

**Lake Washington School District**  
**Executive Limitation Monitoring Report**  
**EL-3 Communication and Counsel to the Board**  
**April 24, 2017**

**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 2016-February 2017) included the following:

<u>Subject/Nature</u>	<u>Frequency</u>
Board Calendar .....	42
Board Meetings .....	11
Board Monitoring .....	2
Board Procedures .....	7
Bond/Levy .....	1
Communications .....	9
Construction, Modernization, and Land .....	35
Curriculum .....	2
Finance .....	6
Intergovernmental Relations & Projects .....	16
Legislature & Political Issues .....	11
Personnel, Administrative Information .....	15
Policy .....	4
Professional Development .....	1
Property .....	1
Recognitions and Awards .....	2
School Specific .....	5
Specific Program .....	74
Student Assessment Information & Results .....	13
Superintendent Weekly Highlights .....	41
Support Services .....	12
Technology .....	12

**EL-3 Communication and Counsel to the Board**

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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}**

- Study Sessions for the last 12 months (March 2016-February 2017) included the following topics:
  - Quest
  - Special Education
  - Special Education Program Review Update
  - 6-8 Math Adoption
  - 9-12 Mathematics
  - 4-12 Sex Ed/HIV Curriculum
  - College & Career Readiness Task Force Update
  - Choice/Innovation Policy
  - Equity Efforts to Address Achievement/Opportunity Gap
  - Strategic Planning
  - Long-Term Facility Planning
  - Long-Term Facility Planning Program Placement
  - Preliminary Boundary Planning
  - Budget
  - Communications
  - Policy Governance
  - Board Roles/Responsibilities
  - Board Self-Assessment & Processes
  - Linkage Planning
  - Puget Sound Coalition

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*

**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:

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:

- In June 2016, a textbook selection committee that included both staff members and parents provided input to the Board regarding the selection of recommended textbooks for grades 6-8 Math.
- A College and Career Ready Task Force, that includes both staff members and parents, sought feedback last spring through parent, student and staff listening sessions. Community meetings and a survey last fall gathered feedback on specific high school schedule models. Additional staff and parent surveys gathered feedback on high school schedules and school start time considerations.
- A program review of the special services department included significant stakeholder feedback. A linkage session with the Board of Directors sought feedback from special education parents on the final report and action plan as well as suggestions for how the district can best address the Parent and Family Engagement aspects of the plan.
- A boundary review process has begun for the Redmond Learning Community in anticipation of the opening of two new elementary schools and one new middle school. A survey of parents sought feedback on the criteria the committee will use to evaluate possible boundaries. Community meetings are planned to get feedback on possible boundary scenarios.

**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:

- Student EpiPen incident
- Students protests of election results
- Former JHS staff member pleads guilty to insurance fraud
- RHS Veterans Day Assembly

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.

A written document, including a study session overview and a study session memo, for study sessions are prepared along with presentations. 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.

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

- End Results Reports have been updated based on Board feedback.
- Board agendas have been modified to include periodic Program Reports to better connect Ends (ERs) and Means (ELs).
- Superintendents Reports at board meetings have been expanded to provide additional formal presentations on various topics.

**EL-3 Communication and Counsel to the Board**

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Accordingly the CEO shall:

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

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	◀ ▶
<b>Evidence</b>		

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 <b>End Results</b> or <b>Executive Limitations</b> policy.	In Compliance	◀ ▶
<b>Evidence</b>		

- No cases of unanticipated noncompliance were reported this year.

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	◀ ▶
<b>Evidence</b>		

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.

***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:*

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***

- No boundary changes were submitted for approval in the 2016-17 school year.

I certify the above to be correct as of April 24, 2017

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 Traci Pierce, Superintendent