

BOARD POLICY EXPECTATION

With respect to treatment of staff, the Superintendent shall not fail to ensure that staff are treated with respect and dignity.

CERTIFICATION

I hereby present my monitoring report on Executive Limitations Policy EL-4 “Staff Treatment” in accordance with the monitoring schedule set forth in board policy. I certify that the information contained in this report is true as of August 26th, 2008.

Mark Mansell, Superintendent

SUPERINTENDENT’S INTERPRETATION OF POLICY

I interpret this staff treatment expectation to mean that the board insists that the district be operated in a manner that ensures the highest quality staff are recruited, hired, retained and supported in order to provide the highest quality learning environment possible for students.

REPORT

There are seven specific areas described in this policy. The following will address each specific area of EL-4 as best as possible. At the time of this report, I believe that the district is in compliance with the Board’s expectations.

- 1. The superintendent shall not fail to ensure that reasonable background inquiries and checks are made prior to hiring any personnel or approving the use of volunteers. **IN COMPLIANCE***

All applicants are screened through the district office, prior to being interviewed. References are checked upon completion of a successful interview. For most staff (including all certificated teaching staff) I personally meet with the recommended candidates, prior to making a formal recommendation to the board. All volunteers are required to fill out the appropriate district volunteer forms, which allow for screening through the Washington State Patrol (WSP) on-line background check. The initial check is followed up with a more detailed check by submitting the application to the WSP.

2. *The Superintendent shall not fail to recommend only highly qualified candidates to the Board for approval of staff appointment, nor fail to actively implement the district's affirmative action plan. IN COMPLIANCE*

As described above, the district has an involved process for sorting through, interviewing and checking backgrounds of potential hires before recommending them to the superintendent. I then make the final approval of all hires before I formally recommend them to the board for final approval. Relative to our classified staff, this past year we have worked to refine our process for selecting qualified applicants for interview. This effort included a review of our testing procedures that has raised the bar of expected prerequisite skills for open positions.

3. *The Superintendent shall not fail to operate without written personnel policies which:*

- a. *Clarify personnel rules and procedures for staff.*
- b. *Provide for effective handling of grievances.*
- c. *Include adequate job descriptions for all staff positions.*
- d. *Protect against discrimination, harassment, or other mistreatment.*

IN COMPLIANCE

District policies and procedures are available on-line and accessible to all staff. The district once again has not had any grievances over the course of the past year, which is an explicit example of the effectiveness of our collective efforts to work together to support the district's mission.

4. *The Superintendent shall not prevent employees from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated. IN COMPLIANCE*

As stated in item 3 above, there were no grievances within the district this past year.

5. *The Superintendent shall not fail to protect confidential information. IN COMPLIANCE*

Staff records and information are kept confidential and are secure in locked cabinets and/or within secure rooms with limited access. As stated in EL-3 monitoring report, the district continues to work on its data security plan that focuses on taking reasonable and specific steps to enhance our protection of confidential information. As confidential documents become out of date or non-useful, the district uses the service of a secure shredding company to further protect this information from being accessed by unauthorized individuals.

6. *The Superintendent shall not fail to establish and maintain a working environment for staff that is safe, civil and conducive to teaching and learning. IN COMPLIANCE*

This expectation is one that is more difficult to demonstrate in this monitoring report, but more effectively experienced as evidence of accomplishment. Staff surveys do show a positive work environment, but the lack of grievances, labor

disputes, staff conflict, or patron complaints could clearly be ample evidence of meeting this expectation. Our district safety committee meets five times a year to discuss and address as needed any physical safety concerns that are brought forward to be addressed. The actions by this committee, I believe play an important part of the overall message that we care about each other as people and not just as employees. One specific example of this from the safety committee was when the middle school felt as though some staff were struggling to get access to the upper portions of the storage spaces within their rooms. On the one hand, this is a safety concern for staff but on the other hand those who wanted a ladder had to work pretty hard to find one from a custodian. We addressed this by buying and locating a ladder where the teaching staff could gain access quickly and easily. This small safety enhancement actually sent the message that their safety, time and energy were valuable. It also says that their ideas were important and much needed which I believe is central to a safe and civil working environment that is focused on teaching and learning.

7. *The Superintendent shall not fail to ensure that all staff are informed of the provisions of this policy.* IN COMPLIANCE

This policy is available on-line as well as being included in the required training for all staff at the start of the year.