



OE-8 Communication and Support to the Board

Policy Type: Operational Expectation

Annual Monitoring Report – September 12, 2024

The Board believes that District Administration should be fully transparent with the School Board and keep the Board informed of all significant issues relating to the District. We value an open and effective relationship between the Superintendent and the Board as a whole.

The Superintendent certifies that the District is in compliance with OE-8 with an exception, as underlined below.

The Superintendent shall assure that the Board is fully supported and adequately informed about matters relating to Board work and significant district concerns.

GENERAL INTREPRETATION

I interpret this to mean that I will provide information for Board discussion, action and monitoring of the Operational Expectations and Results conducted at public Board meetings, work studies and retreats.

Evidence of Compliance

- I ensure all information and support of Board meetings, the fulfillment of Board legal requirements, Board decision-making information and documentation, Board committee work and materials, Board official documentation and records, Board webpage on the district website and communications, calendars, workflow, and meeting logistics have been prepared and submitted in accordance with Open Public Meetings Act (OPMA) and all Washington state codes and laws.
- The District ensures the Board and Superintendent attend (OPMA) and Public Records Act (PRA) training. Previously, this was provided and attended by all Directors and the Superintendent on 8/23/2022. With new Board members and support staff to the Board, this training occurred at the WSSDA Annual Conference in Bellevue, WA on 11/16/2023. The next year the full Board needs to complete OPMA and PRA training is in the fall of 2026.
- The Superintendent and Superintendent's Cabinet work together to make sure the Board is informed and updated regularly through email, phone calls and meetings.
- The Board was provided with frequent budget updates in preparation for Board meetings.
- In 2023-2024, significant information was provided about the work of the Bond Advisory Committee to support the Superintendent's recommendation to the Board, and the Board resolution for a bond initiative slated for 11/5/2024.

- Executive sessions were utilized to update the Board on pending litigation, personnel matters or union negotiations.

The Superintendent will:

8.1 Submit required monitoring data (BSR-4 Delegation to the Superintendent) in a timely, accurate, understandable, non-defensive and unbiased fashion, directly addressing provisions of Board policies being monitored and justifying his/her interpretation.

Interpretation

I interpret this to mean that I will submit all monitoring reports and data with reasonable allowance for emergencies, available data and capacity, and unforeseen circumstances. Further, all data, information, and Board materials will be presented clearly and concisely in support and include relevant context or reference to the feedback provided in the prior year.

Evidence of Compliance

- All monitoring reports were submitted for the 2023-2024 school year with the exception of reports that relied on the audit – for example EL-5 (External).
- Work studies were held on all Ends and several Executive Limitations during the 2023-2024 school year. Monitoring reports are available and archived on the District’s website.

8.2 Report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

Interpretation

I interpret this to mean that any actual or anticipated noncompliance with a Board policy will be disclosed to the Board when it happens or in anticipation of when it may happen. Any noncompliance will be noted in the relevant monitoring report with a proposed plan to address such noncompliance.

Evidence of Compliance

- I notified the Board of updates through written emails, meetings and phone calls.
- All 2023-2024 monitoring reports put forward to the Board were approved by the Board.

8.3 Submit decision information required periodically by the Board and inform the Board of relevant trends.

Interpretation

I interpret this to mean that I will provide information and data required for Board decision and action. In addition, I interpret this to mean that I will provide updates to the Board about trends in public education on a local and national level, innovative ideas for district operations, trends within and across District schools, and on evidence-based practices in support of student learning and well-being.

Evidence of Compliance

- Regular meeting agenda items included capital projects updates, bond updates, secondary innovation and budget updates.
- Enrollment data was provided monthly via emailed P223 data by location, grade level, and elementary class size.
- District and school level data was provided to the school board, including SBA results, School Improvement Plan data dashboard, and during Results and Operational Expectations monitoring, specifically Results 2.
- The Superintendent provided an opportunity for the Board in April 2024 to attend ASU+GSV to engage in learning about education technology and Artificial Intelligence (AI) in education. The conference registration was fully sponsored by the organizers.

8.4 Advise the Board of any incidental information it requires, including anticipated media coverage, threatened or pending claims or lawsuits and material internal changes.

Interpretation

Whenever possible, I interpret this to mean that I will keep the Board informed of essential and relevant information related to media coverage, pending and/or current litigation and organizational responsibilities. The Superintendent may provide incidental information as agreed upon by the Board and Superintendent in written form. The Board will clarify in advance what information the entire Board requires.

Evidence of Compliance

- My routine communications (Superintendent Friday Updates, emails, texts, phone calls, etc.) to the Board were designed to meet the “no surprises” standard as it relates to litigation, personnel matters of a sensitive nature, significant personnel changes, matters likely to result in significant media coverage, student safety and welfare, changes to regulations and procedures, and calendar of events and commitments, to name a few. Major topics last year included AI-generated images, student safety, prayer club, Echo Glen and student walkouts.
- Personnel who support this effort to keep the Board informed include the Executive Assistant, Executive Director of Communications, members of the Cabinet, and occasionally other members of the administration. Regular updates and emails document this information flow.
- Changes to the Superintendent’s Cabinet and administrative positions were shared with the Board.
- The Board met in executive session several times during the 2023-24 school year related to threatened or pending claims or lawsuits.

8.5 Advise the Board if, in the Superintendent’s opinion, the Board or any of its members are not in compliance with its own policies on Governance Culture or Board Superintendent Relationship, particularly in the case of Board or Board member behavior that is detrimental to the working relationship between the Board and the Superintendent.

Interpretation

I interpret this to mean that I will communicate directly about any noncompliance by the Board or individual Board members directly to the full Board or to individual Board members, as needed.

Evidence of Compliance

- There were regular conversations that included feedback and two evaluation conversations to sustain a positive working relationship between the Board and the Superintendent.
- I requested ongoing feedback about individual communication preferences.

8.6 Provide a workable mechanism for official Board, Board officer, or Board committee communications.

Interpretation

I interpret this to mean that there are effective systems and structures established to support the Board, the Board President and any committee communications.

Evidence of Compliance

- The Superintendent and Board President held regular communication by phone, email and in-person. The Board President and Immediate Past President held agenda planning meetings to ensure board meetings, retreats and work studies were well planned and productive, and to discuss any feedback.
- The Board has procedures to receive all emails sent to the Board and to their individual District accounts. The Board publicly reports out on these emails during Announcements and Correspondence at board meetings and correspondence is recorded in the minutes.
- The Superintendent and team provided numerous opportunities for the board to engage via work studies, board meetings, and retreats. Thirteen work studies were held over the 2023-2024 school year.
- Zoom options were provided for work study sessions, executive sessions and regular Board meetings when individuals could not be present at meetings in person or needed to attend portions of the meeting.
- A system for follow up to Board requests was implemented to track requests and share follow up actions and/or timelines.
- The Board receives numerous informal updates about district operations and highlights via email.

8.7 Deal with the Board as a whole, even when fulfilling individual requests for information.

Interpretation

Five individual elected board members comprise “the Board.” I interpret this to mean that if one Board member requests information, it shall be provided to all Board members as appropriate. I further interpret this to mean requests or inquiries from one Board member shall not be treated as a directive from the Board but redirected to the Board for consideration. However, when “the Board” has decided to direct the Superintendent, it shall become the work of the Superintendent to comply and accomplish the directive.

Evidence

Upon direction from the Board as a whole, information and materials are provided and distributed electronically in the same way, at the same time, to all members. Most of these are provided with Friday Updates, and supported by email as requests are made or responses are provided.

8.8 Supply for the Board’s consent agenda, along with applicable monitoring information, all decisions delegated to the Superintendent yet required by law, regulation, or contract to be Board approved.

Interpretation

I interpret this to mean that the District will include consent agenda items that fulfill the Board’s legal, contractual and regulatory responsibilities. I also interpret this to mean that if the Superintendent complies with all Board policies, they are free to lead the District as stated in [Board-Superintendent Relationship - BSR 4](#).

Evidence of Compliance

- When Board approval is required on items including, but not limited to: administrative policies, personnel actions, and contracts, those items are put on the consent agenda for board approval. Background information on those items was provided to the Board in advance of board meetings.

8.9 Advise the Board of significant transfers of money within funds or other changes substantially affecting the district’s financial condition.

Interpretation

I interpret this to mean that the District will notify or advise the Board of significant transfers of money. The District will also provide the Board with a monthly financial status report and other financial documents as appropriate. The monthly budget status reports will be regularly included on the Consent Agenda.

Evidence of Compliance

- Budget status reports were provided monthly in an expanded format from the previous year. This provided additional financial information by fund and specifically by Capital Projects.

8.10 Establish a procedure for informing the Board in a timely manner of the administrative disposition of complaints presented to the Superintendent by the Board.

Interpretation

I interpret this to mean that the District informs the Board of the handling of community concerns and complaints.

Evidence of Compliance

Concerns and complaints come in several forms and through a variety of forms. Formally, anyone may submit a complaint utilizing District Regulation 4220 and 4220P and submission template. Six complaints were submitted based on data collected by the Executive Directors of schools during the 2023-2024 school year. Below is an approximate distribution of these complaints over the past five years (and will be updated next year for past three years, per Board feedback last year):

District Regulation 4220 Complaints Received (July 1-June 30)					
2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
6	4	0	0	0	0

For overall questions and concerns at a school level, families can see a flow chart for how to resolve issues, questions and concerns through the following website pathway “About Us --> Contact Us --> Issues, Questions or Concerns” and this [hyperlink](#). This is also easily available by each school website pathway “XX School Website --> Families & Community --> Issues, Questions or Concerns”. Please see the [Apollo website](#) as an example.

Informally, complaints or concerns are also raised by email and phone calls. The School Board receives these emails and emails receive an auto-response. The School Board also receives the email response or resolution, if applicable, and the collection of correspondence for board meetings.

The District has a section at the top of all website pages for “Safety Concern” and constituents can report a “Safety Concern Tip” or a “Harassment, Bullying or Intimidation Report.” The “Safety Concern Tip” uses the the Vector Alert Tip Reporting system to allow for quick, easy and anonymous reports of concerns in the district and can be reported via text message, email or the website. Every tip that we can follow up on based on information provided or requested is logged and routed to the appropriate district administrator. The [safety concern tab](#) is located at the top of the main page of the district website. Last year, the district received 143 Vector Safety Concerns and 121 HIB Reports via Qualtrics form.

Additional evidence is represented in the annual monitoring of Operational Expectations “OE-3 Personnel Administration” and “OE-11 Discipline”.

8.11 Inform the Board in advance of any deletions of, additions to or significant modifications to any instructional programs.

Interpretation

I interpret this to mean that the District informs the Board of significant instructional and curriculum changes in the District.

Evidence of Compliance

- Used board communications such as work studies, works in progress and Friday Updates to keep the board apprised of decisions regarding educational programming such resumption of curriculum adoptions and additions of intervention programs.
- All district course adoptions followed the adoption procedure including submission for board approval.
- At the 9/28/23 Board meeting, the District presented the changes for a universal screener for Social Emotional Learning from the BIESY and SDQ to SAEBRs and mySAEBRS for 2023-2024.
- In the spring, notification to the Board about the replacement of gymnastics with badminton and flag football.
- Exception: As a follow up to the March Board Retreat, the acceleration of the implementation plan for Executive Limitation 12 (EL-12 Learning Environment) led to proposed changes for grading that were significant. Insufficient communication to the Board about district planning and proposals, and the plan to engage with staff resulted in the Board not having current or complete information on this topic.

8.12 Inform the Board of any significant changes in District Regulations, either deletions, additions or amendments.

Interpretation

I interpret this to mean that the District informs the Board of significant changes to District Regulations. I further interpret this to mean that the Board wants to be in the communication loop and that we honor the “no surprise” rule.

Evidence of Compliance

- Updates for regulations are emailed or included in Friday Updates to the Board. This practice started in September 2023.

8.13 Provide support and/or information necessary for the Board to perform its advocacy and community engagement role.

Interpretation

I interpret this to mean that the I, or a delegate, provide information, respond to requests for information, attend events with the Board, and support logistics for Board members to advocate and engage with the community.

Evidence of Compliance

This language was added and approved in July 2024, and evidence will be included in the monitoring report for the 2024-2025 school year. However, last year, the Board conducted listening sessions over breakfast and support was provided to the Board for these sessions.

The Superintendent will not:

8.14 Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation and incidental.

Interpretation

I interpret this to mean that all presentations will be relevant, concise, clear and coherent, and differentiated for three types of information.

Evidence of Compliance

- The Superintendent supported Administrators in providing presentations at Board meetings and focused on keeping works in progress updates concise and under fifteen minutes.
- The Superintendent was provided with feedback after meetings, work studies and retreats on presentations and prepared materials by Board members and adjusted accordingly.
- Ends and Executive Limitations monitoring reports continue to be modified to be more concise and framed with big picture evidence, supported by fewer but more meaningful data points and details, and with hyperlinks to data sources.
- Each year the Board receives a copy of the school year's Guide to Understanding the Budget.

Board approval: