

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

## **EL-1 Global Executive Constraint Annual External Report – June 10, 2015**

***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 condition should they occur.

### **Evidence of compliance**

For the monitoring period represented here (June 2013-June 2014), 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 policies 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 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 13<sup>th</sup> consecutive year) were reported during the May 13, 2015 Exit Audit for the year 9/1/13 through 8/31/14 and support district confidence in the District's fiscal management.
  - [Wa St Accountability Audit Report 9-1-13 through 8-31-14](#)
  - [Wa St Financial Statements and Federal Single Audit Report 9-1-2013 through 8-31-2014](#)
- Provide training/mentoring of all administrators related to prevention, investigation and remediation of unacceptable employee conduct and employee evaluation is in place for all schools and District departments, and is held throughout the year during Leadership Team meetings, Principal Level meetings, Leadership Team retreats, and weekly Cabinet meetings.

- Confirm that all informal and formal complaints have been resolved or are currently being appropriately addressed either at the classroom, building, and 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 8, 2014.

*Board acceptance:*