

**Issaquah School District**  
**EL-1 (External) Global Executive Constraint**

*The Board believes that all employees, and especially the Superintendent, should conduct themselves at all times in a manner which is ethical and law-abiding. The management of the District should foster an environment that inspires trust by the community and general public.*

**Executive Limitations Monitoring Report**  
**June 22, 2023**

*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 (e.g., 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, [and the federal government](#). The purpose of EL-1 is for the Superintendent and staff to avoid unlawful and unethical behavior by its staff and/or volunteers [supported by the establishment and communication of clear expectations and training](#). [The District will address and](#) remediate any and all discovered conditions should they occur.

**Evidence of compliance**

For the monitoring period represented here (June 2021-June 2022), I certify compliance. Specifically, the Superintendent and Administrative Team:

- Continue to review, update, and implement new policies, regulations 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 2018-19 school we contracted with legal counsel to review and update rules and regulations 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. During the 2021-22 school year we continued to consult with legal counsel when questions arose.
- [The audit of the fiscal year 9/1/2021 through 8/31/2022 is still underway. This is an unusual delay of the audit results attributed to the increased workload auditors faced in reviewing pandemic related federal funding received by districts across the State. The District will provide the results of the State Accountability and Financial Statement and Federal Single Audit Report as they become available.](#)

- 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 as needed in 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 regulation read 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 27, 2022.

*Board acceptance:*