

“COMMUNICATION AND SUPPORT TO THE BOARD” REPORT

TO: The Board of Directors
FROM: Yvonne Walker, Superintendent
RE: INTERNAL MONITORING REPORT – EL-2h COMMUNICATION AND SUPPORT TO THE BOARD

I hereby present my monitoring report on your Executive Limitations 2h “Communication and Support to the Board” in accordance with the monitoring schedule set forth in board policy. I certify that the information contained in this report is true.

Signed  Superintendent

Date: 4-13-22

BROADEST POLICY PROVISION:

<i>The Superintendent shall not fail to appropriately inform and support the Board in its work.</i>

SUPERINTENDENT’S INTERPRETATION: One of the most important duties of the Superintendent is to serve as secretary to the Board of Directors. In order for the Board to perform its duties well the Superintendent must provide the Board up to date information and accurate monitoring reports.

POLICY PROVISION #1: <i>“Fail to submit required monitoring data (see policy “Monitoring Superintendent Performance BSL IV-2d”) in a timely, accurate, understandable, non-defensive and unbiased fashion, directly addressing provisions of Board policies being monitored and justifying the Superintendent’s interpretation.”</i>	In Compliance
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SUPERINTENDENT’S INTERPRETATION: The Superintendent is responsible for helping with the development of the Board’s annual agenda plan for submission of monitoring reports. The reports should include an honest appraisal of each policy provision and data that supports the appraisal. The reports should be included in board packets prepared one week prior to each board meeting.

REPORT: All monitoring reports were completed and distributed to the board for reading and consideration prior to the meeting. The scheduled October 2021 report was submitted in November 2021 with prior approval to allow the superintendent to work on a public records request with our attorney.

POLICY PROVISION #2: <i>“Fail to report in a timely manner any actual or anticipated noncompliance with Board Ends or Executive Limitations policy.”</i>	In Compliance
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SUPERINTENDENT’S INTERPRETATION: The Superintendent will report to the Board as soon as it becomes clear that the organization may be out of compliance with any Board policy directives.

REPORT: The district is operating in compliance with all Ends and Executive Limitations policies.

POLICY PROVISION #3: “Fail to submit decision information required periodically by the Board or fail to inform the Board of relevant trends.”	In Compliance
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SUPERINTENDENT’S INTERPRETATION: As the Superintendent is the key source of input to the board it is important I submit information on pertinent educational trends or happenings in the District and beyond Manson School District borders.

REPORT: The Board has received information on 21-22 COVID operating guidelines, community transmission reports, perception and survey data, enrollment, collective bargaining agreements, financial status of the district including ESSER spending, personnel updates including retirements and hiring, parent and community issues, and of course student achievement. Frequent updates from the superintendent (usually weekly, occasionally more frequently) are part of our normal communication procedures.

We work to be proactive in providing more information than necessary on most important issues. Weekly reports usually provide a situation overview and then any necessary supporting details.

- Individual board members periodically ask for additional information on district initiatives/trends which I provide individually or to the team as necessary.

POLICY PROVISION #4: “Fail to advise the Board of any incidental information it requires including anticipated media coverage, threatened or pending lawsuits and significant internal changes.”	In Compliance
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SUPERINTENDENT’S INTERPRETATION: The Superintendent must work to provide the board with timely “heads up” messages when potential media, legal, or other significant events may or have occurred.

REPORT: The Board has been advised of any anticipated media coverage, threats or possible law suits, and of significant events.

- In instances where potential media inquires could have occurred, the board was fully aware and updated frequently. This included potential inquiries regarding ongoing COVID plans, facilities updates and instructional programs.
- The board was regularly updated on the law suit regarding a public records request. Working as a team we made timely decisions and were able to minimize impact to the district.
- Early in the year there were staff concerns regarding state vaccination policies. As anticipated, student discipline was higher particularly at the middle levels. I keep the board informed in these areas. In order to err on the side of transparency, parent concerns and student tragedy have been reported to the board as soon as possible.

POLICY PROVISION #5: “Fail to advise the Board if, in the Superintendent’s opinion, the Board is not in compliance with its own policies on Governance Process and Board-Superintendent Linkage.”	In Compliance
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SUPERINTENDENT’S INTERPRETATION: I interpret this policy to mean that in keeping with the Board’s policies I am required to inform the Board if the Board is not operating according to its policies and operating principles.

REPORT: Discussions between the Superintendent, the board chair and individual board members were systematically initiated by the Superintendent and when executed have helped align operations in accordance with the policies and principals.

- Successful onboarding of new member to our team.

POLICY PROVISION #6: “Fail to present information in a concise and simple format.”	In Compliance
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SUPERINTENDENT’S INTERPRETATION: Policy directs the Superintendent to be concise and clear with any information presented to the board.

REPORT: Educational programs and their associated vocabularies/acronyms/jargon have become increasingly complex. We have made a conscious effort to keep presentations and written information understandable for non-educators.

- The Superintendent previews presentations before the board meeting and actively listens during each presentation, looking for areas of possible misunderstanding. Board members are encouraged to ask questions at the end of every presentation.
- The Superintendent has broken down information around multilingual learners and transitional bilingual programs to help board members gain a better understanding of how the district serves our students.

POLICY PROVISION #7: “Fail to provide a process for official Board, officers and committee communications.”	In Compliance
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SUPERINTENDENT’S INTERPRETATION: The Superintendent needs to develop effective communication processes for the Board, its officers or designated committees.

REPORT: Board members receive frequent communication from the Superintendent through weekly reports, direct phone calls and intermittent email communications.

POLICY PROVISION #8: “Fail to deal with Board as a whole except when: (a) fulfilling individual request for information or (b) responding to officers or committees duly charged by the Board.”	In Compliance
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SUPERINTENDENT’S INTERPRETATION: The Board is the governing body for the District as a whole, not as five individual Directors. The Board Chair has additional duties as charged by the Board as a whole.

REPORT: I understand and conduct the District's business as guided by the Board as a whole. In addition, I seek guidance from and attempt to assist each Board member in providing information or access to the Superintendent for discussions.

POLICY PROVISION #9: <i>"Fail to supply for the consent agenda, all decisions delegated to the Superintendent that are required by law, regulation, or contract to be Board-approved, along with appropriate background information."</i>
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In Compliance

SUPERINTENDENT'S INTERPRETATION: The Superintendent is directed to place decisions (and supportive information) required to be board approved on the consent agenda. Responsibilities that are normally board decisions but through policy governance have been delegated to the Superintendent shall also be placed on the consent agenda.

REPORT: All items delegated to the Superintendent that are required to be Board approved are submitted through the consent agenda along with necessary background information.

In instances where I am unsure if an item/issue is worthy of the Board's consideration I continue to consult with the board president or entire board for guidance.

In March it was brought to my attention that there was a missing approval for one of our programs from several years ago. Per WSSDA guidance, this is being promptly addressed and rectified.

Updated April 2022