

Internal Monitoring Report

September 13, 2022

Policy Title: **Dealings with Citizens of Poudre School District**

Policy Type: Executive Limitation

Policy No.: EL 2.9

Period Monitored: July 2021 – August 2022

This report monitors the Board of Education's Executive Limitations Policy.

The Superintendent shall not fail to actively engage with the citizens of Poudre School District, and the Superintendent's relationship with citizens of the District will neither violate the highest standards of transparency nor impede the Board's role as citizen representative.

This report is presented in accordance with the Board's monitoring schedule. I certify that the information is true and complete.

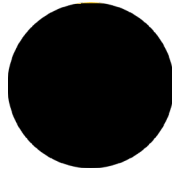
Brian Kingsley

September 13, 2022

Superintendent of Schools

Executive Summary

This report monitors Executive Limitation 2.9, Dealings with Citizens of Poudre School District, policy language as it deals with how the Superintendent's relationship with citizens of Poudre School District meets the highest standards of transparency and supports the Board's role as a citizen representative.

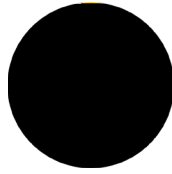


The evidence included in this monitoring report suggests that the Superintendent engaged with the citizens of PSD, maintaining high standards of transparency through two-way communication with key stakeholders while supporting the role of the Board as citizen representatives.

The evidence included in this monitoring report indicates that the Superintendent complied with the policy by adequately communicating with numerous stakeholders, including but not limited to:

- Students, parents, staff and the broader community
- Classified, licensed and administrative employees
- PSD Board of Education
- Business, nonprofit and educational partners, and
- Members of the media

Please note the information at the end of this monitoring report about the Superintendent and

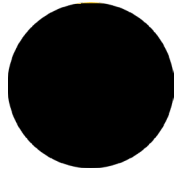


The district interprets *impede the Board's role as citizen representative* as prohibiting or limiting citizens of PSD from contacting Board members. Withholding information so that Board members cannot have answers to questions or information that may assist them when discussing the district with other citizens.

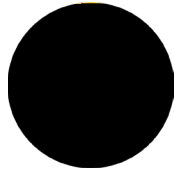
These two standards of permitting citizens of PSD to contact Board members and providing information to Board members are reasonable because to function as citizen representatives, Board members need to hear and read information to make well-informed decisions as representatives. The Superintendent facilitates the Board's interactions with citizens through weekly updates, responses to community comment at Board of Education meetings, email, the District Ends, board meetings, invitations to district events, and community engagement sessions.

Evidence:

During the 2021-22 school year, Brian Kingsley served in his first year as PSD Superintendent. This monitoring report captures his work during the reporting
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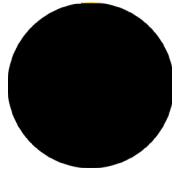


- Hosted in-person and virtual staff town hall meetings about topics such as COVID, PSD's participation in the state's Medicaid program, and the PSD Strategic Plan.
- Updates shared via the [Superintendent's Twitter account](#), including photos and videos from school visits, and district and community events.
- Starting in August 2022, the Superintendent also started inviting staff to meet and talk with him in a casual, smaller group setting.



Establishment of the Student Advisory Council

During the 2021-22 school year, the PSD Board of Education, in partnership with the



support the school district, and to reduce the hurdles that some partners have reported facing when trying to support PSD schools and students. For the 2022-23 school year, the intention is to continue working with community partners and likely focus on what partner support can look like specifically in the areas of literacy, mental health and wellness, graduating with options, and school safety, which are District priorities.

Principals and Administrators

The Superintendent met with principals and administrators throughout the 2021-2022 school year to discuss emerging issues and long-term plans regarding expectations, leadership, COVID-19 and other district-level decisions and the direction of the district. The Superintendent also spoke to new administrators at the New Administrator Orientation and addressed administrators at the two leadership retreats. Additionally, the Superintendent had dialogue with principals at some of their bi-weekly levels meetings. The Superintendent received regular updates from the 11 administrators who reported directly to him and held weekly Cabinet meetings throughout the year.

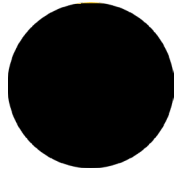
Schools

The Superintendent visited all PSD schools – some of them multiple times – during the school year to see the learning process first-hand and to talk with students and staff. As noted above, the Superintendent started in August 2022 hosting opportunities for casual conversation with teachers and staff.

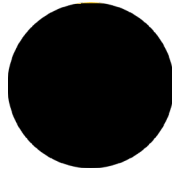
The Superintendent worked with assistant superintendents and principals to get input from teachers about emerging issues, as needed, and met with Poudre Education Association leadership during the 2021-22 school year.

Board of Education

The Superintendent communicated frequently with Board of Education members to support their roles as citizen representatives through personal phone calls, email updates, electronic meeting agendas, as well as through work sessions, business meetings, special meetings, and retreats. Weekly updates were sent to the Board to provide information related to district operations and issues of interest so directors could be as prepared as possible for interactions with the community.



The Superintendent encouraged PSD staff to share Board member contact information with members of the public when asked. The Superintendent met with Board leadership several times each month to plan Board business and work session meetings. The Superintendent also met with Board members one-on-one routinely during the school



PSD's response to the COVID-19 pandemic

Starting in spring 2020 and continuing through this reporting period, the Superintendent and his staff were also engaged in numerous virtual meetings, conference calls and planning efforts at the state and local levels in response to COVID-19. Such engagements included but weren't limited to: multiple calls with Larimer County Department of Health and Environment leaders, as well as community leaders and Thompson School District and Estes Park School District leadership teams; ongoing calls with superintendents across the State of Colorado; ongoing calls with Larimer County community liaisons working to solve shared community challenges; calls with State of Colorado Gov. Jared Polis and his leadership team, as well as Colorado Department of Public Health and Environment staff; ongoing calls with State of Colorado Commissioner of Education Katy Anthes and Colorado Department of Education leadership; meetings with PSD's three employee associations; as well as individual calls, virtual meetings and email exchanges with community partners, families and more.

The Superintendent's staff further amplified these efforts, attending collectively countless meetings to support students and staff, plan the district's response to the COVID-19 pandemic, and work with community partners on solutions to community-wide issues.

Although the community response to COVID is not what it was in 2020 due to increased vaccination rates and decreased hospitalization rates, communication about the district's response to COVID was and continues to be important for the PSD community. The district first started communicating with families and the community in February 2020 and remains committed to providing transparent information about the district's response and what it means for staff, students and families. Communications efforts included but were not limited to:

- Continued updates to COVID-related web pages on the District website, including to data dashboards that were launched in the interest of transparency.
- Continued work between the Communications Department and the Language Culture and Equity Department to ensure the highest possible equity of access to information through translation of all district announcements and family newsletters in multiple languages; through robocalls in multiple languages; and more.
- COVID protocol updates at 2021-22 school year Board of Education meetings by the Superintendent's staff.

