NORTH THURSTON PUBLIC SCHOOLS

ADMINISTRATIVE CENTER ◆ 305 COLLEGE STREET NE, LACEY, WASHINGTON 98516-5390
TELEPHONE: (360) 412-4400◆FAX: (360) 412-4410

EXECUTIVE LIMITATIONS MONITORING REPORT

EL-8 Staff Conduct and Transparency

FROM: Troy Oliver, Superintendent
DATE: May 6, 2025

The Staff Conduct and Transparency 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 by establishing the necessary policies, procedures, and trainings that support the protection of the district's staff resources.

Accordingly, the Superintendent will not implement staff conduct and transparency procedures which fail to follow policy criteria contained within EL-8:

Policy Criteria 1: Requiring staff to become familiar with and comply with all legal requirements and relevant administrative policies and procedures.

Superintendent/CEO Interpretation:
The Superintendent shall not allow staff to be uninformed regarding legal requirements and relevant administrative policies and procedures. In addition, the Superintendent will not fail to 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 to provide yearly training on topics such as harassment, intimidation, and bullying policy, CPS referral, maintaining professional boundaries, and other topics of legal and policy significance.
- Significant legal or policy changes are discussed at school and district administrator meetings to keep this critical group informed. This information can then be shared at school-level staff meetings and incorporated into daily district practices.

Policy Criteria 2: Providing staff with a definition of prohibited behavior, which is unlawful, imprudent or in violation of commonly accepted business, teaching and professional ethics.

Superintendent/CEO Interpretation:
The Superintendent shall not allow staff to be uniformed regarding specific prohibited actions. In addition, the Superintendent will not fail to maximize staff's ability to avoid prohibited actions by clearly describing them and providing relevant examples.

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

- The NTPS Data Security Best Practices –Electronic Resources and Digital Citizenship Policy and Procedure 5022 & 5022P provides numerous examples of actions and practices which are not allowed or could be problematic.
- The Maintaining Professional Boundaries Policy and Procedure 5215 & 5215P provides numerous examples of actions and practices which are not allowed or could be problematic.
- All district policies are posted on the district website for easy access by staff.
- Critical district policies and procedures are highlighted during an annual Fall presentation shared with each school location.

Policy Criteria 3: Providing staff with a policy which requires safeguarding of NTPS' confidential information and, where appropriate, the confidential information of other parties with whom NTPS does business.

Superintendent/CEO Interpretation:
The Superintendent shall not allow confidential information to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked. In addition, the Superintendent will not fail to maximize the systems in place to safeguard confidential information.

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

- Annual Safe Schools training in expectations for confidentiality.
- Confidentiality is specifically addressed in numerous district policies, including policies related to using social media and other electronic platforms and policies related to professional boundaries.
- District procedures are reviewed regularly to ensure that confidential information is protected.
- Public Records Requests are processed with support from district legal counsel to ensure that confidential information is not inappropriately shared through this process.

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