Monitoring Report - Executive Limitations Policy
EL-4, Staff Treatment

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 24th, 2010.

Mark Mansell, Superintendent

SUPERINTENDENT'S INTERPRETATION OF POLICY

I interpret this staff treatment expectation to mean that the board insists 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. I personally meet with the recommended certificated 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.

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 superintendent, I approve all hires before I formally recommend them to the board for final approval. We have a good track record of being able to find candidates with the needed qualifications or develop a plan to get new staff hires that match our needs ready to meet both state and national highly qualified status,

even in specialty areas where we have traditionally struggled to find ample candidates.

3. ***The Superintendent shall not fail to operate with 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.

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**

   We had one grievance this year from a classified employee. There are multiple steps agreed upon in collective bargaining language as part of the grievance process and the board gets involved at step 4. This grievance progressed to step 3 when at such time the Union failed to timely progress the grievance to the next step. Therefore, as per the contract, the grievance became null and void.

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

   Staff records and information are kept confidential and are secured in locked cabinets and/or within secure rooms with limited access. As stated in EL-3 monitoring report, the district continues to work hard to make sure confidential information is secured and managed effectively. 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 sometimes difficult to show examples for, but I would offer as evidence of the effectiveness of our collective efforts to meet this expectation the conversations that occurred at this year's staff-board linkage meeting. From my perspective, these conversations continue to be focused on students and our collective learning efforts. This type of focus was not always the case as many years ago the topics were more around the issues of staff and not students. I believe each year we become more and more student centric as a system and this helps us more efficiently work through staff issues when they develop rather than let them build into significant problems that impact the working environment. I would therefore present this evidence as indicative of the type of safe, civil and teaching and learning centered environment for staff that is described in this expectation.

7. ***The Superintendent shall not fail to ensure that all staff are informed of the provisions of this policy.*** **<u>IN COMPLIANCE</u>**
   This policy is available on-line as well as being included in the required training for all staff at the start of the year.