

**Issaquah School District  
Executive Limitations Monitoring Report  
November 7, 2018**

**EL-1 Global Executive Constraint – Annual Internal Report**

**The Superintendent certifies that the District is in compliance  
with EL-1 with no exceptions.**

**The Superintendent shall not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision or organizational condition which is unlawful, unethical, unsafe, in violation of Board policy or endangers the organization’s public image or credibility.**

**Interpretation:**

I interpret this to mean that the District must have sufficient regulations, practices, and internal controls (i.e., supervision, evaluation, mentoring, training, legal consultation, discipline, complaint and grievance procedures, investigation protocols, external compliance reviews and audits) and follow all RCWs and WACs to avoid unlawful and unethical behavior by its staff and volunteers in the performance of their duties and to swiftly remediate a violation if one should occur.

An organizational culture representative of our core values exists when we do not knowingly promote illegal violations, a hostile or harassing work environment, racist behavior or irresponsible activity. Under these conditions we will promote, model respect and personal ethics with all staff. We will not intentionally commit actions or create the conditions to violate Board Policy, District Regulations or Washington State Laws (RCWs and WACs). When violations occur, we will take swift action to remediate a discovered condition, provide evidence that the violations were dealt with promptly and appropriately. In most cases, the Human Resources Department handles and monitors violations and, when appropriate, these will be shared with the Board of Directors in Executive Session. Evidence will be maintained by the Human Resources Department for future monitoring reports. We know we are in compliance with EL-1 Global Executive Constraints – Annual Internal Report as a result of the following:

I interpret the Board’s values related to this Executive Limitation as follows:

**Evidence of compliance:**

- [Administrative Regulations and Procedures](#). The District has reviewed each regulation and revised where legally required and/or to reflect District practice.
- The District complies with legal guidelines for protecting private data. The District has processes in place to protect private data. Per EL-2 Treatment of

People, as of May 23, 2018 the District was in compliance with our District Regulations related to the federal Family Educational Rights and Privacy Act (FERPA).

- The Superintendent and Cabinet conduct an ongoing review of District legal obligations throughout the year at bi-weekly Cabinet, Superintendent's Advisory Council and monthly Leadership Team meetings. The Superintendent meets on a regular basis with the Executive Director of Human Resources, Executive Director of Compliance and Legal Affairs and Chief Financial Officer to review all personnel and legal matters pertaining to school personnel.
- The District complies with all legal requirements for financial management and accountability of its resources at the building levels. Internal audits and internal controls are reviewed with appropriate staff in all buildings and departments annually by the Executive Director of Finance and Support Services, Controller and staff in the Business Office. The Executive Director of Finance and Support Services and staff continually assess the financial systems in terms of the five elements of internal control (control environment, risk assessment, control activities, information and communication, and monitoring). Annual trainings include, but are not limited to instruction on legal compliance, District Regulations, and proper internal controls (e.g. segregation of duties, reconciliations, security of assets, levels of approval, etc.). Building staff are encouraged to contact the Business Office when problems occur. Because of these procedures and controls and the conscientious work of all staff we continue to have clean state audits.
- Issaquah School District Controller and Executive Director of Finance and Support Services conduct compliance and performance audits on departments, programs and schools.
- External audit findings support District confidence in financial management and accountability.

[2016-17 Accountability Audit Report](#)

[2016-17 Financial Statement and Federal Single Audit Report](#)

- The District complies with all legal compliance for financial management and accountability of its resources at the District level and with all state financial requirements for the auditing of its books. The most recent independent accountability audit of the District was conducted from September 1, 2016 through August 31, 2017. For the 16<sup>th</sup> year in a row the District was found to be in compliance with no findings and/or exceptions.
- The Superintendent and Cabinet have developed and implemented District Regulation #5253: *Maintaining Professional Staff-Student Boundaries*, which requires all staff and volunteers to maintain the highest professional, moral, and ethical standards in interactions with students. All administrators, staff, coaches,

and substitutes have been trained on this Regulation and expectations. Additionally, all administrators have been trained on the prevention, investigation and remediation of unacceptable staff conduct. As part of the periodic review the Human Resources Department communicates to all staff District Regulations that promote a safe and positive workplace such as Civility, Sexual Harassment, Staff/Student Boundaries and Prohibition Against Harassment.

- All known concerns related to employee conduct have been addressed. Complaints and grievances are monitored annually. The most recent monitoring report of EL-3 Personnel was monitored October 10, 2018 and was found to be in compliance. Please refer to [EL-3 Personnel Administration](#).
- Investigations Protocols are monitored and in place. Please see [EL-3 Personnel Administration](#). The most recent monitoring report of EL-3 Personnel was monitored October 10, 2018 and found to be in compliance.
- Supervision of certified and classified staff audits are conducted by the Human Resources Department during the monitoring of EL-3 Personnel. Please refer to [EL-3 Personnel Administration](#). The most recent monitoring report of EL-3 Personnel was monitored October 10, 2018 and found to be in compliance.
- The District conducted a comprehensive safety and security assessment at all ISD sites during the 2013-14 school year. We then formed a large District Safety Committee that has worked with District and building level staff to implement a number of safety changes. This is ongoing work and new safety changes such as expanded video surveillance and staff controlled electronic door locks in the main office have and will continue to be implemented and monitored. During the 2016-17 school year we joined a regional Safety Cooperative sponsored by the Puget Sound ESD. We continue to be a partner in this cooperative.
- Mentoring Programs: The District provides mentoring programs for certificated staff and principals new to the District. These include our New Teacher Academy and New Principal Mentoring Program. Both are designed to develop, teach, and model practices that are effective and used by highly effective teachers and principals.

*Board acceptance: November 7, 2018*