

Washougal School District 112-06

Policy Type: Executive Responsibilities 4 (District Treatment of Staff, Volunteers, and Parents)

Board Review Date: November 8, 2011

Board Approval Date: November 22, 2011

With respect to treatment of staff, volunteers, and parents, the Superintendent shall assure that conditions procedures, actions and decisions are lawful, ethical, safe, respectful, dignified and in compliance with Board policy.

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
1. Ensure that reasonable background inquiries and checks are made prior to hiring any personnel or approving the use of volunteers;	Board Policy #5111 requires Washington State Patrol background checks. A list of current volunteers is published weekly by HR office.		X		
2. Recommend to the Board for approval only highly qualified candidates that meet the qualifications outlined in the job descriptions.	The <i>Recommendation to Hire</i> form required by the Human Resources department must be completed by an administrator prior to recommendation to hire See attached Out of Endorsement/HQ summary		X		

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
<p>3. Operate with written personnel policies which:</p> <p>a) Clearly state rules and procedures</p> <p>b) Provide for effective handling of complaints;</p> <p>c) Include adequate job descriptions for all staff positions;</p> <p>d) Include an effective personnel performance evaluation system;</p> <p>e) Protect against illegal discrimination and harassment;</p> <p>f) Provide for appropriate due process.</p>	<p>a) Each staff member is provided with a Staff Handbook outlining district staff procedures and key policies</p> <p>b) Staff handbooks reference Harassment Policy and form for reporting complaints.</p> <p>c) Board Policy on Parent Complaints has been approved (Policy 4220)</p> <p>c) All positions posted include job descriptions – I am in the process of reviewing job descriptions this year for their alignment with the expectations of the position; jobs posted as per contracts</p> <p>d) All staff are evaluated using criteria in the negotiated agreement for each group</p> <p>e) Due process is provided by state statute in disciplinary action</p>		<p>X</p>		

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
4. Assure that Board Policy is met decreasing the need or action of staff from bringing to the board alleged violations of Board Policy.	No staff member or group has requested to bring to the Board any alleged violations of Board Policy this fall. I have become aware that not all staff are knowledgeable of important Board Policies. I will be working with building principals to assure that key policies are included in building staff handbooks. Policy 2320 – Field Trips is an example.		X		
5. Establish and maintain a working environment for staff that is safe, civil and conducive to teaching and learning.	Model the expectation in all interactions with staff, students, parents, and community members Attend WAE Leadership meetings with Doug Bright Conduct weekly school/classroom visits leaving a supportive note for each teacher Capture the feedback provided by staff, parents, and volunteers at each School Board meeting scheduled to convene in our district schools. (See attached notes from the October 25, 2011 meeting held at Cape Horn-Skye Elementary		X		

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
<p>6. Assure an organizational culture that conforms with the following values:</p> <p>a) Recognition of the fundamental role played by staff in the achievement and well-being of students;</p> <p>b) Open and honest communication in all written and personal interaction;</p> <p>c) Respect for others and their opinions;</p> <p>d) Focus on common organizational goals as expressed in Board Ends policies;</p> <p>e) Commitment to the integrity and the positive image of the district, its leaders, and staff.</p>	<p>Direct observation by Board</p> <p>Regular staff communication: Staff Insider publications Superintendent messages Budget update email messages SIP thank you email messages and cards Presentations for all staff/school School and classroom visits with positive notes regarding observations Attending school performances, Booster meetings, staff meetings, and athletic events Attend bus driver trainings Facilitate a Community Strategic Visioning Process to provide opportunities for staff, parents, and community members to meet and talk with the Superintendent about their priorities for the education of Washougal's students.</p>		<p>X</p>		

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
7. Maintain an organizational culture of respect, dignity, and courtesy that does not tolerate any behaviors, actions, or attitudes by parents or guests that hinder the performance or well-being of staff;	<p>I appreciate that the Washougal School Board is equally committed to the respectful treatment of staff by parents or guests in our school district. Community members can become quite volatile and it is important that they are appropriate in their interactions with staff, even when they are up-set about decisions and outcomes. I will work to build this organizational culture by supporting staff and administrators when their thoughtful and equitable decisions are challenged by patrons.</p> <p>Direct observation by Board</p>		X		
8. Ensure that all staff are informed of the School Board's commitment to a safe, legal, and respectful District Culture.	Direct observation by Board and feedback received from staff, parents, and community members.		X		

Superintendent's Interpretation:

It is essential that the Superintendent of the Washougal School District provide for the safety and well-being of students by making sure that volunteers pass criminal record checks, that staff hired are properly certified, that all staff are appropriately and thoughtfully supervised, that Board Policies are followed, and that staff, parents, and volunteers are treated with respect, dignity, and courtesy.