

**Issaquah School District
Executive Limitations Monitoring Report
December 12, 2012**

EL-1 Global Executive Constraint – Annual Internal Report

The Superintendent certifies that the District is in compliance with EL-1 with no exceptions.

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

Interpretation:

I interpret this to mean that the District must have sufficient policies, practices, internal controls (i.e., supervision, evaluation, mentoring, training, legal consultation, discipline, complaint and grievance procedures, investigation protocols, external compliance reviews and audits) and follows all RCWs and WACs put forth in statutes of the state of Washington to avoid unlawful and unethical behavior by its staff and/or volunteers in the performance of their duties and to swiftly remediate a discovered condition if one should occur.

Evidence of compliance:

For the monitoring period represented here (January 2012 – December 2012), I certify compliance. Specifically,

- [Administrative policies and procedures](#) are aligned with legal requirements. Policies are in continuous state of revision and updating as laws change and/or priorities change within the district. The Superintendent and Cabinet review District Policies during their weekly meetings throughout the year. The goal is to update and review all Policies on a three-year basis. Below is a link to all policies and procedures reviewed and updated January through December of 2012.

<http://www.issaquah.wednet.edu/documents/monitoringdocs/PPsummary12.7.12.pdf>

- The Superintendent and Cabinet conduct an on-going review of district legal obligations throughout the year at weekly Cabinet and Leadership Team meetings. The Superintendent meets on a regular basis with the Executive Director of Personnel to review all personnel and legal matters pertaining to school personnel.
- External audit findings support district confidence in financial management and accountability. <http://www.issaquah.wednet.edu/documents/finances/11Accountability.pdf> (Accountability Audit). <http://www.issaquah.wednet.edu/documents/finances/11Financial.pdf> (Federal and Financial)
- Internal audits and internal controls are reviewed with appropriate staff in all buildings and departments annually by the Director of Finance and staff in the Business Office. The Director of Finance and staff continually assess the financial systems in terms of the five elements of internal control (control environment, risk assessment, control activities, information and communication, monitoring). Trainings include instruction on legal compliance, district policy, and proper internal controls (e.g. segregation of duties, reconciliations, security of assets, levels of approval, etc.):
Fall Business Office Trainings: 1 per year – August (3-hours) Principal Secretaries/Middle School Bookkeepers/High School Bookkeepers/Admin Secretaries
New ASB Advisor Training: 1 per year: September (1-hour)
Athletic Directors: 1 per year: September (3-hours)

Roundtables: 2 per year: October/March (2 hours) for Principal Secretaries/Middle School Bookkeepers/High School Bookkeepers

General Fund Training: 1 per year: November (2 hours) High School General Fund Bookkeepers
Spring Business Office Trainings: 1 per year: February (3-hours) for Principal Secretaries/Middle School Bookkeepers/High School Bookkeepers/Admin Secretaries

General Fund Budget Training: 1 per year – March (2 hours) for Principal Secretaries

Online Trainings: On going for Principal Secretaries/Middle School Bookkeepers/High School Bookkeepers

- The Superintendent and Cabinet have developed and implemented District Policy #5253: Maintaining Professional Staff-Student Boundaries, which requires all staff and volunteers to maintain the highest professional, moral, and ethical standards in interactions with students. All administrators, staff, coaches, and substitutes have been trained about the policy and expectations. Additionally, all administrators have been trained on the prevention, investigation and remediation of unacceptable staff conduct.
- All known concerns related to employee conduct have been addressed. Complaints and grievances are monitored annually. Please refer to EL-3 Personnel Monitoring Report page 3, section 5.
- Investigations Protocols are monitored and in place. Please see EL-3 Personnel Monitoring Report. Please refer to EL-3 Personnel Monitoring Report page 3, section 5.
- Supervision of certified and classified staff audits are conducted by the Department of Personnel during the monitoring of EL-3 Personnel (page 6, section 12).
- Mentoring Programs: The District provides mentoring programs for certificated staff and principals who are new to the district.

New Principals Mentoring Program: Up to three years of skillful mentoring by successful, experienced, colleagues has a tremendous impact on new administrators as they are building capacity and refining leadership skills in the role of principal. The mentors assist their colleagues in learning how to successfully carry out many of the leadership responsibilities of the principalship, such as: creating positive cultures, safe school environments, instructional leadership, conducting effective certificated and classified evaluations, developing CIPs, leading change initiatives, building relationships with staff and community, optimizing students' learning opportunities, to balancing professional and personal life. The beauty of mentoring is that it also builds leadership capacity in the mentor—causing them to pause and reflect on their own leadership skills and practices as they share their experiences and engage in conversations with their mentee.

New Teacher Academy provides an intensive year-long mentoring program for teachers in their first year of teaching. NTA is focused on effective data collection, using data to inform and improve instruction, creating positive parent relationships, behavior/classroom management, Powerful Teaching and Learning protocols, and maintaining quality teaching throughout the year.

- Teacher and Principal Evaluations: The district applied and was accepted as a Regional Implementation Grant (RIG) recipient for 2011-13. This is a pilot to implement the new state of WA Teacher/Principal Evaluation system. All principals and Educational Administrators have received extensive training in the Danielson Framework and in the State 8 Evaluation Criterion for certificated teachers. Beginning this fall (2012), all principals and assistant principals are conducting the new evaluation Comprehensive process with 33% of the certificated staff.
- The District is also piloting the new Principal Evaluation process. All principals have received extensive training in the Association of Washington School Principals (AWSP) Framework, which aligns with the state evaluation criterion. Beginning September 2012, all principals and assistant principals are being evaluated on the new evaluation Comprehensive process.

Board acceptance: