

Lake Washington School District
Executive Limitation Monitoring Report
EL-3 Communication and Counsel to the Board
April 16, 2018

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) Program and 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 2017-February 2018) included the following:

<u>Subject/Nature</u>	<u>Frequency</u>
Board Calendar	42
Board Meetings	8
Board Monitoring	7
Board Procedures	6
Bond/Levy	9
Boundaries	5
Calendar	1
Communications	8
Construction, Modernization, and Land	16
Curriculum	5
Finance	9
Intergovernmental Relations & Projects	23
Legal	5
Legislature & Political Issues	3
Personnel, Administrative Information	23
Policy	6
Professional Development	1
Property	1
Recognitions and Awards	1
School Specific	8
Specific Program	67

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Evidence {continued}

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- Study Sessions for the last 12 months (March 2017-February 2018) included the following topics:
 - Linkage on Equity
 - Joint Meeting with Sammamish
 - Strategic Planning and Budget
 - Boundary Process and Facilities
 - End Results Discussion & Monitoring
 - Policy Governance
 - Short-Term Facility Planning
 - Bond and Levy Planning
 - Boundary Process
 - Boundary Recommendations
 - School Start Time
 - Sexual Health and HIV
 - Quest

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:

- In May 2017, a textbook select committee that included both staff members and parents provided input to the Board regarding the selection of K-5 Visual Arts curriculum.
- In May 2017, a textbook select committee that included both staff members and parents provided input to the Board regarding the selection of Algebra 1, 2, and Geometry curriculum.
- In February 2018, a study session was held to provide the Board information on Sexual Health and HIV Curriculum. A committee of staff members and parents are currently reviewing Sexual Health and HIV Curriculum.
- Based on the recommendation of the Long-Term Facility Planning Task Force, the Design and Construction Advisory Committee convened to provide industry expert advice on new school design and construction.
- In May 2017, the board held a linkage session with parents and community members on equity.
- In June 2017, the District Equity Team was formed to advise, provide input, and help prioritize the district’s equity efforts focused on closing opportunity gaps and ensuring equitable and inclusive working and learning environments for all students, families, staff and communities.
- In January 2018, the board held a joint study session with the City of Sammamish to discuss items of mutual interest. Joint study sessions with the cities of Redmond and Kirkland will also be scheduled.

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Evidence {continued}

- A College and Career Ready Task Force, concluded two years of work culminating in a recommendation for a 7-period high school schedule. Subsequently, a smaller committee was developed to review school start times. The start time review committee is continuing to meet.
- The boundary review process concluded for the Redmond Learning Community concluded in November 2017. This boundary review process recommended new boundaries for all schools in the Redmond Learning Community, Alcott Elementary, and Eastlake High School. Attendance boundaries were drawn for the two new elementary schools and the new middle school in the Redmond Learning Community.

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:

- Police activity involving student misconduct on a Finn Hill Middle School bus
- Student walkouts
- Former LWSD student as a victim in the school shooting at Marjory Stoneman Douglas High School in Florida
- Absenteeism awareness campaign
- Preschool start and end time changes

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.

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Accordingly, the CEO shall:

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.
- Program reports from different divisions and departments are provided at board meetings.
Program report topics included:
 - Mission & Vision/College & Career Readiness
 - Interdisciplinary Skills and Attributes
 - Continuous Improvement Process Plans
 - Student Discipline & Restorative Practices
 - Summer Programs
 - STEM
 - Athletics & Activities
 - Culture & the Arts
 - Preschool
 - Special Education
 - Accelerated Programs
 - Career & Technical Education
 - Intervention Programs/ELL
 - World Language
 - Literacy
 - Mathematics
 - Physical Education
 - Science
 - Social Studies
 - Bond and Levy Presentation
 - Professional Learning
 - Information & Communication Technology
 - Parents and Community
 - Budget

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:

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

- 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	◀ ▶
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.

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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



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



Evidence

- School attendance boundaries were submitted to the board for review on November 6. The board took formal action and adopted the recommendation on November 20. The elementary boundary change will go into effect for the 2018-19 school year and the secondary boundary change will go into effect for the 2019-20 school year. Grandfathering was offered to 2017-18 grade 4 students and 2018-19 grade 7 students. Additional considerations were made for students that would have been moved a second time due to district boundary changes. No current high school students were affected by the boundary change.

I certify the above to be correct as of April 16, 2018

Traci Pierce, Superintendent