

“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: 4-14-23

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 with the following exceptions |
|---|--|

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 are submitted for board feedback two weeks prior to the next regular meeting. Feedback is combined and sent out to members one week prior to regular meeting.

REPORT: All monitoring reports were completed and distributed to the board for reading and consideration prior to the meeting. The transition to our new system has been a learning curve for both myself and the directors. The superintendent clarified the new feedback timeline each time the monitoring report was submitted for several months in a row.

| | |
|---|----------------------|
| 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 |
|---|----------------------|

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 |
|--|----------------------|

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 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 |
|---|----------------------|

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.
- The board was notified and updated regarding the hospitalization and passing of a staff member.

| | |
|--|----------------------|
| 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 |
|--|----------------------|

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 |
|----------------------|

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, transitional bilingual programs, legislative topics, and board governance guidelines to help board members gain a better understanding of how the district serves our students.
- The Superintendent has used the weekly updates to train new members of upcoming board items that contain multiple acronyms or vocabulary that would be new.

| |
|--|
| POLICY PROVISION #7: “Fail to provide a process for official Board, officers and committee communications.” |
|--|

| |
|----------------------|
| In Compliance |
|----------------------|

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 |
|----------------------|

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: “Fail to supply for the consent agenda, all decisions delegated to the Superintendent that are required by law, |
|---|

| |
|----------------------|
| In Compliance |
|----------------------|

| | |
|--|--|
| <i>regulation, or contract to be Board-approved, along with appropriate background information.”</i> | |
|--|--|

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.

Updated April 2023



Public Utility District No. 1 of Chelan County - Parks Department

PO Box 1231 - Wenatchee, WA 98807-1231

APPLICATION FOR USE OF PARKS

Application No. _____

Applicant (please print) Eric Sivertson

Email: esivertson@manson.org

Organization (if applicable) Manson School District

☒ Non-Profit

☐ Profit

Title of Applicant if Organization Athletic Director

Mailing Address PO BOX A

City Manson

State WA

Zip 98831

Person in Charge: Eric Sivertson

Phone: 509-630-5268

(h) _____

(w) _____

I. Facility Requested:

WALLA WALLA POINT PARK & WENATCHEE RIVERFRONT PARK

- ☐ Ballfield #1
☐ Ballfield #2
☐ Ballfield #3
☐ Ballfield #4

- ☐ Walla Walla Point Shelter #1
☐ Walla Walla Point Shelter #2
☐ Loop Trail
☐ Riverfront Park
☐ Linden Tree Area

KIRBY BILLINGSLEY HYDRO PARK

- ☐ Ballfield #1
☐ Ballfield #2
☐ Ballfield #3

- ☐ Kirby Billingsley Hydro Park Shelter

CHELAN AREA PARKS

- ☐ Beebe Bridge Soccer Field
☒ Chelan Falls Soccer Field
☐ Beebe Bridge Park Shelter
☐ Chelan Falls Park Shelter
☐ Chelan Falls Powerhouse Shelter

Chelan Riverwalk Park

- ☐ Loop Trail
☐ Flagpole Area
☐ Shelter Area
☐ Pavilion Area

II. Time & Dates

Dates: April 18

Hour: From: 2:00

To: 8:00

Dates: _____

Hour: From: _____

To: _____

Days of Week: ☐ Mon ☒ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun Circle Day(s)

III. Special requirements or additional information

Soccer Lines- Are they already down?

IV. Purpose

A. Type of Event: ☐ Family/Company Picnic ☐ Wedding ☐ Special Event/Fund Raising (If fund raising, how much you expect to net? _____)

Describe Briefly/Event Name School Games

If this is a Special Event, prior to the activity, please provide the PUD with a Certificate of Insurance evidencing liability insurance in the amount of one million dollars (\$1,000,000), including PUD No. 1 of Chelan County named as an additional insured, cross liability or severability of interests clause and liquor coverage (if applicable).

Web Site address for Special Event information: _____

B. Will a fee be charged? ☐ YES ☐ NO If yes, please explain: _____

C. Food Booths? ☐ YES ☐ NO

D. Primary use for ☐ ADULT ☐ CHILD

E. Catered? ☐ YES ☐ NO Caterer's Phone: _____

F. Equipment ☐ YES If yes, specify what type of equipment. _____

☐ NO

F. Number of people expected? _____

G. Alcohol to be served? ☐ YES ☐ NO (If yes, will there be a charge? ☐ YES ☐ NO)

V. Agreement for use is contained on the reverse side of this form and is incorporated herein by this reference.

VI. **Hold Harmless and Indemnity.** Applicant shall indemnify and hold harmless, defend and pay on behalf of the PUD and its officers, managers, directors, employees, servants, and agents from and against all liability, penalties, costs, losses, damage, expenses, causes of action, claims or judgments (including attorney's fees and court costs) resulting from injury to or death sustained to person including observers or organization's participants, employees or representatives or damage to property of any kind which injury, death, or damage arises out of or is in any way connected with the activity or event herein described regardless of how the injury or damage was caused or suffered. The Applicant's hold harmless agreement shall apply to any act or omission whether passive or active, on the part of the organization or its participants, agents or employees; except, that this agreement shall not be applicable to injury, death, or damage to property or persons arising from the sole negligence or the sole willful misconduct of the PUD.

Applicant's Signature _____

Date: _____

FOR PARKS DEPARTMENT USE ONLY

☐ Approved ☐ Not Approved ☐ Approved with conditions

Evidence of Insurance Required ☐ Yes ☐ No

Signature: _____

Date: _____

Notes: _____

Other PUD Park Policies Applicable: _____

APPLICANT AGREEMENT

The Applicant hereby makes application to Chelan County PUD No. 1 ("PUD") for use of PUD Park facilities described on the front side of this Application and certifies that the information given in the application is correct. The Applicant further warrants and represents that he/she has the authority to submit this application on behalf of any designated entity or person and agrees that he/she understands and will ensure compliance with all federal, state, and municipal laws, regulations, policies including but not limited to PUD Parks policies, rules and regulations. The Applicant agrees to exercise the utmost care in the use of PUD facilities, premises and property and indemnify, defend and hold harmless the PUD and others as set forth in Section VI on the front side of this Application

The Applicant understands and acknowledges that he/she is responsible for and aware of the following Applicant requirements:

1. Additional garbage receptacles and/or service may be required within PUD sole discretion.
2. Facility shall be left in the same, or better, condition as it was received upon arrival. This includes the restrooms. The Applicant is responsible for cleaning up the facility after the activity. This shall include removing Applicant's excess materials, equipment, furnishings and rubbish, during and after the use of the facilities. The cost of any additional cleaning or repairs that require PUD personnel will be charged to the Applicant and/or user group. All cleaning must be done immediately after the event.
3. Repair and/or replacement shall be made of any PUD equipment lost, damaged or stolen, or facility damage as a result of the event.
4. Monitor and control all participants and spectators in accordance with established park rules and regulations, special use conditions, and municipal, state and federal laws, rules, policies and regulations.
5. Provide adequate adult supervision. This shall include proper police, fire and emergency medical protection where necessary.
6. At no time shall any person connected with the event be allowed to consume alcoholic beverages, controlled substances or legend drugs while in PUD park facilities.
7. Use of PUD facilities is canceled when facilities are closed due to an emergency.
8. Water is not available in any park facilities, including picnic shelters and outside areas, from Nov. 1 through March 31.
9. The applicant must specify all requested facilities/areas on the application. The facility reservation areas and facilities described in the application apply to the reserved area only. Picnic shelters are not included in an athletic facility reservation.
10. Due to the limited amount of parking available and other factors, the PUD reserves the right to limit the number of people in each park. Vehicle parking is restricted to designated parking areas. Vehicles are not allowed on lawn areas unless permitted in writing.
11. Camping is prohibited, except in designated campgrounds or as authorized in writing by the PUD.
12. Approved applications for use of PUD facilities shall be revocable at the discretion of the PUD and shall not be considered a lease. The PUD has the absolute right of cancellation without liability.
13. Recycling required for single-use bottles or cans: RCW Chapter 70.93 amended in July 2007 requires event sponsors to recycle where beverages are sold by vendors in single-use aluminum, glass or plastic bottles or cans. For additional information on recycling options for your event, contact Waste Management, Ted Woodard, (509) 662-4591 or Will Russell (509) 387-6454. In Chelan, please contact Chelan Recycle at (509) 682-4663.

These requirements are not all inclusive or exhaustive. These are general conditions under which PUD parks facilities may be used and the responsibilities expected of users. Other PUD park rules, policies and regulations may apply, be added to these requirements, or otherwise adjusted as determined appropriate by PUD staff. Nothing herein shall or is intended to limit the PUDs remedies at law and in equity.