

Lake Washington School District
Executive Limitation Monitoring Report
EL-3 Communication and Counsel to the Board
April 20, 2015

Executive Limitation: With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly the CEO shall:

1. Submit monitoring data required by the Board (see policy <i>B/CR-5–Monitoring CEO Performance</i>) in a timely, thorough, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.	In Compliance	◀ ▶
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Evidence

The Board and superintendent have developed a schedule and format for submitting monitoring reports.

- During the past 12 months, all Executive Limitation reports and End Results monitoring reports were submitted to the Board.

2. Advise the Board in a timely manner of trends, facts, and information relevant to the Board’s work and implementation of Board policies.	In Compliance	◀ ▶
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Evidence

Advising the Board of trends, facts and information relevant to the Board’s work is done in a number of ways, including: 1) Board Briefs; 2) Board meeting agenda items; 3) Board study sessions; 4) Superintendent reports at Board meetings; and, 5) Direct communication from the superintendent on emergent issues.

The Board is provided annual information and assumptions on which the budget is based. Each month, a status report for major changes to the budgeted assumptions is provided as part of the monthly financial reports. The Board is also provided information on academic achievement as part of End Results reporting and through the data dashboard.

- Board Brief articles for the last 12 months (March 2014-February 2015) included the following:

<u>Subject/Nature</u>	<u>Frequency</u>
Board Calendar	39
Board Meetings.....	18
Board Monitoring.....	8
Board Procedures	14
Bond/Levy.....	6
Boundaries	10
Communications	2
Construction, Modernization, and Land	27
Curriculum	10
Finance.....	14
Intergovernmental Relations & Projects	14
Legal & Lawsuit	4
Legislature & Political Issues	9
Long-Term Facilities Planning Task Force	9
Organizational Culture.....	2
Personnel, Administrative Information.....	29
Policy	3
School Specific	20
Specific Program.....	81
Student Assessment Info & Results.....	23

EL-3 Communication and Counsel to the Board

Executive Limitation: With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly the CEO shall:

Strategic Planning 3
 Student Assessment Information & Results..... 10
 Superintendent Weekly Highlights 39
 Support Services 13
 Technology 11

2. Advise the Board in a timely manner of trends, facts, and information relevant to the Board’s work and implementation of Board policies.	In Compliance	◀ ▶
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Evidence {continued}

- Work/Study Sessions for the last 12 months (March 2014-February 2015) included the following topics:
 - ❖ Post Levy Planning: Technology & Facilities
 - ❖ Post-Bond Planning
 - ❖ Budget Process & Budget
 - ❖ Discipline
 - ❖ Harassment Intimidation and Bullying (HIB)
 - ❖ Enrollment and Capacity Planning
 - ❖ Quest
 - ❖ Capital Planning/Comprehensive Community Engagement
 - ❖ Boundary Process & Recommendation of Boundary Committee
 - ❖ Strategic Plan Update
 - ❖ Communications and Open Public Meetings Training
 - ❖ Linkage with City Councils – Long-Term Facility Planning Process
 - ❖ Graduation Requirements
 - ❖ Communications Audit – Board Focus Group
 - ❖ Middle School Math and Standards-Based Report Card
 - ❖ Special Education Program Review

3. Advise the Board of significant transfers of money within funds or other changes substantially affecting the district’s financial condition.	In Compliance	◀ ▶
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Evidence

Transfers between funds have been authorized by the Board as part of the budget process. The adopted budget authorizes transfers from the capital projects fund to the general fund, as required by OSPI, to account for ongoing on-line fees, subscriptions, or software licenses, and ongoing training related to the installation and integration of technology. The adopted budget also authorizes transfers from the capital projects funds to the debt service fund in order to pay the principal and interest on the Limited General Obligation bonds the Board approved in May 2012. In addition, monthly financial statements provided to the Board highlight information on updates to budget assumptions.

EL-3 Communication and Counsel to the Board

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4. Provide for the Board as many staff and external points of view and opinions as needed for informed Board decisions.

In
Compliance



Evidence

Board decisions occur on a variety of issues through formal action at a Board meeting. The Board makes decisions regarding such essential functions as budget, attendance boundaries, instruction materials, monitoring reports, and ballot propositions. The superintendent uses a wide variety of input ongoing processes to engage with stakeholders, legal counsel, and/or counsel from professionals with domain expertise to ensure that the Board has multiple perspectives for Board decisions.

For curriculum-related decisions, the Instructional Materials Committee is an ongoing structure that includes staff, student and parent input as part of the review of instructional materials. The committee’s review and recommendation of materials approval is provided to the Board on an ongoing basis prior to requesting Board action on materials.

In addition, the district conducts a random sample, statistically valid survey of parent and community perspectives on a quarterly basis. These results track public perception of the district on a variety of issues over time. The perspectives from this survey are used to provide additional information for the purpose of Executive Limitation Reporting.

District legal council is consulted on an ongoing basis for questions related to procedural matters or those matters which require legal considerations prior to Board action.

In addition to these ongoing processes, during the past 12 months, the following methods have been used to provide the Board additional external viewpoints and perspectives related to Board decisions:

- A significant community input process to gather staff and external points of view was used in the development of boundary proposals. The input process included opportunities for community members to give feedback both in person and online.
- In spring 2014, a textbook selection committee that included both staff members and parents provided input to the Board regarding the selection of recommended textbooks for 6-12 Performing Arts.
- A Long-Term Facilities Planning Task Force that includes staff members, parents, and community members was launched in December of 2014 to develop recommendations for a long-term facility strategy. This group will solicit additional input from the broader community.
- A College and Career Ready Task Force that includes both staff members and parents will begin work to study, analyze, and make recommendations regarding impacts of the new state 24-credit requirements and the potential for a seven-period day or other ways to expand options for grades 9-12. Additionally, the task force will study and analyze school schedule and start time implications. This group will solicit additional input from the broader community.

EL-3 Communication and Counsel to the Board

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5. Advise the Board of anticipated significant media coverage.

In
Compliance



Evidence

The Board is advised of anticipated media coverage, particularly television coverage when it may be controversial or negative in nature. The Board is also sent media press releases when they occur.

In the past 12 months, the Board was informed regarding significant media coverage related to the following stories:

- Five Juanita High School students accused of/charged with attempted rape as well as related stories concerning coaches
- Student with C-diff at Frost Elementary School
- Lake Washington High School baseball/softball issues
- Boundary process issues
- Bottle bomb at Dickinson Elementary
- Bus route issues
- April Bond election

6. Advise the Board or individual members if, in the CEO’s opinion, the Board or individual members are not in compliance with the board’s policies on **Governance Process** and **Board-CEO Relations**.

In
Compliance



Evidence

The superintendent discusses compliance with GP and BCR policies with the Board president periodically and when necessary and will address compliance issues with individual Board members, as appropriate.

- Discussions occur on an as-needed basis.

7. Present information in a concise and easily understood format.

In
Compliance



Evidence

The superintendent works to incorporate feedback from Board members to better meet their needs for presentation of information in a concise and easily understood format.

During the past 12 months, the following changes have been made:

- End Result Reports were updated based on Board feedback. Beginning in the fall of 2014, written reports are provided along with formal presentations at Board meetings.

EL-3 Communication and Counsel to the Board

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- Written document, including a Study Session Overview and a Study Session Memo, for Board study sessions are now prepared along with the presentation. The Study Session overview includes information on how the study session relates to the Board’s role and provides policy considerations or key questions and whether potential future form Board action is required. The Study Session Memo includes background information and context and provides a summary of relevant information that will be presented to the Board.

8. Provide a process for official Board, officer, and committee communications.	In Compliance	◀ ▶
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Evidence

For communications from constituents, an official district email account has been set up to allow constituents to communicate directly with the entire Board. Individual email accounts are also published on the district web site allowing constituents to communicate with individual Board members. Constituent communication, as well as communications from other individuals or agencies, that comes to the district office is provided to the Board in a weekly delivery.

Communications between Board members is done in person at meetings, by phone, or via email, in accordance with law.

9. Work with the Board as a whole except when: a. Fulfilling individual requests for information or counsel, provided such requests are not disruptive or do not require an inordinate amount of staff time or resources; b. Working with officers or committees duly charged by the Board; c. Communicating with the president.	In Compliance	◀ ▶
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Evidence

Communication with the Board is done primarily as an entire Board through Board Briefs, superintendent reports, study sessions, Board meetings, and email. Individual Board member contact is typically limited to situations of counsel or seeking Board member input. From time to time, responses are provided to a specific Board member when appropriate.

10. Report in a timely manner any unanticipated noncompliance with any Board End Results or Executive Limitations policy.	In Compliance	◀ ▶
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Evidence

- No cases of unanticipated noncompliance were reported this year.

EL-3 Communication and Counsel to the Board

Executive Limitation: With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly the CEO shall:

11. Supply for the consent agenda all items delegated to the CEO that are required by law or contract to be Board-approved, along with adequate information necessary to keep the Board informed.	In Compliance	◀ ▶
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Evidence

All items or decisions required by law or contract to be Board approved have been submitted through the consent agenda or occasionally through the action item agenda, along with necessary background information.

12. Establish a procedure for informing the Board in a timely manner of the administrative disposition of complaints presented to the CEO by the Board.	In Compliance	◀ ▶
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Evidence

Procedures are in place to inform the Board regarding the status of issues as they are presented to the CEO by the Board or presented in public meetings. Follow-up is done primarily through Board Briefs, superintendent reports, and email communication.

13. Recommend for Board approval school attendance boundaries that consider the impacts on families’ continuity with their school and community, and are appropriate to the effective and efficient operation of the district.	In Compliance	◀ ▶
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Evidence

- In the fall of 2014, the superintendent initiated a boundary process as part of a short-term plan for housing student enrollment growth. A boundary committee was convened and they initiated a process to study, analyze and recommend boundary adjustments. The process included multiple in-person and on-line feedback opportunities. Several updates were provided to the Board throughout the process.
- In January 2015 a final boundary recommendation was made and approved by the Board. This recommendation considered the impacts on families’ continuity with their school and community and the effective and efficient operation of the district.

I certify the above to be correct as of April 20, 2015.

Traci Pierce, Superintendent