for confidential document destruction is in place and utilized.
- Procedures are in place to protect fixed assets.
 - Fire and security alarms are in place for all district buildings and are monitored at all times.
 - Inventory of fixed assets is conducted once every three years.
- Procedures are in place to back up and protect electronic files
 - Contracted service provider provides 24x7 monitoring of the district’s network traffic to verify attempted intrusions, identify network usage for nefarious reasons, and stability of the overall network.
 - Security certificates for district applications guarantee a secure computing environment.
 - All electronic intellectual property, information, files and records are required to be stored within district approved on-premise or district contracted cloud storage. Security to the network is through individual login and password. Any information accessed through our district web portal is accessed via a secure socket layer (encrypted) connection. Internal security levels within all our systems screen access on a need-to-know basis. All staff who have access to private and confidential data are fully trained on the data practice laws.
 - All electronic records and data are backed up on a nightly basis.
- Reported losses through Information Technology, Police and Risk Management are evaluated and corrective actions taken.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

7.5 Properly preserve and dispose of all records related to affairs or business of the district.

Superintendent Interpretation:

- I interpret this to mean that records are retained in accordance with the state’s record retention requirements.
- I interpret “dispose” to mean the appropriate action for destruction, archival, or transfer of temporary and permanent records scheduled and performed in accordance with state record retention requirements.

Indicator of Compliance:

- Records are retained in accordance with the state’s record retention requirements.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

The Superintendent may not, without the Board’s approval:

7.6 Permit equipment to be subject to improper use or insufficient maintenance.

Superintendent Interpretation:

- I interpret this to mean that the district must ensure that all equipment of the district (such as computers, vehicles, machinery, boilers and air handling units) are used in a manner for which they were intended by the district and maintained with an appropriate service cycle so that their full life and value are optimized. The district will ensure that sufficient protection of equipment is in place.

Indicator of Compliance:

- Equipment such as computers, vehicles, boilers, air handling units and machinery routinely exceed their expected useful life.
- All equipment is maintained per required schedules.
- Safety Training on use of equipment and safety protocols are provided as appropriate; deficiencies are identified and corrected.
- Preventative maintenance programs are in place and executed.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

7.7 Unreasonably expose the district, the Board or staff to legal liability.

Superintendent Interpretation:

- I interpret this to mean that the Superintendent will not knowingly take actions or require others to take actions that are “reckless,” or careless to the point of being heedless of the consequences, and would expose the district, Board members or staff to legal liability.
- Appropriate steps will be taken to pre-empt unnecessary exposure or liability on behalf of the district, Board members and staff. The district will maintain a system of guidance and processes to protect against legal missteps.
- This provision does not mean that when legal challenges arise during the normal course of business that the district is necessarily out of compliance.

Indicators of Compliance:

- Contracts are in place with outside law firms which specialize in particular areas of education law.
- The Superintendent routinely seeks advice from legal counsel in a proactive and intentional manner to pre-empt unnecessary legal exposure. In the event of a legal challenge or exposure, the Superintendent seeks advice from legal counsel to appropriately bring resolution to the challenge.
- Any significant legal challenges are discussed with all Cabinet and Board members.
- District training in areas such as, harassment training, Right-to-Know training (infectious disease, hazardous materials), and Fair and Respectful hiring practices are in place to protect employees, students and the district from harm and legal liability.
- Support staff is in place and routinely consulted (Legal, Risk Management and Human Resources).
- Screening procedures are in place for employees and district volunteers.
- On-going risk assessments are performed to limit district exposure and liability.
- Contractual provisions provide language which protect the district against negligence and ensures adequate insurance is provided.

Evidence of Compliance:

In Compliance

Not In Compliance

Board Findings:

In Compliance

Not In Compliance

7.8 Take any action that damages the district’s public image or credibility.

Superintendent Interpretation:

- I interpret this to mean that the Superintendent will not conduct business in a manner that jeopardizes the district’s public image through dishonest, illegal, unethical, or imprudent practices. This provision does not mean that in the normal course of doing business, when employees or community members disagree with district actions or decisions that the district is necessarily out of compliance with this provision.

Indicators of Compliance:

- Implementation of timely and honest communications through recurring communications with parent and community stakeholder groups.

Evidence of Compliance:

In Compliance

Not In Compliance

Board Findings:

In Compliance

Not In Compliance

OPERATIONAL EXPECTATIONS (OE) POLICY

OE-8 Communication with and Counsel to the Board

<input checked="" type="checkbox"/>	Reasonable Interpretation and Indicators (RI)	_____	Date
<input type="checkbox"/>	Monitoring Report	_____	Date for Re-monitoring

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy, OE-8, Communication with and Counsel to the Board, the Superintendent certifies that the proceeding information is accurate and complete, and that the organization:

Has reasonably interpreted the Board's values

Is Compliant

Is Compliant with the exceptions noted

Is Non-Compliant

Executive Summary:

Signed: _____
Superintendent

Date: _____

BOARD ACTION:

With respect to Operational Expectations Policy, OE-8, Communication with and Counsel to the Board, the Board finds that the organization is:

Has reasonably interpreted the Board's values

Has failed to reasonably interpret the Board's values

Is Compliant

Is Compliant, with the exception of specific policy sub-parts

Is Non-Compliant

Commendations/Direction:

Signed: _____
Board President

Date: _____

OE-8: COMMUNICATION WITH AND COUNSEL TO THE BOARD

The Superintendent shall assure that the Board is fully supported and adequately informed about matters relating to Board work and significant district concern.

The Superintendent will:

Superintendent Interpretation:

- I interpret “fully supported and adequately informed” to mean that the School Board will be notified in advance, whenever possible, of “matters relating to Board work” including trends, facts and best practice, budget matters, internal and external viewpoints related to Board decisions, and anticipated noncompliance with any Operational Expectations policy or anticipated failure to achieve reasonable progress on Results Policies, or administrative actions that require Board approval.
- Information from the Superintendent will indicate if a Board vote is necessary. I interpret “significant district concern” to include information that receives broad media coverage or information that could be detrimental to the District.

8.1 Submit required monitoring data (see policy *B/SR-5–Monitoring Superintendent Performance*) in a thorough, accurate and understandable fashion, according to the Board’s annual work plan schedule, and including both Superintendent interpretations and relevant data to document compliance or reasonable progress.

Superintendent Interpretation:

- The Superintendent will determine a template for submitting written monitoring reports that ensures these reports are accurate, thorough, and understandable for their review.
- This template will include a Superintendent interpretation of each policy and relevant evidence to show that the district has made reasonable progress on results and compliance/non-compliance on operational expectations.
- The Superintendent will submit monitoring reports to the Board for review and action based on a schedule that the board approves.

Indicator of Compliance:

- Board work plan schedule with monitoring dates and resulting Board action.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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8.2 Advise the Board, in a timely manner, about trends, facts and other information relevant to the district and Board’s work, especially legal findings and regulatory directives and other matters that pose significant risk.

Superintendent Interpretation:

- I interpret “timely manner” to mean that Board members are informed before other stakeholder groups whenever possible, and the Board is updated prior to the announcement of a decision.
- I interpret “information about trends, facts” to include educational research and perceptual and achievement data.
- I interpret “other information relevant to the Board’s work” to include information, within reason, that helps the Board to carry out their designated duties.
- I interpret “significant risk” to mean those matters that may result in significant media coverage, financial loss, harm to the District’s image, or change in policy and practice that disrupts the operation of the District.

Indicator of Compliance:		
<ul style="list-style-type: none"> – The Board receives regular updates on weekly activities through Board Briefs. – The Board receives timely updates related to situational events via email and phone calls. – The Board receives summative information for district projects and initiatives that require a Board decision (i.e., budget, enrollment, demographic, projected impact). – Board meeting presentations contain useful data and information to provide ongoing updates related to District programs and initiatives. 		
Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.3 Inform the Board of significant transfers of money within funds or other changes substantially affecting the district’s financial condition.

Superintendent Interpretation:

- I interpret “significant transfers of money within funds” to mean that I will notify the board of a decrease or increase in specific revenues or expenditures, or change in fund balance that exceed 2% of the total established revenue budget amount.

Indicator of Compliance:		
<ul style="list-style-type: none"> – The Adopted Budget discloses estimated revenues and expenditures and any planned use of fund balance. – Monthly financial reports indicate any deviations from planned fund balances and reserves. – The Year-End Financial reports indicate actual revenues and expenditures and use of fund balance. 		
Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.4 Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.

Superintendent Interpretation:

- I interpret “adequate information” to mean a reasonable amount of opinions and expert advice to support decision making.
- I interpret “variety of internal and external viewpoints” to mean that Superintendent will provide the Board with input from multiple perspectives and opinions on Board decisions when requested by the Board or when deemed reasonable by the administration. The input will come from stakeholders and represent the views from subgroups as appropriate.

Indicator of Compliance:		
<ul style="list-style-type: none"> – Indicators will be aligned to specific decisions, and may be in the form of reports, presentations, survey results, or other summary information documents. 		
Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.5 Inform the Board of anticipated significant media coverage.

Superintendent Interpretation:

- I interpret “significant media coverage” to mean stories or events that are likely to be reported in the local, state or national media that have a positive or negative impact on the district or are likely to create substantial stakeholder interest.

Indicator of Compliance:

- Updates via email/phone calls alerting the Board regarding potential or actual media coverage.
- Updates via email/phone calls alerting the Board about significant incidents and events.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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8.6 Inform the Board, the Board President or individual members if, in the Superintendent’s opinion, the Board or individual members have encroached into areas of responsibility assigned to the Superintendent or if the Board or its members are non-compliant with any *Governance Culture or Board/Superintendent Relations* policies.

Superintendent Interpretation:

- If a Board member is perceived to be operating in a manner that is outside of the expectations established in the Board Governing Policies, the Superintendent will bring this to the attention of the Board member and the Board president. If the concern persists, the Board member violation will be handled in accordance with established Board policy – GC-9.

Indicator of Compliance:

- Notifications of non-compliance are submitted to the Board President.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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8.7 Present information in simple and concise form, indicating clearly whether the information is incidental, intended for decision preparation, or for formal monitoring.

Superintendent Interpretation:

- I interpret this to mean that Board members appreciate receiving information in a format that simplifies, rather than complicates their decision making.
- I interpret that incidental information is meant to keep Board members in the loop or knowledgeable about the district or informed on a specific item for situational context.
- I interpret that information intended for decision preparation means information needed to inform a decision on an action item in either the consent or board action agenda.
- I interpret information for formal monitoring means the data or narrative used to support a decision regarding compliance with policies being monitored.

Indicator of Compliance:

- Board packet information will clearly indicate the role the Board is asked to take related to information presented to the Board at a Board meeting.
- Information presented to the Board will clearly identify whether the Board should use the information as information only or information related to a formal Board monitoring report or Board action on an agenda item.
- Information presented to the Board will be in a format that provides the greatest amount of clarity for understanding with appropriate context and supporting information.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.8 Treat all members impartially and assure that all members have equal access to information.

Superintendent Interpretation:

- I interpret this to mean that the Superintendent will give Board members the same information related to Board work, using the same delivery system within the same timeframe.
- I also interpret this to mean that the Superintendent will ensure all Board members receive timely information related to emergencies or significant events which may include having the Board President assist with timely communication.

Indicator of Compliance:

- Email updates will be sent to all Board members.
- Phone calls will be made to all Board members when needed.
- Weekly information is sent in the form of Board Briefs.
- Board members have access to all Board meeting materials in preparation for regular and special Board meetings.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.9 Work with the Board as a whole except when:

- 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;**
- Working with officers or committees duly charged by the Board;**
- Communicating with the president.**

Superintendent Interpretation:

- I interpret this to mean that the Superintendent will view the Board as one governing body and as such will view all members as equal partners in the work of the Board.
- I interpret “work” to mean the ongoing activities that allow Board members to fulfill the duties of their elected position in collaboration with the Superintendent as defined by Board policy.

Indicator of Compliance:

- Board members receive information through email and web access.
- Board members meet regularly with the Superintendent to discuss matters related to Board service.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.10 Inform the Board in a timely manner of any actual or anticipated noncompliance with any Board *Operational Expectations* policy or any anticipated failure to achieve reasonable progress toward any *Results* policy.

Superintendent Interpretation:

- I interpret this to mean that the Superintendent will notify the Board when issues arise in the organization that may lead to non-compliance with any Board Governing Policy (including any Operational Expectation), state or federal statute or lack of progress towards any Board Results Policy. This notification may be included within a monitoring report or, in the event of no timely upcoming scheduled monitoring report, at the time the Superintendent is made aware of the issue.

Indicator of Compliance: – Formal notifications of non-compliance presented to the Board.		
Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.11 Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.

Superintendent Interpretation:

- I interpret this to mean that when statute requires Board action on items that the Board has delegated to the Superintendent (as defined by Board/Superintendent Relationship Policies B/SR-1 through 5) and the items do not routinely appear in the Board’s agenda, the Superintendent will advise the Board of the items, including that their approval is required to fulfill their legal obligation and request Board action be taken. The Superintendent will ensure that the Board has the necessary and complete information needed to act on such items.

Indicator of Compliance: – Reports to the Board on items that require Board action. – Resulting Board action on the items presented.		
Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.12 Inform the Board in a timely manner of the administrative disposition of complaints referred to the Superintendent by the Board.

Superintendent Interpretation:

- I interpret this to mean that when a complaint is presented to the Superintendent by the Board in any forum, the Superintendent will work to resolve the complaint with the complainant and notify the Board of the administration’s final disposition when determined.

Indicator of Compliance: – Written or oral responses to questions/comments/concerns brought up at Board meetings. – Written or oral responses to question/comments/concerns brought to the Superintendent’s attention outside of board meetings.		
Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

8.13 Inform the Board in advance of any significant deletions of, additions to or modifications to any instructional programs or administrative policies.

Superintendent Interpretation:

- I interpret “inform the Board in advance” to mean that Board members are notified before other stakeholder groups whenever possible, and the Board is updated prior to the announcement of a decision.
- If a major change is to be made by the administration related to the instructional programs, the Superintendent will notify the Board of the decision, including background and policy rationale for this decision. Major instructional changes include changes as a result of an evaluation and review process, graduation requirements, district-wide assessment, and grading systems.

Indicator of Compliance:

- Presentations to the Board on significant instructional program modifications.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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8.14 Recommend for Board approval school attendance boundaries that consider the impacts on students, families and the community and are appropriate to the effective and efficient operation of the district

Superintendent Interpretation:

- I interpret this to mean that any changes being considered that impact the currently established attendance areas will be brought to the Board for recommendation and approval with supporting information that sufficient to inform the Board and allow for Board input and action on proposed changes.

Indicator of Compliance:

- The Board will have a presentation on any proposed attendance boundary changes with information that clearly identifies the outcomes of proposed changes with impacts on students, families, and the community. The information will also clearly identify any District benefits resulting from the proposed changes.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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OPERATIONAL EXPECTATIONS (OE) POLICY

OE-12 Facilities

<input checked="" type="checkbox"/> Reasonable Interpretation and Indicators (RI)	_____	Date
<input type="checkbox"/> Monitoring Report	_____	Date for Re-monitoring

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy, OE 12, Facilities, the Superintendent certifies that the proceeding information is accurate and complete, and that the organization:

Has reasonably interpreted the Board's values

Is Compliant

Is Compliant with the exceptions noted

Is Non-Compliant

Executive Summary:

Signed: _____
Superintendent

Date: _____

BOARD ACTION:

With respect to Operational Expectations Policy, OE-12, Facilities, the Board finds that the organization is:

Has reasonably interpreted the Board's values

Has failed to reasonably interpret the Board's values

Is Compliant

Is Compliant, with the exception of specific policy sub-parts

Is Non-Compliant

Commendations/Direction:

Signed: _____
Board President

Date: _____

OE-12: FACILITIES

The Superintendent shall assure that physical facilities support the accomplishment of the Board’s *Results* policies.

The Superintendent will:

Superintendent Interpretation:

I interpret this to mean that District-owned or leased spaces properly accommodate the educational programs and administrative support necessary to accomplish the Board’s Results and Operational Expectations policies.

We interpret “safe & properly maintained” to mean that these District spaces meet or exceed the standards set forth by OSPI’s Asset Preservation Program (APP) of which the requirements include maintenance of the building to ensure a 30-year expected life and the completion of an annual Building Condition Assessment (BCA).

12.1 Develop and execute a facility plan that establishes priorities for construction, renovation and maintenance projects that:

- a. Assigns highest priority to the correction of unsafe conditions;**
- b. Includes maintenance costs as necessary to enable facilities to reach their intended life cycles;**
- c. Plans for and schedules preventive maintenance;**
- d. Plans for and schedules system replacement when new schools open, schools are renovated, or systems replaced;**
- e. Discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the organization.**
- f. Ensure that facility planning and design decisions appropriately consider environmental impacts, include eco-efficiency and sustainability.**

Superintendent Interpretation:

- I interpret this to mean that the District will maintain a five-year or longer plan for District facilities construction, renovation, and maintenance and for facility addition or reduction that incorporates items A-F above. This plan will also incorporate assumptions regarding capital needs required to accomplish Board Results policies along with projected costs and recommended funding sources. The district will have an Asset Preservation Program and life-cycle system replacement planning.

Indicators of Compliance:

- The annual Six-Year Capital Facilities Plan incorporates current projected capital needs for the next six years.
- A State Study and Survey is completed by a certified third party every six years and is required as part of OSPI’s School Construction Assistance Program.
- Annual building condition assessments are conducted by a certified third-party evaluator. The assessment is a systematic rating of common building components. Building Condition Assessment (BCA) scores are to be in alignment with OSPI’s published Building Condition Standard.
- A 30-year deferred maintenance schedule will be updated annually to reflect annual building condition assessments and recently performed capital work.

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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12.2 Project life-cycle costs as capital decisions are made.

Superintendent Interpretation:

- I interpret this to mean that the District will incorporate the need for maintenance and replacement of existing facilities and equipment when making annual capital funding decisions.

Indicators of Compliance:

- The 30-year deferred maintenance schedule referenced above helps to identify near-term and long-term capital projects and follows a priority system of scheduling of, and funding for, work:
 - Promote safe and healthy schools for students, staff, and community.
 - Create environments that are conducive to student learning.
 - Institute life-cycle maintenance for buildings and equipment to maximize useful life.
 - Save energy, resources, and money.
 - Site needs which positively impact community engagement and enable schools to be centers of the community.
 - Identify other needs as designated by the site administrator and/or Facilities/Maintenance department personnel.
- The Facilities/Maintenance Department will maintain and follow a procedure which establishes priorities for the day-to-day and long-term maintenance of buildings and related equipment. These items are included in the operating budget of the operations department and will not be included in the Deferred Maintenance Plan.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

12.3 Assure that facilities are safe, clean and properly maintained.

Superintendent Interpretation:

- I interpret this to mean that District facilities will be maintained in a manner that is considered “clean” by staff assessment and “sanitary and safe” by regulatory agencies including Washington Office of Superintendent of Public Instruction (OSPI), King County Department of Health, and the local fire departments.

Indicators of Compliance:

- Annual facilities inspections/evaluations will be conducted. Report of Annual APP evaluation and Building Condition Assessment.
- Number of preventive maintenance (PM) work requests and number of work orders completed each year.
- Documented schedules for cleaning, maintenance and assessment are maintained.

Evidence of Compliance:	In Compliance	Not In Compliance
Board Findings:	In Compliance	Not In Compliance

12.4 Consistently administer facilities use delineating:

- a. permitted uses;
- b. the applicable fee structure that is fair and reasonable;
- c. clear user expectations, including behavior, clean-up, security, insurance, and damage repair;
- d. consequences and enforcement procedures for public users who fail to follow the established rules.
- e. the ability of the public's use of facilities as long as student safety, student functions, and the instructional program are not compromised.

Superintendent Interpretation:

- I interpret this to mean that the District will encourage the use of District-owned facilities by outside groups and will administer their use according to items A-E above.

Indicators of Compliance:

- The website and associated forms clearly delineate the permitted uses, fee structure, and user expectations.
- District and site staff have established protocols for appropriate custodial support for facility use after-hours and weekends.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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12.5 Encourage and promote use of school property to community organizations and partners.

Superintendent Interpretation:

- I interpret this to mean that the public can utilize district facilities as specified in policy when they are not being used for education purposes whenever possible.

Indicator of Compliance:

- Information regarding public use of school property is easily available and clearly understandable.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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The Superintendent may not – without Board approval:

12.6 Build or undertake major renovations of buildings.

Superintendent Interpretation:

- I interpret this to mean that the District will require Board approval prior to constructing a building, adding square footage to a building or remodeling a building to the extent that it changes its use as follows:
 - ❖ Grades served in the building
 - ❖ Changing the primary use of a cafeteria, multi-purpose room, commons areas, gymnasium, auditoriums

Indicator of Compliance:

- No construction projects or major renovations have occurred outside of the approved work of the Board.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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12.7 Recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks.

Superintendent Interpretation:

- I interpret this to mean that when recommending a land acquisition to the Board of Directors, the District will fully research and understand the need, cost, risks, and District impact. Land may not be acquired without Board approval.

Indicator of Compliance:

- The Superintendent will not acquire land without Board approval.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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12.8 Authorize construction schedules and change orders that deviate significantly from previously approved plans and budget parameters, including increased cost or reduced quality.

Superintendent Interpretation:

- I interpret this to mean that the District will complete capital projects according to the contract specifications, will bring to the Board for approval contract changes that increase the length of a project or has a fiscal impact.

Indicators of Compliance:

- Construction schedules will be communicated, and the board will be informed of substantial changes to project schedules.
- Construction projects will be completed within the funds allocated. In addition, construction projects will be completed within District bid specifications, including time frame and budget.
- Change orders will be presented to the Board for approval.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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12.9 Acquire, encumber, or dispose of real property.

Superintendent Interpretation:

- I interpret this to mean that the District will bring to the Board for approval before buying, selling, granting non-utility easements or legally changing ownership of existing District property.

Indicator of Compliance:

- The Superintendent will not acquire, encumber, or dispose of real property without Board approval.

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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OPERATIONAL EXPECTATIONS (OE) POLICY

OE-13 Technology

<input checked="" type="checkbox"/> Reasonable Interpretation and Indicators (RI)	_____	Date
<input type="checkbox"/> Monitoring Report	_____	Date for Remonitoring

SUPERINTENDENT CERTIFICATION:

With respect to Operational Expectations Policy, OE-13, Technology, the Superintendent certifies that the proceeding information is accurate and complete, and that the organization:

_____ Has reasonably interpreted the Board's values

_____ Is Compliant

_____ Is Compliant with the exceptions noted

_____ Is Non-Compliant

Executive Summary:

Signed: _____
Superintendent

Date: _____

BOARD ACTION:

With respect to Operational Expectations Policy, OE-13, Technology, the Board finds that the organization is:

_____ Has reasonably interpreted the Board's values

_____ Has failed to reasonably interpret the Board's values

_____ Is Compliant

_____ Is Compliant, with the exception of specific policy sub-parts

_____ Is Non-Compliant

Commendations/Direction:

Signed: _____
Board President

Date: _____

OE-13: TECHNOLOGY

The Superintendent shall establish and maintain technology systems and applications consistent with accomplishment of the Board’s Results policies.

The Superintendent shall:

Superintendent Interpretation:

- I interpret technology systems to be all the components required for the successful implementation of the student, staff, and business technology programs.
- I interpret applications to be the software and web applications needed to accomplish the district’s goals and requirements.

13.1 Develop and execute a comprehensive technology plan that directs the priorities and outcomes for the expenditure of technology resources.

Superintendent Interpretation:

- I interpret a comprehensive technology plan to be the plan that is in alignment with the capital projects technology levy which defines the goals and expenditures related to technology operations.
- I interpret the expenditure of technology resources to be all funds, capital or general, related to the implementation of the district’s complete technology enterprise.

Indicator of Compliance:

- Technology plan aligned with 2018 capital projects levy
- Technology Levy budget resources the Technology plan and aligns with strategic efforts
- Technology plan demonstrates evidence of long-range planning related to student, staff, and system needs

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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13.2 Provide a comprehensive and functional technology infrastructure that addresses need of all staff, students, and community.

Superintendent Interpretation:

- I interpret comprehensive technology infrastructure to be the implementation of a system that provides efficient and effective access to the internet, Microsoft Office 365, cloud storage, and all software and web applications required for teaching, learning, and the district’s business systems.
- I interpret functional technology infrastructure to be the implementation of a system that allows students, staff and parents to access all required software, web applications, and data required for teaching, learning, and the district’s business systems.

Indicator of Compliance:

- The physical and wireless network receive ongoing maintenance and upgrades to provide high-quality connectivity for students and staff
- Technical security infrastructure is deployed to safeguard the district’s network and technology resources from unauthorized access, nefarious activity, and inappropriate content
- Technical support is provided through a variety of methods to students, staff, and families

Evidence of Compliance:

In Compliance	Not In Compliance
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Board Findings:

In Compliance	Not In Compliance
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13.3 Provide easily accessible, relevant, and current data to appropriate users to direct school and instructional improvement planning.

Superintendent Interpretation:

- I interpret accessible, relevant and current data to mean data that is available when needed, data that is meaningful to the end user, and current data to mean data that is recent enough to make educational and business decisions, including individual student indicators that allow staff to intervene before a student is at risk for failure.
- I interpret direct school and instructional improvement planning to mean reports and data views that are accessible to staff for instructional planning, strategic goal evaluation, and program improvement.

Indicator of Compliance:

- A data system is made available to staff which incorporates all sources of relevant data
- A data system is available and used by staff for school and classroom improvement to enhance student learning
- A data system is available and used by staff for business efficiency and effective management of the district

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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13.4 Provide for a safe and secure computing environment for students and staff that:

- a. Prohibits the use of technology resources for commercial, political, illegal, or indecent purposes or that disrupts the learning environment of students;
- b. Prohibits access to personal information about students or staff that does not have an educational purpose or that is not appropriately authorized;
- c. Prohibits collection of electronic information for which there is no legitimate need;
- d. Uses methods of collecting, reviewing, transmitting, or storing information that protect against improper access to the information being elicited.

Superintendent Interpretation:

- I interpret a safe and secure computing environment to be an enterprise (network and security systems) that is in alignment with all required laws and regulations such as Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act (CIPA), Family Educational Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act (HIPAA).
- I interpret a safe and secure computing environment to ensure all software, web applications, and digital applications are approved through a standard process that addresses network, provisioning, and student/staff data privacy.
- All software and web applications are reviewed through a standard process (Software and Web Application Review Process) to ensure online safety for students and student data.

Indicator of Compliance:

- The district implements policies and procedures that ensure all staff and students are knowledgeable and aware of the responsibility to maintain appropriate digital citizenship
- The district has a method for ensuring all software and web applications used for student, staff, or business systems are appropriately evaluated to ensure compliance with all state and federal requirements
- The district has a standard procedure for developing data sharing agreements with hired vendors that provide service to the district which requires the use of student or staff data

Evidence of Compliance:

	In Compliance	Not In Compliance
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Board Findings:

	In Compliance	Not In Compliance
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