

# **Issaquah School District Executive Limitations Monitoring Report**

## **EL-1 Global Executive Constraint Annual External Report – June 14, 2017**

***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 the District must have appropriate 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. The purpose of EL-1 is for the Superintendent and staff to avoid unlawful and unethical behavior by its staff and/or volunteers in the performance of their duties. It also requires the organization to remediate any and all discovered conditions should they occur.

### **Evidence of compliance**

For the monitoring period represented here (June 2015-June 2016), I certify compliance. Specifically, the Superintendent and Administrative Team...

- Continue to review, update, and implement new policies and procedures as required by law or to effectively run and manage the District. All [Administrative regulations and procedures](#) are aligned with legal requirements of ESEA, Title IX, IDEA, EPA, WISHA, OSHA, RCW, and WAC. Violations of policy are appropriately addressed and handled when they occur either at the building or District level.
- During the 2013-14 school year we added a new cabinet level position Executive Director of Compliance and Legal Affairs to ensure that we are following all applicable laws, rules and regulations and to help us take pro-active measures in order to be in compliance with EL-1.
- Monitor all internal fiscal controls. No external audit findings (for the 15<sup>th</sup> consecutive year) were reported during the March 16, 2017 Exit Audit for the year 9/1/15 through 8/31/16 and support District confidence in the District's fiscal management. Update:
  - [2015-16 Accountability Audit Report](#)
  - [2015-16 Financial Statements and Federal Single Audit Report](#)
- Provide training/mentoring of all administrators related to prevention, investigation and remediation of unacceptable employee conduct and employee evaluation. These ongoing trainings are in place for all schools and District departments, and are held throughout the year during Leadership Team meetings, Principal Level meetings, Leadership Team retreats, and weekly Cabinet meetings.

- Employee Training Rotation that requires all new hire employees to cover all District student safety, job safety and public health matters trainings and a three year cycle of trainings for all employees. This cycle includes in-person live trainings one year followed by on-line training using the Safe Schools system on the same topics in the second year with a break in the third year then back on the original cycle.
- Job/position specific trainings. For example, we have position specific trainings for jobs in custodial maintenance, food service, transportation, etc. These job/position trainings can also come in the form of online training using the Safe Schools system.
- Required coaches, volunteers and parent trainings at the start of each high school athletic season.
- Confirm that all informal and formal complaints have been resolved or are currently being appropriately addressed either at the classroom, building, or District levels.
- Have addressed all known concerns related to employee conduct. See the [EL-3 Personnel Administration](#) monitoring report presented to and accepted by the Board on October 12, 2016.

*Board acceptance:*