

Monitoring Report - Executive Limitations  
EL-1, Board Relations

**BOARD POLICY EXPECTATION**

With respect to maintaining a professional and responsible relationship with the Board, the Superintendent shall not fail to provide the Board with adequate and timely information and counsel so 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 the report is true as of January 21, 2021

Peter Rosenkranz, Superintendent

**SUPERINTENDENT'S INTERPRETATION OF POLICY**

I interpret Board Relations to mean that I am expected to provide the Board with timely information and counsel so the board can make informed decisions about the business of the school district. Additionally, I am expected to create a plan in the event of an emergency where, due to unforeseen circumstances, I am unable to perform the duties of my position.

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**

I am currently working on revitalizing our communications plan developed two years ago at a leadership conference in August. The plan has multiple facets of which I have used periodically as tools to keep folks informed about what is happening around LCSD. I am in regular communication with “School Time - Board Edition” updates. Periodically, as necessary throughout the school week, I will communicate urgent matters via phone calls and emails. Additionally in accordance with that communication plan, I will communicate with all staff in a similar manner. Finally, we have instituted LC Achieves and will continue to keep our community informed through the use of board reports reformatted into a newsletter-like publication. We have had quite a school year thus far and I’m working to maintain a “no surprises” rule.

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**

We have continued to follow the process set forth in prior years for notification of board agendas. Given the increased need to be informed in advance of potential issues, we have adjusted the process for disseminating materials to the Board for approval of the agenda. With these minor changes in place, I believe we have a better agenda with more input for the entire Board.

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 continues to gather input from a variety of stakeholders. One area we work to ensure we have input is through linkages. We adjusted the staff linkage this year to the fall so we would have an opportunity to address staff concerns prior to the spring. To that end, I believe we have been able to work through most, if not all concerns brought forward in the staff linkage. Additionally, there are community and student linkages where the board gathers input. We have just completed our community linkage and received limited feedback from constituents in the meeting. Given the significant input the board has received throughout this school year I see that as a positive sign that the board is hearing from and listening to the community. The Board receives significant input from the community through emails and phone calls. Additionally, I provide input from the region regarding other districts. When necessary, we can bring in outside folks to inform the board about broader issues such

as Tim Garchow from WSSDA. I believe our board is very well informed from all stakeholders.

4. The Superintendent shall not fail to work with the Board as a whole except when:  
**IN COMPLIANCE**

I continue to work with the board as a whole with communication and questions posed by individual board members. When questions or concerns are brought forward by one board member I typically respond to the board as a whole so everyone is informed about the current event or questions.

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**

We have adjusted the start of our regular board meetings to accommodate public input on non-agenda items. This has become a mainstay of listening to our community about what is happening, both celebrations and concerns. Additionally, I continue to be impressed by the good work that is happening around our district and welcome the continuation of the “Say Something Positive” component of the agenda. The consent agenda, without fail, has and will continue to be a part of the board agenda as we move forward.

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**

We have yet to experience this situation this school year, however, as we continue to move forward I will keep the board informed of events pertaining to formal plans of improvement.

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**

As you are aware we are working with Lauri Landerholm as my backup. After reviewing what this looks like for our team, we have come up with the following list. Additionally, with COVID cases spiking in the schools, we have backup contingency plans for teachers and office staff. We have been deploying our district office staff to assist with contact tracing, testing, and if needed, office support.

Current Admin	Back-Up
Peter	Lauri
Lauri	Dan B. Dave M.
Mike	Greg, Michelle
Greg	Mike, Michelle
Carol	Lauri, Dan R.
Dan R	Matt, Dan B.
Dave M	Dan B. Matt
Dan B.	Nicole A.
Matt	John Lambert
Carrie	ESD 112
Nancy	Kellie
Kellie	ESD 112
Connie	Heidi/transitioning to new hire

Location of passwords/codes

Additionally, we have added password security measures to ensure we have the ability to keep on top of changes.