

**Washougal School District 112-6**

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

**Board Review Date: November 14, 2023**

<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><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 2023-24 school year. The Superintendent and her Executive Cabinet will present to the Board on the Ends Report (presented on 10/10/23) and discuss the successes, challenges, and plans of improvement. As appropriate, additional Ends Report Data will be updated throughout the school year. In particular, the district performance scorecard, developed to more accurately reflect key performance indicators and performance targets, will be updated as appropriate. These key performance indicators have been added to the Strategic Plan.</p> <p>The Board approved the 2023-24 Board and Superintendent Operating Principles at the September 26, 2023 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 and Board president meet monthly to maintain a planning document for Board meeting content and to plan for each Board work session and regular board meeting agenda development. The Superintendent also meets monthly with individual board directors.</p> <p>Any relevant policy revision recommendations from WSSDA will be reviewed. Appropriate revisions will be provided to the Board at subsequent board meetings for a first reading. Additionally, policy revisions will be brought</p>		<p>X</p>

<ul style="list-style-type: none"> <li>any anticipated significant media coverage.</li> </ul>	<p>forward as warranted to meet the timely operational and academic program needs and district legal requirements.</p> <p>The Superintendent consistently provides updates to the Board Directors via email, phone, memorandum briefings, and executive session regarding information that could potentially be in news media coverage.</p> <p>The Superintendent continues to support the Board in their communication with the public via Board Listening Tours. Additionally, 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>Annually, Board meeting time will be allotted for a work session approximately in June to provide updates to the Board around state/legislative decisions. Specifically, the results/impacts of the Washington State Legislature and the Office of the Governor will be presented and a plan to incorporate or adjust to these state-level decisions will be shared.</p> <p>Based on anticipated continuing financial challenges, the Superintendent will be providing more regular updates on staffing and budget position throughout the SY 2023-24 for the school board, the staff, and the general public</p>		<p>X</p>
<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, Parent Square messages, Mary's Monday Minute, direct mailings to Washougal residents, email, and social media to inform district patrons and key communicators.</p>		<p>X</p>