NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS 8 MONITORING REPORT

EL-8 Staff Conduct and Transparency

FROM: Dr. Debra Clemens, Superintendent
DATE: May 7, 2024

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

Specifically, the Superintendent will not operate without:

Policy Criterion 4: Providing staff with a policy which requires them to avoid actual or potential conflicts of interest related to NTPS, or the appearance thereof, in all transactions.

Superintendent/CEO Interpretation:
The Superintendent will ensure systems are in place to inform staff of legal requirements and relevant administrative policies and procedures. In addition, the Superintendent will maximize staff's ability to comply with legal and policy expectations through training related to those expectations.

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

- The District uses the Safe Schools staff training system and NTPS Employee Handbook to provide annual training and information on topics including conflict of interest, reporting improper governmental actions, and other significant legal and policy topics.
- Important legal or policy changes are brought to school and district administrator meetings or communicated through weekly Principal Program Updates to keep this critical group informed. They can then share information in school staff meetings and align daily practices across the district. New Employee Orientation in August focuses on expectations for staff, including topics related to professionalism and integrity.

Policy Criterion 5: Allowing any employee to accept gifts, payments, services, or other inducements which appear to compromise the un-conflicted position of staff.

Superintendent/CEO Interpretation:
The Superintendent will inform staff regarding specific prohibited actions. In addition, the Superintendent will maximize staff's ability to avoid prohibited actions by clearly describing what those actions are and providing relevant examples.

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

- District policy 5251, Staff Conflicts, provides clear examples of actions and practices which are not allowed or where a conflict of interest may exist.
- District policy 5271 and 5271P, Reporting Improper Governmental Action (Whistleblower Protection), provides staff clear guidance about their responsibility to report such actions, how to report, and legal protections for staff who report violations.
- All district policies are posted on the district website for easy access by staff. The Reporting Improper Governmental Action policy is also included in the NTPS Employee Handbook, reviewed annually by all employees.

Policy Criterion 8: Requiring staff to promptly report to the Superintendent any violations of ethical principles or NTPS policies that come to the employee's attention and cooperate fully in any audit, inquiry, review, or investigation by the organization.

Superintendent/CEO Interpretation:
The Superintendent will inform staff regarding specific prohibited actions. In addition, the Superintendent will maximize staff's ability to avoid prohibited actions by clearly describing what those actions are and providing relevant examples.

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

- District policy 5271 and 5271P, Reporting Improper Governmental Action (Whistleblower Protection), provides staff clear guidance about their responsibility to report such actions, how to report, and legal protections for staff who report violations.
- All district policies are posted on the district website for easy access by staff. Policy 5271 is also included in the NTPS Employee Handbook, reviewed annually by all employees.

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