

**Issaquah School District  
Executive Limitations Monitoring Report**

**EL-8 COMMUNICATION AND SUPPORT TO THE BOARD  
Annual Internal – October 27, 2022**

*The Board believes that District Administration should be fully transparent with the School Board and keep the Board informed of all significant issues relating to the District. We value an open and effective relationship between the Superintendent and the Board as a whole.*

*The Superintendent certifies that the District is in compliance with  
EL-8 without exceptions.*

*The Superintendent shall not fail to appropriately inform and support the Board in its work.*

**GENERAL INTERPRETATION**

I interpret this to mean that I will demonstrate good judgment and responsiveness in proactively providing information to support Board inquiry, discussion, action and monitoring of the Executive Limitations and Ends. I will have systems, structures and processes that support the Board.

**Evidence of Compliance**

- As with the prior Superintendent, I ensure all information and support of Board meetings, the fulfillment of Board legal requirements, Board decision-making information and documentation, Board committee work and materials, Board official documentation and records, Board webpage on the ISD website and communications, calendars, workflow, and meeting logistics have been prepared and submitted in accordance with Open Public Meetings Act and all Washington state codes and laws.
- The District ensures the Board and Superintendent attend Open Public Meetings Act and Public Records Act training. This was provided and attended by all current Directors and the Superintendent on August 23, 2022.
- The Superintendent and Superintendent's Cabinet work together to make sure the Board is informed and updated on all matters of the District. Regular updates occur through email, phone calls, meetings and Board meetings.
- The Board is provided with frequent budget updates on the capital, teaching and learning, and operations side. These updates are typically provided in the board agenda packets.
- Executive sessions are utilized to update the Board on pending litigation, personnel matters or union negotiations.

Further, without limiting the scope of the above evidence the Superintendent:

- 1. Shall not neglect to submit required monitoring data (BSL-4 Delegation to the Superintendent) in a timely, accurate, understandable, non-defensive and unbiased fashion, directly addressing provisions of Board policies being monitored and justifying his/her interpretation.**

### **Interpretation**

I interpret this to mean that I will submit all monitoring reports and data as agreed upon with reasonable allowance for emergencies and unforeseen circumstances. Further, all data, information, and Board materials will be presented in a manner acceptable to the entire Board to support my interpretation.

### **Evidence of Compliance**

- All monitoring reports were submitted for the 2021-22 school year. The Ends and Executive Limitations calendar was voted on by the Board, and it listed all monitoring dates scheduled for the entire year for both Board and Cabinet use.
- EL-2 Treatment of People was monitored and accepted in August of 2022 for the previous year as agreed upon by the Board.
- All monitoring reports are available and archived on the District's website.

## **2. Shall not fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.**

### **Interpretation**

I interpret this to mean that any actual or anticipated noncompliance with a Board policy will be disclosed to the Board when it happens or in anticipation of when it may happen. Any noncompliance will be noted in the relevant monitoring report with a plan proposed to address such noncompliance.

### **Evidence of Compliance**

- The prior Superintendent notified the Board of updates through written emails, meetings and phone calls.
- There is no evidence that the reporting of noncompliance or anticipated noncompliance by the prior Superintendent occurred in advance of monitoring reports.
- The EL-14 Instructional Program monitoring report was accepted with an exception due to Covid-19 and included an acknowledgment that remote learning is inferior to in-person learning.
- All 2021-22 monitoring reports were approved by the Board.

## **3. Shall not neglect to submit decision information required periodically by the Board or fail to inform the Board of relevant trends.**

### **Interpretation**

I interpret this to mean that I will provide information and data required for Board decision and action. In addition, I interpret this to mean that I will provide updates to the Board about trends in public education on a local and national level, innovative ideas for district operations, and relevant updates on evidence-based practices in support of student learning and well-being.

### **Evidence of Compliance**

- The Superintendent provided information related to the Special Education Recovery Plan and the OSPI Academic & Student Well-being Recovery Plan.
- The prior Superintendent recommended three levy ballot measures which passed on April 26, 2022.
- Teaching and Learning Department Facilitated Dyslexia Parent Information Sessions.

**4. Shall not fail to advise the Board of any incidental information it requires, including anticipated media coverage, threatened or pending claims or lawsuits and material internal changes.**

**Interpretation**

Whenever possible, I interpret this to mean that I will keep the Board informed of essential and relevant information eliminating surprises. The Superintendent and Cabinet continually update and refine the District's Executive Emergency Response Team Guide, to address events or developing events that are out of our control. Our plans are updated annually and as needed. The Superintendent shall provide incidental information as agreed upon by the Board and Superintendent in some form of written guideline such as board minutes, emails, work session notes, linkage meetings minutes or notes, evaluations, contracts, Superintendent updates, memoranda or other written means. The Board will clarify in advance what information the entire Board requires.

**Evidence of Compliance**

- The prior Superintendent's routine communications (Superintendent updates, emails, texts, phone calls, etc.) to the Board were designed to meet the "no surprises" standard as it relates to litigation, personnel matters of a sensitive nature, significant personnel changes, matters likely to result in significant media coverage, student safety and welfare, and calendar of events and commitments, to name a few. I intend to continue and adjust this process with feedback from the Board.
- Personnel who support this effort to keep the Board informed include Executive Assistant, Executive Director of Communications, members of the Cabinet, and occasionally other members of the administration. Regular updates and emails document this information flow.
- Some department newsletters had an altered frequency during the 2021-22 school year, as a lingering result of the pandemic. Many major decisions are communicated to staff, families and community via the District website, Bulletins, and official District social media platforms including Facebook, Twitter, Instagram (added in fall 2021) and YouTube. Traditional outlets including mass media are also notified in some circumstances.
- Examples from the 2021-22 school year:
  - Communication related to the three levy measures the district placed on the April 2022 ballot for voters' consideration.
  - Frequent communication with the Board in a supporting role during the superintendent search process.
  - Timely emails and updates from the previous Superintendent kept the Board apprised of potential media events.
  - Regular reports and updates about the financial condition of the District, including the impacts of Legislation and other factors that created a budget deficit, such as declining enrollment, costs related to the pandemic and more.
  - Launched new District and building websites, which improved accessibility and were designed based on industry best practices with direct input about organization of information from District families, staff, community members and administrators.
  - Implemented new bulletin practices and format, to reflect community priorities regarding frequency, content and consistency of communications from the District and buildings.
  - Stories of good news from throughout the district, as shared on District and Building websites, social media and the newly launched "Horizons" electronic newsletter.
  - Continued media coverage of COVID-19 and related issues, such as federal relief funds.
  - The Superintendent informed the Board of significant media interviews.

- 5. Shall not fail to advise the Board if, in the Superintendent’s opinion, the Board or any of its members are not in compliance with its own policies on governance process and Board-Superintendent Linkage, particularly in the case of Board or Board member behavior that is detrimental to the working relationship between the Board and the Superintendent.**

**Interpretation**

I interpret this to mean that I will communicate directly about any noncompliance by the Board or individual Board members directly to the full Board or to individual Board members, as needed.

**Evidence of Compliance**

- There is no evidence that the prior Superintendent took any action in this matter last year.

- 6. Shall not present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and incidental.**

**Interpretation**

I interpret this to mean that all presentations will be relevant, concise, clear and coherent based on what each type named above.

**Evidence of Compliance**

- The prior Superintendent worked to keep updates concise while adequately conveying the information.
- The Board has been added to email groups and now receives updates/newsletters from Teaching and Learning, Special Services, Equity and Human Resources Departments.
- The format of all Ends Monitoring Reports was changed to embed evidence tables and links into one monitoring document. Information and evidence are web-linked for easier access by the Board and community whenever appropriate.
- Superintendent updates include synopses of, for example; legal matters, property and construction updates, personnel changes and curriculum updates.
- Each year the Board receives a copy of the school year’s Guide to Understanding the Budget.

- 7. Shall not fail to provide a workable mechanism for official Board, Board officer, or Board committee communications.**

**Interpretation**

I interpret this to mean that there are effective systems and tools established to support the Board, the Board President and any committee communications.

## **Evidence of Compliance**

- The prior Superintendent and Board President held regular communication by phone, email and in-person. The Board President and First Past President held agenda planning meetings to ensure well planned and productive board meetings. The Board has procedures to receive all emails sent to the Board as a whole and to their individual District accounts. They publicly report-out during Announcements and Correspondence at board meetings and correspondence is recorded in the minutes.
- Communications software Zoom and MS Teams were used to facilitate meetings when individuals could not be present at meetings in person.
- Productivity software such as MS Outlook were used to schedule meetings, appointments and manage calendars.
- During December of 2021 Outlook failed to deliver all Board emails. Staff created a work-around to ensure that the Board received them.

## **8. Shall not fail to deal with the Board as a whole, even when fulfilling individual requests for information.**

### **Interpretation**

Five individual elected board members comprise “the Board.” I interpret this to mean that if one Board member requests information, it shall be provided to all Board members as appropriate. I further interpret this to mean requests or direction from one Board member shall not be treated as directive from the Board, but rather redirected to the Board as a whole for consideration. However, when “the Board” has made a decision to direct the Superintendent, it shall become the work of the Superintendent to comply and accomplish the directive.

### **Evidence**

- Upon direction from the Board as a whole, information and materials are provided and distributed electronically in the same way, at the same time, to all members.
- On January 24, 2022, a request was received from a board director for survey data and the data was forwarded to all board members on January 28, 2022.
- On January 31, 2022, a board director requested information about documentation for the April 2022 Levy and data was supplied by staff to all board members on February 3, 2022.
- On February 10, a board director requested information about staffing costs and information was provided to all board members on the same day.

## **9. Shall not fail to supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the Superintendent yet required by law, regulation, or contract to be Board-approved.**

### **Interpretation**

I interpret this to mean that the District will include consent agenda items that fulfill the Board’s legal, contractual and regulatory responsibilities. I also interpret this to mean that if the Superintendent complies with all Board policies, they are free to lead the District in an appropriate and professionally sound manner as stated in B/SL-4.

### **Evidence of Compliance**

- When Board approval is required on items including, but not limited to; administrative policies, personnel actions, and contracts, those items are put on the consent agenda for board approval. Background information on those items is provided to the Board in advance of board meetings.

### **10. Shall not fail to advise the Board of significant transfers of money within funds or other changes substantially affecting the district's financial condition.**

#### **Interpretation**

I interpret this to mean that the District will notify or advise the Board of significant transfers of money. The District will also provide the Board with a monthly financial status report and other financial documents as appropriate. The monthly budget status reports will be regularly included on the Consent Agenda.

### **Evidence of Compliance**

The following documents serve as evidence of EL-8.10. These include, but are not limited to:

- The monthly budget status reports
- Financial monitoring reports
- Audit reports
- School Start and End Time Processing for Basic Education Allocation (BEA)
- Levy Committee work and presentation
- Construction updates and change orders
- Systems related to bids and purchasing

### **11. Fail to establish a procedure for informing the Board in a timely manner of the administrative disposition of complaints presented to the Superintendent by the Board.**

#### **Interpretation**

I interpret this to mean that I have procedures to inform and advise the Board of the handling of community concerns and complaints.

### **Evidence of Compliance**

Evidence is provided to satisfy EL-8.11 through the following processes:

- Superintendent "Works in Progress" presented at all Board meetings
- Superintendent updates with the Board Agenda and Materials on Friday before a regularly scheduled Board Meeting
- Confidential reports to the Board in Executive Sessions
- Emails to the Board
- Accumulating and summarizing communications directed to the Board in preparation for board meetings
- District Regulation 4220 and 4220P Complaints Concerning Staff and Programs
- District Regulation 3241 and 3241P Classroom Management, Discipline and Corrective Action
- Annual monitoring of Executive Limitation 3 Personnel Administration

**12. Fail to inform the Board in advance of any deletions of, additions to or significant modifications to any instructional programs.**

**Interpretation**

I interpret this to mean that I have procedures in place to inform and advise the Board of instructional and curriculum changes in the District. It is the Superintendent's responsibility to assign management tasks relative to this element and monitor their successful implementation using both formative and summative methods.

**Evidence of Compliance**

The prior Superintendent:

- Notified the Board of return of concurrent teaching model of grades 4 and 5 in winter/spring of 2021
- Provided frequent Board and community updates related to curriculum adoptions
- Developed communication systems and practices listed elsewhere in this report and EL-14 Instructional program
- Was committed to improving transparency wherever possible in the District. This includes curriculum, assessment and instruction initiatives, evaluation work, calendar updates and activities, sharing of assessment data, etc. This continues to be provided through the use of the District's website, E-news, social media, frequent updates to PTSA Council, Issaquah Schools Foundation Board and other public meetings.

**13. Inform the Board of any significant changes in District Regulations, either deletions, additions or amendments.**

**Interpretation**

I interpret this to mean that I have procedures in place to inform and advise the Board of significant changes to any and all District Regulations. I further interpret this to mean that the Board wants to be in the communication loop and that we honor the "no surprise" rule.

**Evidence of Compliance**

All significant changes to District Regulations and have been communicated to the Board through various means including but not limited to:

- On-going review of all RCWs, WACs and OSPI technical guidance for changes by the Superintendent's Cabinet to help ensure that our regulations comply with the law.
- Weekly review of all OSPI Bulletins by the Superintendent's Cabinet to help ensure that changes to interpretation or rules related to RCWs and WACs are incorporated into our Regulations.
- Superintendent Works in Progress presented at all Board meetings
- Superintendent Updates
- Emails to the Board

*Board approval: October 27, 2022*