



OE-1 Global Operational Expectation
Policy Type: Operational Expectation

Annual Monitoring Report for School Year 2023-2024 – November 14, 2024

The Board believes that all employees, and especially the Superintendent, should conduct themselves at all times in a manner which is ethical and law-abiding. The management of the District should foster an environment that inspires trust by the community and general public.

The Superintendent certifies that the District is in compliance with OE-1 with an exception.

The Superintendent shall take reasonable measures to prevent, and not cause or allow, any practice, activity, decision or organizational condition which is unlawful, unethical, unsafe, inequitable, disrespectful, imprudent, in violation of Board policy, or endangers the District’s public image or credibility.

Interpretation:

I interpret this to mean that the district will make every effort to prevent employees from breaking the law, operating unethically, violating Board policy, and damaging the organization’s brand and credibility. The district shall do everything in accordance with maintaining public trust and confidence, and in accordance with Board Policy, District Regulations or Washington State Laws (RCWs and WACs).

This means that the district will have systems and structures to operate accordingly, educate and train staff and supervisors, promote a culture of “see something, say something”, ensure there are checks and balances in the system through internal controls and quality check points, consult with legal counsel, address any practice, activity or decision that jeopardizes the organization, and incorporate that learning into future training and communications.

Evidence:

- [Administrative Regulations and Procedures](#). The district administration reviewed regulations and revised where legally required and/or to reflect district practice.
- The district complies with legal guidelines for protecting private data. The district has processes in place to protect this data. Per [OE-2 Treatment of People](#), as of October 10, 2024, the district was in compliance with our District Regulations related to the Family Educational Rights and Privacy Act (FERPA).
- During the school year there are regular and frequent meetings and periodic retreats to ensure communication, coordination and effective reporting systems. Superintendent Cabinet meetings occur three times per month. Superintendent succession planning meetings occur weekly. All administrator team meetings occur monthly. Cabinet and All Administrator retreats were held. The Superintendent meets on a regular basis with the Assistant Superintendent of Human Resources and outside legal counsel, as deemed necessary, to review personnel and legal matters pertaining to school personnel.
- The district adheres to legal requirements for financial management and accountability of its resources at the building and district levels. Business Office administration and staff

conduct internal audits, review financial systems for adequate internal controls, and provide annual compliance training to district employees. Annual trainings include, but are not limited to instruction on legal compliance, District Regulations, and proper internal controls (e.g. segregation of duties, reconciliations, security of assets, levels of approval). The Superintendent meets on a regular basis with the Chief of Finance and Operations and outside legal counsel, as deemed necessary, to review finances, accounts, and discuss risk.

- The most recent independent financial and accountability audits of the district reviewed the period from September 1, 2022 through August 31, 2023. [OE-5 Financial Administration](#) was monitored and approved on September 12, 2024, and provides more detail.
 - [2022-23 State Accountability Audit Report](#)
 - [2022-23 Financial Statement and Federal Single Audit Report](#)
 - The district received a Federal audit finding related to the Child Nutrition Supply Chain Assistance funds.
- [OE-3 Personnel Administration](#) was monitored and approved on September 12, 2024 and provided the following evidence:
 - Administrators were trained in the prevention, investigation and remediation of unacceptable staff conduct. As part of the periodic review the Human Resources (HR) Department communicates to staff District Regulations to promote a safe and positive workplace such as Civility, Sexual Harassment, Staff/Student Boundaries and Prohibition Against Harassment.
 - HR staff facilitated the adoption of WSSDA model regulation [5254](#) and trained all administrators on it through principal meetings.
 - Known concerns related to employee conduct have been addressed.
 - Complaints and grievances are monitored annually.
 - Investigations Protocols are monitored and in place.
 - Supervision of certified and classified staff oversight is managed by HR.

Board acceptance: 11/14/2024