

**POLICY:** 3.3 INTERNAL AND EXTERNAL  
COMMUNICATIONS  
**POLICY TYPE:** SUPERINTENDENT LIMITATIONS  
**PERIOD MONITORED:** May 8, 2017 – May 14, 2018  
**BOARD MEETING DATE:** May 14, 2017

This is my monitoring report on the Board of Education's Executive Limitation policy "Internal and External Communications." I certify that the information contained in this report is true and complete, and presented in accordance with the routine monitoring report schedule. This report will monitor the policy starting at its more detailed prohibitions and end with the global prohibition.



Scott Korpak  
Superintendent

Date: May 14, 2018

### **POLICY LANGUAGE 3.3.1**

*The Superintendent shall not fail to communicate pertinent information to the Board in a timely, accurate, and complete manner.*

#### **Interpretation:**

I interpret this *policy wording* to mean:

1. Monitoring reports are submitted within the timelines established by the Board of Education unless the Board approves a delayed submission.
2. Phone calls to individual Board Members are made when a situation is fast breaking or needs a series of questions and answers to provide clarification of the issue.

#### **Data Reported:**

1. All monitoring reports were submitted within the established timelines.
2. Each Board Member was contacted by phone or text message when needed.

#### **Conclusion Statement:**

The organization met expectations.

### **POLICY LANGUAGE 3.3.2**

*The Superintendent shall not neglect to submit monitoring data required by the Board (see policy 2.4 Monitoring Superintendent Performance), (a) in a timely, concise, accurate, complete and easily understandable fashion, and (b) directly addressing provisions of Board policies being monitored.*

#### **Interpretation:**

I interpret this *policy wording* to mean:

Information or data is provided in writing to the Board derived from internal or external reports, or direct Board inspection in relation to each End and Superintendent Limitation as set forth by the Board. Data are presented within the dates established by the Board in the Monitoring Report Schedule. Data are presented in succinct, verifiable terms that clearly communicate the intended information relative to Ends and Superintendent Limitations set forth by the Board.

This interpretation can be simply stated as the monitoring reports are accepted by the Board as reasonable, accurate, and present data to support the conclusion statement. This interpretation is reasonable as it is based upon the tenets prescribed by the Carver Policy Governance adopted and implemented by the Board and Administration.

**Data Reported:**

The Board received its required monitoring reports, as prescribed in Board Policy 2.4 – Monitoring Superintendent Performance or approved the move of reports to another month.

The Board approved all monitoring reports.

**Conclusion Statement:**

The organization met expectations.

**POLICY LANGUAGE 3.3.3**

*The Superintendent shall not fail to (a) establish and maintain processes for identifying any actual or anticipated noncompliance with any policy of the Board, regardless of any monitoring report schedule, or (b) report promptly any actual or anticipated noncompliance with any policy of the Board.*

**Interpretation:**

I interpret (a) establish and maintain a process for identifying any actual or anticipated noncompliance with any policy of the Board, regardless of any monitoring report schedule to mean:

Administrative staff members at the central office and school level regularly review Board policies and inform the Superintendent of potential or real violations of policy. An anticipated violation means that a strong likelihood exists that a proposed or existing practice will violate a policy if the practice is initiated or continues for a period of time. An actual violation means that a policy has not been followed or that an action has caused the policy to be violated. This interpretation is reasonable because it is grounded in the policy governance process.

**Data Reported:**

During this monitoring report cycle, administrative staff members closely reviewed the following Board policies to ensure compliance:

- Policy 0144.3 – Board Member Conflict of Interest
- Policy 1421 – Criminal History Record Check
- Policy 1630.01 – Family Medical Leave Act (FMLA)
- Policy 2260.01 – Section 504/ADA Prohibition
- Policy 2414 – Reproductive Health and Family Planning
- Policy 2423 – School to Career Programs
- Policy 3131 – Staff Reduction and Recalls
- Policy 3140 – Termination and Resignation
- Policy 3220 – Professional Staff Evaluation
- Policy 5517 – Anti-Harassment
- Policy 5517.01 – Bullying and Other Aggressive Behavior Towards Students
- Policy 5517.02 – Sexual Violence
- Policy 5610.01 – Student Expulsion Required by Statute
- Policy 5630.01 – Student Seclusion and Restraint
- Policy 5720 – Student Activism
- Policy 5771 – Search and Seizure
- Policy 8320 – Personnel Files
- Policy 8400 – School Safety Information
- Policy 8420 – Emergency Situations at School
- Policy 8510 – Wellness
- Policy 9700.01 – Advertising and Commercial Activities

**Conclusion Statement:**

The organization met expectations.

**Interpretation:**

I interpret *(b) report promptly any actual or anticipated noncompliance with any policy of the Board* to mean:

Potential violations of Board policy are reported to the Board of Education at the first available meeting after the potential violation has been reported to the Superintendent. Actual violations of Board policy are reported to the Board President immediately via a phone call and then to the Board in writing following discussion with the Board President.

**Data Reported:**

No violations were reported during the monitoring period.

**Conclusion Statement:**

The organization met expectations.

#### **POLICY LANGUAGE 3.3.4**

*The Superintendent shall not let the Board be unaware for any unreasonable period of time relevant trends; anticipated adverse media coverage, new legislation or regulations, municipal relationships, and/or threatened or pending lawsuits.*

#### **Interpretation:**

I interpret this *policy wording* to mean:

Patterns of information are considered to be relevant trend data when, in combination over time, the data would have an impact on the financial, human resources, curriculum, student population, or public image of the school district.

The likelihood that newspaper, radio or television reports of occurrence in or casting the district in a negative light would constitute adverse media coverage.

Statutes or pronouncements enacted by the current year federal, state or local level law makers which are likely to negatively impact the achievement of Board Ends is considered to be new legislation or regulations.

Pending lawsuits are interpreted as claims against the district, which are likely to be made or which have been filed and have not been resolved.

#### **Data Reported:**

The Board has been informed via written updates, phone calls, individual meetings and through meeting in executive session, when allowed by law, of trends. The notification is ongoing and immediate.

The Board has been informed via email, phone call or text of anticipated media coverage that could have an adverse impact on the district.

No lawsuits are currently pending. Two Office of Civil Rights complaints against Norrthview Public Schools are pending.

#### **CONCLUSION STATEMENT:**

The organization met expectations.

#### **POLICY LANGUAGE 3.3.5**

*The Superintendent shall not fail to advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies on Governance Process and Board Relationships, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the Superintendent.*

**Interpretation:**

*I interpret advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies to mean:*

The Board is informed in writing, electronically or orally upon detection of patterns of information when the Board conduct deviates from its established policies.

**Data Reported:**

The Board has not been out of compliance with its policies during the monitoring cycle.

**Conclusion Statement:**

The organization met expectations.

**Interpretation:**

*I interpret Board behavior which is detrimental to the work relationship between the Board and Superintendent to mean:*

Board or Board Member conduct threatens to negate empowerment of staff established through Board policies or interferes with delineation of roles for the Board and Superintendent established in Board policies.

**Data Reported:**

The Board has not directed staff other than the Superintendent. The Board and Superintendent have remained in their defined roles.

**Conclusion Statement:**

The organization met expectations.

**POLICY LANGUAGE 3.3.6**

*The Superintendent shall not present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: (1) monitoring, (2) decision preparation and (3) other.*

**Interpretation:**

I interpret this *policy wording* to mean:

The Superintendent presents information that is concise and easy-to-decipher in making a point. Reports are labeled with the appropriate title.

**Data Reported:**

I have presented a variety of information to the Board for its use in making decisions. These include monitoring reports, consent agenda data, incidental information, and decision making information.

**Conclusion Statement:**

The organization met expectations.

**POLICY LANGUAGE 3.3.7**

*The Superintendent shall not fail to provide a mechanism for official Board, officer, or committee communications.*

**Interpretation:**

I interpret *mechanism* to mean:

The Superintendent provides a communication vehicle or channel including, but not limited to, written or oral transmissions such as email, individual updates, Board packets and weekly updates.

**Data Reported:**

Board Members have a variety of communications vehicles including:

- Weekly Updates sent via email on Fridays.
- Individual phone calls/texts
- Board packet information
- Meetings
- Frequent contact with the Board President

**Conclusion Statement:**

The organization met expectations.

### **GLOBAL POLICY LANGUAGE 3.3**

*The Superintendent shall not personally act in a manner, nor knowingly allow, a situation that could jeopardize the District's public image.*

#### **Interpretation:**

I submit the Board's policy is comprehensively interpreted in the preceding sections. My interpretations and data are presented with those sections above.

#### **Conclusion Statement:**

The organization met expectations.