

Monitoring Report - Executive Limitations Policy  
EL-1, Board Relations

### **BOARD POLICY EXPECTATION**

The Superintendent shall not fail to provide the Board with adequate and timely information and counsel to the Board can appropriately be knowledgeable in fulfilling their responsibilities. In order to meet this expectation without interruption, the Superintendent shall not fail to create an emergency plan as a backup in the event of sudden and unexpected loss of his/her services.

### **CERTIFICATION**

I hereby present my monitoring report on Executive Limitations Policy EL-1 "Board Relations" in accordance with the monitoring schedule set forth in Board policy. I certify that the information contained in this report is true as of January 14th, 2019.

Dave Holmes, Superintendent

### **SUPERINTENDENT'S INTERPRETATION OF POLICY**

I interpret Board relations to mean that I am expected to provide the Board with timely and accurate information regarding significant past issues, critical current and future events impacting the district. I further interpret this expectation to require that all information for the Board will be at a depth, quality and form appropriate so that the Board can make wise, informed and timely decisions along with changes in policy that directs future actions of the superintendent.

### **REPORT**

There are seven specific areas described in this policy. The following will address each specific area of EL-1 as best possible. At the time of this report, I believe that I am in compliance with all of the Board's expectations.

**1. The superintendent shall not fail to advise/report to the Board in a timely manner monitoring reports, changes in financial conditions, relevant trends, facts, information, and legal proceedings, anticipated significant media coverage, and changes in assumptions upon which Board policy has been established. IN COMPLIANCE**

During the first thirty months of my tenure, I believe that I have provided the Board with timely and appropriate information about all conditions, trends or issues that would impact the district's ability to achieve the mission. I continue to work hard to maintain the long-standing "no surprises" rule. To make sure the Board remains informed, I have used face to face conversations, phone conversations, regular email updates and messages, and written reports

to provide information in a timely manner. In addition, I have worked with the business manager to create more informative fiscal reports and provide information that better prepares the Board to make financial decisions. This month's new financial reports form and content are the results of an original goal initiated upon my return to give the board more transparent and useful financial information. I believe both the board and the general public will find them very informative and useful.

**2. The superintendent shall not fail to provide quality and adequately sufficient Board materials in advance of all regular and/or special Board meetings/workshops. IN COMPLIANCE**

I believe that I have provided ample quality information to the Board in advance of meetings and workshops. I would continue to welcome feedback on the volume of material as I respect the individual Board members' time to read large amounts of material. Our need to update Board policies, many of which were a decade old, has been a large amount of reading each month for board members. Having approved the bulk of essential policies over the past couple of years, the volume presented to the board each month will be reduced. Much of the information provided to the Board is in digital format, accessible to all stakeholders. I believe this is important for transparency. Therefore, I feel confident I am in compliance with this expectation. Although it continues to be a moderate challenge to provide Board packets by Wednesday of the previous week, I believe the effort is well worth the additional time provided to both Board members and the public to review materials so we will maintain this goal.

**3. The superintendent shall not fail to provide for the Board as many staff and external points of view and opinions as needed for fully informed Board decisions. IN COMPLIANCE**

The Board's annual agenda (GP-8E) has nine linkages scheduled throughout the school year to provide the opportunity for multiple perspectives to be gathered. Including the school and department showcases, there are many opportunities for the Board to hear from stakeholders. These linkages provide Board access to an array of students, staff, community members and administrators, all of those points of view are valid and valuable.

**4. The superintendent shall not fail to work with the Board as a whole. IN COMPLIANCE**

I believe this is a strong suit for our Board-Superintendent team. Within the expectations of the Open Public Meeting Act, we work together as a team. Email communication that I share with the Board on a variety of issues is always sent to all members and individual questions are always replied to and shared to the entire board. In addition, we have frequent face-to-face communications and open sharing of information at Board meetings that keeps an even sharing of knowledge on a variety of issues. I make it a habit to catch up individual Board members that may have missed a meeting so that everyone has the same information moving forward.

**5. The superintendent shall not fail to supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved, along with supporting data necessary to keep the Board informed. IN COMPLIANCE**

I believe that I have continued the use of the consent agenda in an efficient and appropriate way to share information that keeps everyone informed. With this long-standing record of the use of the consent agenda to stand on, I am confident I am in compliance with this expectation.

**6. The superintendent shall not fail to provide notification to the Board when a staff member is placed on a formal plan of improvement for the poor performance of their duties. IN COMPLIANCE**

Luckily I have not had to place a staff member on a formal plan of assistance to date. It will be my intention and duty to consistently and without fail to communicate when staff members have been placed on a formal plan of improvement. This does not mean that we've not had issues over the past years that required a change in actions or perspective by employees, but we've been able to change those perspectives prior to the creation of a formal plan. I will also share with the Board on occasions when I need to take disciplinary action with staff members, alter responsibilities due to poor performance or make other personnel moves.

**7. The superintendent shall not fail to protect the Board in the event of sudden and unexpected loss of Superintendent services by providing at least one other executive staff member that is familiar with Board and Superintendent issues/processes and is capable of assuming Superintendent responsibilities on an emergency basis. IN COMPLIANCE**

Learning from personal experience and having previously been identified as the "superintendent's succession plan" for more than a decade, I not only valued the learning experience but the opportunity to give input and provide ideas around critical issues. Upon my arrival, I tapped Peter Rosenkranz as the "superintendent succession plan" administrator. Pete has been very diligent over the last 30 months, taking in details around every issue that I've worked on. We continue to meet on a weekly basis and cover a multitude of projects, issues, and policies. Pete is completing his second year in the WSU Superintendents Cohort this spring, will obtain his superintendent's credential and continues to play a vital role in helping me lead the district. I value Pete's partnership on many things and look forward to continuing our work together in this partnership in the future.

As we have talked more recently, I have also put into motion a succession plan for the district's business manager and our payroll specialist. Both of these positions would be nearly impossible to fill with outside candidates in a timely manner without impacting our processes. I would suggest changing this #7 expectation to include those two positions.