

**Washougal School District 112-6**

**Executive Responsibilities 11 – Communication and Counsel to the Board**

**Board Review/Approval Date: October 8, 2019**

<p align="center"><b>The Superintendent will work with the Board as a whole providing concise and timely information from as many sources as necessary for the Board to make informed decisions</b></p>			
<p><b>Superintendent Will:</b></p>	<p><b>Evidence Requested</b></p>	<p><b>Board Notes</b></p>	<p align="center"><b>In Compliance</b></p>
<p>1. Submit monitoring data required by the Board directly addressing provisions of the Board policies being monitored;</p> <p>Advise the Board if, in the Superintendent’s opinion, the Board is not in compliance with its own policies on Governance Process;</p>	<p>The calendar of Ends and Executive Limits Monitoring Reports was revised at the start of the 2019-20 school year. Given the availability of the state assessment data, the Ends Report will be reviewed at the start of the new school year and presented to the board at a subsequent meeting. As appropriate, additional Ends Report Data will be updated throughout the school year. In particular, a district performance scorecard will be developed to more accurately reflect key performance indicators and performance targets.</p> <p>The Board will be provided for review the 2019-20 Board and Superintendent Leadership Team Operating Principles prior to their approval at the October 22, 2019 board meeting. The Operating Principles outline the:</p> <ul style="list-style-type: none"> <li>• Purpose of the operating principles</li> <li>• The board job description and relationship with the superintendent</li> <li>• Role of board leadership</li> <li>• Role of the Superintendent</li> <li>• Meeting operations and decision making</li> <li>• Communications</li> </ul>		<p>X</p>
<p>2. Advise the Board in a timely manner of:</p> <ul style="list-style-type: none"> <li>• relevant trends, facts, information, and legal proceedings;</li> <li>• changes in assumptions upon which Board policy has been established;</li> <li>• any anticipated formal mass communication with the public;</li> </ul>	<p>The Superintendent, Board president, and Board vice president meet to maintain a planning document for Board meeting content and to plan for each Board work session and regular Board meeting agenda development.</p> <p>Policy revision recommendations from WSSDA’s July and August briefings are presently being reviewed. Appropriate revisions will be provided to the Board at subsequent board meetings for a first reading.</p>		<p>X</p>

<ul style="list-style-type: none"> <li>any anticipated significant media coverage.</li> </ul>	<p>Additionally, policy revisions will be brought forward as warranted to meet the timely operational and academic program needs and district legal requirements.</p> <p>The Superintendent has provided updates to the Board Directors via email, phone, memorandum briefings, executive session regarding information that could potentially be in news media coverage.</p> <p>The Superintendent will look for additional opportunities to provide information to the Board of Directors that will support the Board's communication to the Washougal community regarding school district programs and initiatives.</p> <p>The content of district publications, press releases, school newsletters, and annual Reports to the Community are being aligned with the strategic goals of the Board in order to keep the community regularly informed of district initiatives and progress.</p>		
<p>3. Advise the board of significant transfers of money within funds or other changes substantially affecting the district's financial condition.</p>	<p>Board meeting time has been provided to review preliminary and final school district budget information.</p> <p>Prospectively, Board meeting time will be set aside at the start of the new calendar year to review Washington State budget details that are provided from the Office of the Governor and the Washington State Legislature.</p>		X
<p>4. Provide a mechanism for official Board or committee communications (see also ER12).</p>	<p>The Superintendent will work with the Board leadership to identify opportunities for board members to be involved in district committee processes (i.e., School Start Time Task Force).</p> <p>Additionally, the Superintendent and communications team will utilize newsletter articles, press releases, Weekly Message from Mary, direct mailings to Washougal residents, email and social media to inform the district patrons and key communicators.</p>		X