

## Internal Monitoring Report

March 21, 2023

Policy Title: Communication and Support to the Board

Policy Type: Executive Limitation

Policy No.: EL 2.8

Period Monitored: April 2022-March 2023

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

*The Superintendent shall not fail to inform and support the Board in its work.*

*Among other things, the Superintendent shall not fail to:*

- 1. Submit monitoring data required by the Board (see policy on Monitoring Superintendent Performance) in a timely, accurate and understandable fashion, directly addressing provisions of Board policies being monitored.*
- 2. Promptly report noncompliance with any policy of the Board that is no*

*b. Responding to officers or committees duly charged by the Board.*

*9. Submit to the Board all matters regarding which Board action is required by law, along with the Superintendent's recommendations and required policy compliance assurances.*

*10. Fully and promptly BDC /TT2 1 7 (oar)-.*

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## **Executive Summary**

This report monitors Executive Limitation 2.8, Communication and Support to the Board policy language as it deals with how the Superintendent informs and supports the Board in its work.

**Policy Wording:**

*The Superintendent shall not fail to inform and support the Board in its work.*

**Interpretation:**





The district communicates with Board members about the seven policy areas mentioned above, depending upon the perceived urgency of the need to know using direct communication, including, but not limited to phone calls, text messages, meetings with Board members, email, special meetings, articles, work sessions, retreats, executive sessions, Superintendent updates at Board meetings, and information presented by staff at Board meetings.

Communication to the Board when the district knows or anticipates that a news story related to PSD will be published, usually by email or a weekly update, is an example of compliance with anticipated media coverage. Additionally, providing the Board with information provided to the media in response to a request, is an example of this compliancy.

The Superintendent is not aware of an instance when the district failed to inform the Board of a circumstance that does not meet the standards expressed in this interpretation from April 2022 to the present. Based on the evidence, The Superintendent believes the district does meet the expectations of 2.8.3.

**Policy Wording:**

*Among other things, the Superintendent shall not fail to:*

- 4. Advise the Board if, in the Superintendent’s opinion, the Board is not or may not

~~be in compliance with (a) 2.8.3, (b) 2.8.4, (c) 2.8.5, (d) 2.8.6, (e) 2.8.7, (f) 2.8.8, (g) 2.8.9, (h) 2.8.10, (i) 2.8.11, (j) 2.8.12, (k) 2.8.13, (l) 2.8.14, (m) 2.8.15, (n) 2.8.16, (o) 2.8.17, (p) 2.8.18, (q) 2.8.19, (r) 2.8.20, (s) 2.8.21, (t) 2.8.22, (u) 2.8.23, (v) 2.8.24, (w) 2.8.25, (x) 2.8.26, (y) 2.8.27, (z) 2.8.28, (aa) 2.8.29, (ab) 2.8.30, (ac) 2.8.31, (ad) 2.8.32, (ae) 2.8.33, (af) 2.8.34, (ag) 2.8.35, (ah) 2.8.36, (ai) 2.8.37, (aj) 2.8.38, (ak) 2.8.39, (al) 2.8.40, (am) 2.8.41, (an) 2.8.42, (ao) 2.8.43, (ap) 2.8.44, (aq) 2.8.45, (ar) 2.8.46, (as) 2.8.47, (at) 2.8.48, (au) 2.8.49, (av) 2.8.50, (aw) 2.8.51, (ax) 2.8.52, (ay) 2.8.53, (az) 2.8.54, (ba) 2.8.55, (bb) 2.8.56, (bc) 2.8.57, (bd) 2.8.58, (be) 2.8.59, (bf) 2.8.60, (bg) 2.8.61, (bh) 2.8.62, (bi) 2.8.63, (bj) 2.8.64, (bk) 2.8.65, (bl) 2.8.66, (bm) 2.8.67, (bn) 2.8.68, (bo) 2.8.69, (bp) 2.8.70, (bq) 2.8.71, (br) 2.8.72, (bs) 2.8.73, (bt) 2.8.74, (bu) 2.8.75, (bv) 2.8.76, (bw) 2.8.77, (bx) 2.8.78, (by) 2.8.79, (bz) 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The district provided support to Board members involved in influencing legislation and provided expert opinions on pending legislation and provided expert opinions on a variety of topics when asked by Board members.

Based on these efforts the district has met the expectation of EL 2.8.5.

**Policy Wording:**

*Among other things, the Superintendent shall not fail to:*

6. *Present information in direct, simple, brief and complete form that differentiates among information of three types: monitoring, decision preparation, and other.*

**Evidence:**

In order to facilitate Board communications, the district arranges meetings for Board leadership, and other special committees that Board members determine need communication support. Board meetings, work sessions, sub-committee meetings, community engagement sessions and retreats are planned with Board leadership and carried out with the directions provided by Board members. District staff provides the resources needed for electronic Board meeting agenda packet and the staff needed to support in person Board meetings.

Based on these communications, the district met the expectations for 2.8.7.

**Policy Wording:**

*Among other things, the Superintendent shall not fail to:*

- 8. *Work with the Board as a whole except when:*
  - a. *Fulfilling an individual request for information, in which case all other Board members shall be informed of the request and given the opportunity to receive the requested information; or*
  - b. *Responding to officers or committees duly charged by the Board.*

**Interpretation:**

The district interprets *work with* as working with all the Board members unless the superintendent receives a request from a Board member at a meeting or at another time. In this instance the district will find the answer to a question or will provide information to respond to the Board member from sources within the district or outside the district. This information will be offered to all Board members when it is available. The Board or Superintendent may decide upon and prioritize work assigned to the Superintendent.

Additionally, the Superintendent will work with the President and Vice President to plan for Board meetings. The superintendent may talk with the Board chair about the type of communication and how the communication may get to the Board when questioning the urgency of communication.

**Evidence:**

Following Board meetings, the district provides responses to members of the community who speak during community comment as soon as possible. The district keeps track of requests for information from the Board to be provided when information becomes available. Likewise, when a Board member requests information, the district researches that question and provides information to the entire Board. The district meets regularly with the Board leadership to plan the agenda for the Board meeting content. The Superintendent has sought advice from the Board President respecting the type of communication Board members may prefer to receive and in what manner.

The district has met the expectations of 2.8.8 since the district has provided information to all Board members and not to Board members individually. Additionally, the district



10. *Fully and promptly implement any decision made by the Board.*

**Interpretation:**

The district interprets *fully and promptly implement as when the Board acts*, the district needs to properly notify affected staff and expect that the actions required to enact Board decisions are carried out.

**Evidence:**

Board adoption of policy requires that policy language be posted on the website and that staff who need to administer the action are informed and offered guidance. Depending upon the nature of the Board action, individuals or the entire community may need to be notified.

To implement Board action, a timeline for implementation may be needed and additional decisions made.

The district meets this expectation since it has properly notified those affected by the decisions as described above. It is also important to note that the District in 2022 updated the “District Policies” web page ([www.pdschools.org/your-district/district-policies](http://www.pdschools.org/your-district/district-policies)) to specifically name the policies that are new and those that are revised. Each policy in those two categories are also accompanied by an explanation of the revision(s) or a statement about the new policy’s purpose. This information was added to the long-standing web page in the spirit of transparency, and to enhance the community’s awareness and understanding of new and revised District policies.