NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL – 1 GENERAL EXECUTIVE CONSTRAINT

FROM: Dr. Debra Clemens, Superintendent
DATE: January 9, 2024

The General Executive Constraint Policy focuses on achieving the Board priorities established in the District Ends Policies and, in the Superintendent's aligned Ends Policy interpretation and not place the District at risk.

Accordingly, the Superintendent shall not cause or allow any practice, procedure, decision, condition, or operation that:

Policy Criteria 2: Is in violation of commonly accepted business and professional ethics.

Superintendent/CEO Interpretation:
The Superintendent shall not operate the organization without having the appropriate policies, procedures, supervision, investigative practices, trainings, internal controls, and external compliance audits implemented to avoid unlawful and unethical behavior within the District.

Superintendent/CEO Evidence Report:
Policies

- Executive Limitations Policy EL-8 Staff Conduct and Transparency is in place. Criteria 2 states the following, "Providing staff with a definition of prohibited behavior, which is unlawful, imprudent, or in violation of commonly accepted business, teaching, and professional ethics." The most recent monitoring report of EL-8, criteria 2 was provided to the Board of Directors on May 3, 2022.

- Policy 5022, Electronic Resources and Digital Citizenship provides norms for appropriate, responsible, and healthy behavior related to current technology use.

- Policy 5253, Maintaining Professional Boundaries provides expectations for all employees to maintain the highest professional, moral, and ethical standards in interactions with students.

- Staff are required to complete Safe Schools training annually which cover these policies as well as signing an agreement to comply with the Technology Use Policy.

- The standards of ethical behavior found within these policies are also reinforced through joint NTEA/NTPS presentations at all schools.

- All district policies are posted on the District website for easy access by all District staff.

Internal Controls, External Audits, Trainings

- Internal controls are established and reviewed annually with appropriate staff in all buildings and departments by the Executive Director of Financial Services, Director of Financial Services, and staff in the Financial Services Department.

- Financial Services staff conduct compliance and performance audits on departments, programs and schools.

- Annual trainings include, but are not limited to, instruction on legal compliance, District regulations, and proper internal controls. Building staff are encouraged to contact Financial Services when issues occur.

- External audit findings support District confidence in our financial management and accountability. The State auditing process has provided evidence that we are adhering to accepted ethical practices and standards.

Policy Criteria 5: Leaves the organization unprepared for emergency situations.

Superintendent/CEO Interpretation: The Superintendent shall not operate without leaving the organization prepared for emergency situations.

Superintendent/CEO Evidence Report:

- **Critical Incident Response Team**: The team is comprised of District leaders that provide support to schools in the event of a critical incident. Support, training, and resources are provided for communications, site support, logistics/safety, student support, student reunification, operations and staff support.
- **Flight Team**: The Flight Team consists of Counselors, Mental Health Specialists and School Psychologists with training in the psychological dynamics of trauma, tragedy, and crisis and organizational issues following a crisis event. The team responds and supports a school during a crisis and provides assistance through the recovery process.
- **Threat Assessment**: Threat Assessment is a prevention-based strategy to review possible threats by students. School-based Level 1 teams utilize an evidence-based protocol to determine whether a student who has made a threatening statement intends to carry it out. The team focuses on safety for the school as well as the individual student. Ongoing concerns are forwarded to a Level 2 Threat Assessment team which creates a safety plan and considers community-based resources, follow up meetings ensure ongoing monitoring and support.

- **Cameras**: Each school, district building, and busses are equipped with security cameras to provide extensive coverage of interior common spaces and exterior campus areas.
- **Radios**: Each school has been issued radios to facilitate immediate communication with key members of the staff. Each site has the ability to communicate via radio across the entire school district when other forms of communication are not available.
- **School Resource Officers**: Each school is assigned an SRO from the city or county depending on their jurisdiction.
- **Law Enforcement Partnerships**: Monthly meetings are held with Lacey Police Department and the Thurston County Sherriff. Efforts are coordinated to provide a safe environment for students and staff. This includes coordination of training at all schools led by law enforcement experts on safety drills and critical incident response strategies. This includes site safety evaluations and comprehensive school safety plans review and tabletop scenario activities for key staff.
- **Rapid Responder**: The Rapid Responder program is used to plan for emergencies, mapping of our buildings, and providing information for emergency responders during an event.
- **Parent Communications**: Parents can receive texts during lockdowns or other emergencies for school staff. Safety information is available on our website.

Policy Criteria 6: Is a conflict of interest.

Superintendent/CEO Interpretation: The Superintendent shall not operate without the organization having the appropriate policies and procedures regarding conflicts of interests and ensuring that they are implemented in the District.

Superintendent/CEO Evidence Report:

<u>Policies</u>

- Policy 1610 pertains to districts larger than 2000 students and addresses the Superintendent and Assistant Superintendent roles.
- Policy 5251 pertains to district employees in general.

We are adhering to the requirements found in both policies. Whenever a potential conflict of interest discovered the response has been quick and appropriate.

<u>Training</u>

Conflict of interest training is provided to all new employees during orientation. For existing staff, the information is in the NTPS Employee Handbook.

<u>Contract Reviews</u>

District staff review all contracts for potential conflicts of interest prior to being submitted to the Board of Directors.

State Auditor's Audit

The State auditing process ensures we are avoiding any possible occurrences of conflicts of interest within our system.

Conclusion:

The Superintendent evidence stated above demonstrates that we are in compliance with the policy criteria 2, 5 and 6 of Executive Limitations Policy-General Executive Constraint.