NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL–7 Human Relations and Staff Relations

FROM: Dr. Debra Clemens, Superintendent
DATE: January 23, 2024

The Human and Staff Relations Policy focuses on achieving the Board priorities and not putting the District at risk by establishing and maintaining necessary Human Relations and Staff Relations policies, procedures, and trainings that support the protection of the District's staff resources.

Specifically, the Superintendent will not operate without:

Policy Criterion 2: Selecting qualified candidates including ensuring reasonable background checks are made.

Superintendent/CEO Interpretation:
The district must ensure all staff hired successfully pass appropriate background checks and screening to ensure they meet or exceed the required qualifications for their position.

Superintendent/CEO Evidence Report:
To comply with this policy, the District has taken the following actions:

- The District performs and reviews the Washington State Patrol background check for criminal history for all applicants.
- The application process includes disclosures that are reviewed prior to including applicants in a candidate pool for open positions.
- The District requires fingerprinting of all potential hires, which checks the FBI database of criminal history.
- Human Resources checks the transcripts, credits, degrees, certifications, and licenses of all candidates for specific positions.
- Hiring administrators are trained to review disclosures and certifications as part of the hiring process.
- When it is necessary to hire conditionally certified candidates for positions, action plans are developed and enacted to support them until they achieve full certification.

Policy Criteria 4: Ensuring staff have reasonable opportunities and feedback for professional growth and development.

Superintendent/CEO Interpretation:
The district must educate staff regarding professional standards, their roles and responsibilities, and standards by which they will be assessed. The district must have an evaluation process in place which measures the achievement of student outcomes.

Superintendent/CEO Evidence Report:
To comply with this policy, the District has taken the following actions:

- The District includes training in professional standards, as well as roles and responsibilities of staff, in required Safe Schools training for all certificated staff.
- The District includes information regarding professional conduct and expectations in the employee handbook, which is updated annually.
- Student achievement is a required element of all teacher and principal evaluations.
- The district provides required training in the evaluation process and standards for all new teachers and principals. Additional training is planned and conducted periodically as needed at the district and building level.
- An Evaluation Practices Workgroup calibrates evaluation practices to ensure all required elements are consistently included across all schools.

Conclusion:
This evidence demonstrates that we are in compliance with this Executive Limitations Policy.