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 25th, 2009.

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. 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 superintendent, I approve all hires before I formally recommend them to the board for final approval. We have always been 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. Part of our success in this area is our proximity to a more urban setting (greater candidate pool) and part of it is our staff and administrator experience base and regional connections with other high quality educators through our multiple connections as educators. An example of this year was when we tried to hire a part time science teacher at the high school, we were able to attract and hire an extremely qualified science candidate who gave up a full-time position in a larger district nearby in order to join our staff. I believe this hire in particular will serve our effort to enhance our science program efforts beyond the walls of her own classroom.

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. The district once again has not had any grievances over the course of the past year, which is a wonderful example of the effectiveness of our collective efforts to work together as a staff to strive toward achievement of 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 above, again this year there were no grievances that occurred using the formal process within the district. Our staff does a great job of sharing perspectives on issues through our team processes and our experienced administrators work hard to make sure that most matters are proactively addressed prior to any point of upset. Their attention to contractual agreements and the trust staff places in administrators are key to another year of effective teamwork.

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 conversation that occurred at this year's staff-board linkage meeting. From my perspective, the general focus was centered on teaching and learning rather than what might be described as school environment concerns. Over the past few years of linkage meetings, I have seen more and more of the conversation be about students and creating high quality learning environments for them rather than on staff centered issues or personnel conflict types of concerns. I would argue this evidence is 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.*** **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.