

**Issaquah School District
Executive Limitations Monitoring Report
January 9, 2013**

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, and internal controls (i.e., supervision, evaluation, mentoring, training, legal consultation, discipline, complaint and grievance procedures, investigation protocols, external compliance reviews and audits) and follow all RCWs and WACs to avoid unlawful and unethical behavior by its staff and volunteers in the performance of their duties and to swiftly remediate a violation if one should occur.

An organizational culture representative of our core values exists when we do not knowingly promote illegal violations, a hostile or harassing work environment, racist behavior or irresponsible activity. Under these conditions we will promote, model respect and personal ethics with all staff. We will not intentionally commit actions or create the conditions to violate District Policy or Washington State Laws (RCWs and WACs). When violations occur, we will take swift action to remediate a discovered condition, provide evidence that the violations were dealt with promptly and appropriately. In most cases, the Personnel Office handles and monitors violations and, when appropriate, these will be shared with the Board of Directors in Executive Session. Evidence will be maintained by the Personnel Office for future monitoring reports. We know we are in compliance with EL-1 Global Executive Constraints – Annual Internal Report as a result of the following:

I interpret the Board’s values related to this Executive Limitation as follows:

Evidence of compliance:

For the monitoring period represented here (January 2012 – December 2012), we 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 District complies with legal guidelines for protecting private data. The District has processes in place to protect private data. Per EL-2 Treatment of People, as of December 12, 2012 the school district has no violations to our District Policies or related to the federal Family Educational Rights and Privacy Act (FERPA).

- 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.
- The District complies with all legal compliance for financial management and accountability of its resources at the building levels. Internal audits and internal controls are reviewed with appropriate staff in all buildings and departments annually by the Director of Finance and his 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). Annual 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.). Building staff are encouraged to contact the Business Office when problem occur. Because of this we continue to have clean state audits.
- 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)

The District complies with all legal compliance for financial management and accountability of its resources at the district level and with all state financial requirements for the auditing of its books. The most recent independent accountability audit of the district was conducted from September 1, 2010 through August 31, 2011. For the 10th year in a row, the district was found to be in compliance with no findings and/or exceptions. The district was commended in a letter from the State Auditor.

- 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. The most recent monitoring report of EL-3 Personnel was monitored December 12, 2012 and was found to be in compliance. 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. The most recent monitoring report of EL-3 Personnel was monitored December 12, 2012 and found to be in compliance.
- 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). The most recent monitoring report of EL-3 Personnel was monitored December 12, 2012 and found to be in compliance.

- Mentoring Programs: The District provides mentoring programs for certificated staff and principals new to the District. These include our New Teacher Academy and New Principal Mentoring Program. Both are designed to develop, teach, and model practices that are effective and used by highly effective teachers and principals.

Board acceptance: _____