




**1. The superintendent will not: Neglect to submit required monitoring data in a timely, accurate, understandable, and factual fashion, directly addressing provisions of board policies being monitored and justifying the superintendent's interpretation; see policy Monitoring Superintendent performance 1000.4.4**

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	<b>5</b>
		<i>skipped question</i>	<b>0</b>

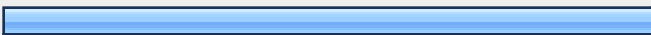
**2. The superintendent will not: Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.**

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	<b>5</b>
		<i>skipped question</i>	<b>0</b>

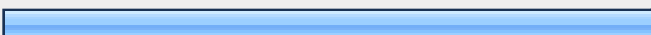
**3. The superintendent will not: Neglect to submit decision information required periodically by the board, or fail to inform the board of relevant trends.**

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	<b>5</b>
		<i>skipped question</i>	<b>0</b>

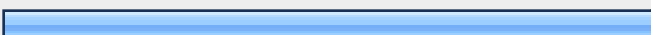
**4. The superintendent will not: Fail to advise the board of any incidental information it requires, including anticipated media coverage, anticipated or pending lawsuits and material internal changes, and significant changes in district policies, operational procedure or programs.**

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	<b>5</b>
		<i>skipped question</i>	<b>0</b>

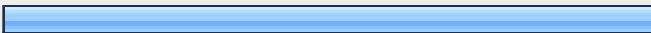
**5. The superintendent will not: Fail to advise the board if, in the superintendent's opinion, the board is not in compliance with its own policies, particularly in the case of board behavior which is detrimental to the work relationship between the board and the superintendent; see Governance Process 1000.3 and Board-Superintendent Linkage 1000.4.**

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	<b>5</b>
		<i>skipped question</i>	<b>0</b>

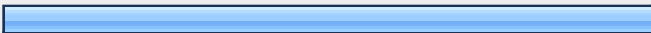
**6. The superintendent will not: Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three (3) types: monitoring, decision preparation, and other.**

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	<b>5</b>
		<i>skipped question</i>	<b>0</b>

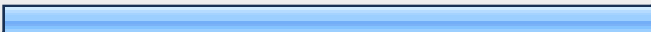
**7. The superintendent will not: Fail to provide a workable mechanism for official board, board officer, or board committee communications.**


		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

**8. The superintendent will not: Fail to deal with the board as a whole, even when fulfilling individual requests for information or responding to officers or committees duly charged by the board.**

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

**9. The superintendent will not: Fail to supply for the board's consent agenda, along with applicable monitoring information, all decisions delegated to the superintendent, but which are required by law, regulation, or contract to be board-approved.**

		Response Percent	Response Count
Superintendent is compliant		100.0%	5
Superintendent is not compliant		0.0%	0
		<i>answered question</i>	5
		<i>skipped question</i>	0

10. Board discussion on this Executive Limitation policy is scheduled to happen annually. In future, is annual board discussion on EL 1000.2.9 sufficient?				
			Response Percent	Response Count
Annually is sufficient		100.0%	5	
Need more often		0.0%	0	
			<i>answered question</i>	5
			<i>skipped question</i>	0

11. Additional comments on board discussion of 11/6/09 EL 1000.2.9 Communication and Support to the Board?				
			Response Count	
			0	
			<i>answered question</i>	0
			<i>skipped question</i>	5

**Yakima School District  
Executive Limitations Monitoring Report**

**1000.2.9 COMMUNICATION AND SUPPORT TO THE BOARD  
Annual Internal – November 6, 2009**

<i>The superintendent shall not fail to appropriately inform and support the board in its work.</i>	<b>In compliance</b>
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**Interpretation:**

The superintendent shall demonstrate a regular pattern of providing essential decision and monitoring information to meet the board’s work needs. This information is based on a reasonable anticipation of the work needs of the board in cooperation with the superintendent and the operations of the school district. Because the board composition and informational needs change over time, this work will always be based on a dynamic set of understandings.

**Evidence of Compliance:**

All information and support of board meetings, the fulfillment of board legal requirements, board decision-making information, documentation and materials, board official documentation and records, board website and communications, calendars, work flow, and meeting logistics have been prepared and submitted in accordance with Open Public Meetings Act and all Washington state codes and laws.

**Further, without limiting the scope of the foregoing by this enumeration, the superintendent will not:**

<i>1. Neglect to submit required monitoring data in a timely, accurate, understandable, and factual fashion, directly addressing provisions of board policies being monitored and justifying the superintendent’s interpretation; see policy Monitoring Superintendent Performance 1000.4.4.</i>	<b>In compliance</b>
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**Interpretation:**

The superintendent shall submit all monitoring reports on time with reasonable allowance for emergencies and unforeseen circumstances. Further, all data, information, and board materials will be presented in a manner acceptable to the entire board to support the superintendent’s interpretation.

**Evidence of Compliance:**

To date, all required monitoring reports have been submitted on time and in accordance with the board’s Annual Policy Governance Planning Calendar. The monitoring reports have been accurate, understandable, and factual.

<b>2. <i>Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.</i></b>	<b>In compliance</b>
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**Interpretation:**

The superintendent’s monitoring reports must truthfully and accurately alert the board to any condition of current noncompliance or condition of noncompliance considered likely in the future and should include a plan for incremental movement toward compliance in a reasonable timeframe.

**Evidence of Compliance:**

Based upon existing data, the superintendent did not fail to report to the board actual or anticipated noncompliance with any policy of the board. All 2009-10 monitoring reports resulted in the majority of the items being in compliance. For the monitoring reports related to Policies 1000.1.0 and 1000.2.1, 100% of the board did not report that the superintendent is in total compliance. The superintendent is taking corrective action to include additional metrics and evidence to document growth over time.

<b>3. <i>Neglect to submit decision information required periodically by the board, or fail to inform the board of relevant trends.</i></b>	<b>In compliance</b>
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**Interpretation:**

The superintendent shall periodically provide information, data, and evidence of trends necessary for the board to make informed decisions in areas such as the following:

- Annual district budget and budget projections
- Enrollment projections for annual and long-range planning
- Ballot measures, both levies and bonds
- Bond sales and debt restructuring
- Capital projects
- School boundary adjustments and revisions
- Real estate transactions
- Other information as needed or requested by the board

The superintendent shall periodically provide information, data, and evidence of trends regarding student achievement data and educational standards as well as best instructional practices.

**Evidence of Compliance:**

The majority of these items and matters arise on a cyclical basis. School board minutes document information provided in support of the board’s work throughout the year. Applicable state laws, RCWs and WACs were not violated. The annual report to the board provides information regarding student achievement data and best instructional practices.

<p><b>4. <i>Fail to advise the board of any incidental information it requires, including anticipated media coverage, anticipated or pending lawsuits and material internal changes, and significant changes in district policies, operational procedures or programs.</i></b></p>	<p><b>In compliance</b></p>
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**Interpretation:**

The superintendent shall provide incidental information as agreed upon by the board and superintendent so there will be no surprises. The superintendent will keep the board informed through emails, written documents, and/or telephone calls by the superintendent or designee.

**Evidence of Compliance:**

The superintendent’s routine communications (superintendent updates, emails, phone calls, etc.) to the board are designed to meet the “no surprises!” standard as it relates to litigation, personnel matters of a sensitive nature, personnel changes, matters likely to result in media coverage, student safety and welfare, and calendar of events and commitments to name just a few. Meeting the requirements of this limitation, I am supported by my Administrative Assistant Sharon Surbrook, Director of Community Relations Mary Beth Wright, members of the Superintendent Cabinet, and occasionally members of the Management Team (building principals and directors). In addition, the superintendent provides confidential reports to the board in Executive Session specifically pertaining to topics as outlined in state law, RCWs and WACs. Regular updates and emails document this information flow, including periodic updates to staff which are copied to the board. The superintendent updates the board quarterly with a written list of changes to district operating procedures. Of note, many decisions and updates are communicated to the staff and public through the district website, E-news, and more traditional outlets including mass media.

<p><b>5. <i>Fail to advise the board if, in the superintendent’s opinion, the board is not in compliance with its own policies, particularly in the case of board behavior which is detrimental to the work relationship between the board and the superintendent; see Governance Process 1000.3 and Board-Superintendent Linkage 1000.4.</i></b></p>	<p><b>In compliance</b></p>
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**Interpretation:**

The superintendent has the responsibility to bring matters to the board’s attention if, in her opinion, any board behavior is out of compliance with board policies. The superintendent shall handle all board non-compliance by bringing it to the attention of the board president and seeking direction on how to proceed.

**Evidence of Compliance:**

This requirement has not been used by the superintendent during her tenure. In addition, the superintendent and her cabinet will receive additional professional development regarding Policy Governance during the month of December which will provide added assurance for this Governance Process and Linkage. Retreats and professional development effectively provide dialogue and opportunity for improving policy governance and the roles of participants.

6. <i>Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three (3) types; monitoring, decision preparation, and other.</i>	<b>In compliance</b>
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**Interpretation:**

The superintendent shall submit all written and verbal reports/information in a manner which is brief, concise and to the point, distinguishing between reports to be used to oversee operations, make decisions, or solely for informational purposes. The superintendent meets the board’s need for information in an open and congruent manner that is appropriate to the required or requested need. To date, the superintendent has received no board concerns regarding information prepared by staff that was unnecessarily complex or lengthy. As ends monitoring evolves, future reports should be more concise and useful. More and more information and evidence will be web-linked for easier access by the board and community whenever appropriate.

**Evidence of Compliance:**

Superintendent updates and reports, including emails, are complete and timely. The superintendent and her staff are responsive to the board. The superintendent’s actions reflect the importance she places on communication and clear reporting to the board.

7. <i>Fail to provide a workable mechanism for official board, board officer or board committee communications.</i>	<b>In compliance</b>
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**Interpretation:**

The superintendent will provide systems that will facilitate a reliable flow of information between the board and superintendent, board president or other officers and superintendent. I also interpret this to mean the superintendent shall make available to the school board any requests regarding equipment and/or staff to assist in committee communications.

**Evidence of Compliance:**

The superintendent and board president regularly communicate on board agenda planning to ensure well-planned and productive board meetings. Systems are in place, including verbal, hard copy and electronic mechanisms, to assure clear communications between the board and superintendent, board president or other officers and superintendent. Equipment and staff are readily available to assist the board when needed. Examples of this to date are the support provided to the board this year for the Community Linkage meetings and the collaborative meetings within the community to introduce the superintendent.

8. <i>Fail to deal with the board as a whole, even when fulfilling individual requests for information or responding to officers or committees duly charged by the board.</i>	<b>In compliance</b>
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**Interpretation:**

Five individual elected board members comprise “the board.” If the superintendent provides information which has been requested by one board member, it should be provided to all board

members. I further interpret this to mean the requests, suggestions or direction of one board member shall not be treated as directive to the entire district, but rather redirected to the board as a whole for consideration. With new and updated technology, most mail is electronically scanned and delivered via email to board members.

**Evidence of Compliance:**

Board information and materials are provided in hard copy and/or distributed electronically the same way, at the same time, to all members. Board files are kept in the Superintendent’s Office to provide for traditional mailed materials and correspondence. Additionally, the superintendent shares with the board articles and publications related to general educational topics that are designed for professional growth.

<p><i>9. Fail to supply for the board’s consent agenda, along with applicable monitoring information, all decisions delegated to the superintendent, but which are required by law, regulation, or contract to be board-approved.</i></p>	<p><b>In compliance</b></p>
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**Interpretation:**

The superintendent shall advise and include consent agenda items that fulfill the board’s legal, contractual and regulatory responsibilities. I also interpret this to mean that if the superintendent complies with all of the board’s Executive Limitations she is authorized to proceed or take action without prior board approval.

**Evidence of Compliance:**

All administrative policies, personnel actions, contracts, and other actions requiring board approval are routinely placed on the Consent Agenda for board action. Background information and Executive Limitations material are also provided to inform the board and prepare them for action. There have been no requests from any member of the board for additional background information.