



## Monitoring Report

### Policy Title: 2.8 Communication and Support to the Board

This is the annual report on compliance with the School Board's Executive Limitation policy 2.8 Communication and Support to the Board. I certify that the information contained in this report is true.

Yaw Obeng, Superintendent

September 8, 2017

Policy Statement:

**The Superintendent shall not cause or allow the Board to be uninformed or unsupported in its work.**

**Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:**

<b>Limitation:</b>	1. Neglect to submit monitoring data required by the board (see policy 3.4 on monitoring Superintendent performance) in a timely, accurate, and understandable fashion, directly addressing the provisions of Board policies being monitored.
<b>Status:</b>	In Compliance

**Interpretation:** The Superintendent shall submit all monitoring reports (Reports requested by Board) on time with reasonable allowance for emergencies and unforeseen circumstances. Further, all data, information, and Board materials will be presented in a manner acceptable to the entire Board to support the Superintendent's interpretation.

#### Indicating Metrics:

- 2016-17 Superintendent Goals Reporting
- Routine Financial Reporting
- Strategic Plan
- Routine Suspension Data

#### Evidence:

Throughout the 2016-2017 school year the Superintendent presented three Superintendent Goals Reports, multiple presentations on the Strategic Plan, routine financial reports, and presented suspension data to the Diversity & Equity Committee. Reports included authentic staff generated data. The Strategic Plan is an iterative process with an expectation that the

monitoring process will change over time. Evidence of indicating metrics can be found on Boarddocs. As this is the first submitted monitoring report under the Policy Governance structure, there is no existing historical evidence of submission of monitoring reports.

<b>Limitation:</b>	2. Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive limitations policy, regardless of the Board's monitoring schedule.
<b>Status:</b>	In Compliance

**Interpretation:** The Superintendent's monitoring reports must truthfully and accurately alert the Board to any condition of current noncompliance or condition of noncompliance considered likely in the future, and should include a plan for incremental movement toward compliance in a reasonable timeframe.

**Indicating Metrics:**

- Occurrences of noncompliance.

**Evidence:**

The Superintendent did not report any incidents of Board policy non-compliance during the 2016-2017 school year.

<b>Limitation:</b>	3. Neglect to submit unbiased decision information required periodically by the Board or let the Board be unaware of relevant trends.
<b>Status:</b>	In Compliance

**Interpretation:** The Superintendent shall periodically provide information, data, and evidence of trends necessary for the Board to make informed decisions.

**Indicating Metrics:**

- Student achievement data
- Performance gap trends among subpopulations of students
- Local and State economic conditions
- State legislative agenda and emerging legislation
- Changes to state statutes and or public policy
- Annual district budget information
- Enrollment projections for annual and long-range planning
- Student demographic information
- Capital facilities planning and management

**Evidence:**

Board agendas, meeting materials and minutes accurately identify when the Superintendent provided the Board with relevant and helpful information. Examples since July 1, 2016 include:

- Provided budget planning assumptions for FY18. These can be found on the [Budget webpage](#).
- Communicated and provided School Board development opportunities, including Equity & Inclusion Training and Social Media Training
- Conducted State Education Funding Legislative Community Forum
- Communicated English Learning Funding challenges and advocacy efforts
- Presented on ESSA requirements
- Informed on staffing requirements
- Informed and included the Board in multi year capital improvement plan. These can be found on the [Capital Planning webpage](#).
- Provided student achievement data and enrollment projections at Curriculum Committee Meetings and in the Annual Report, which can be found on our [School Assessments and Data webpage](#).
- Provided student demographic information at Diversity & Equity Committee Meetings and the Annual Report, which can be found on our [School Assessments and Data webpage](#).
- Provided teacher/support staff planning documents for negotiations
- Provided consultation on policy governance structure and implementation
- Informed of school calendar changes
- Presented regularly on the Burlington School District Strategic Plan. Information can be found on our [District Strategic Plan webpage](#).

<b>Limitation:</b>	4. Allow the Board be unaware of any significant incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.
<b>Status:</b>	In Compliance

**Interpretation:** I interpret “incidental information” to that which is agreed upon by the Board and Superintendent. Providing the Board with current incidental information within Superintendent’s control ensures that incidents of surprise are infrequent. It also includes any information the Board clarifies in advance that the entire Board needs.

**Indicating Metrics:**

- Frequency of Superintendent “off-schedule” communications to the Full Board
- Frequency of incidental updates in regularly scheduled Board Meetings
- Frequency of Executive Sessions on matters concerning personnel and possible litigation

**Evidence:**

The Superintendent used regular Board meetings, ad hoc Board committee meetings, and “off schedule” email when apprising the Board of matters of importance.

- The Superintendent hired an Executive Assistant in January 2017 and a Communications Specialist in February 2017 to improve communications in all areas.
- During the school year the Board receives a “Calendar of the Week” from the Superintendent, sharing important events and meetings the Superintendent plans to attend in the upcoming week.
- Since the hiring of Communications Specialist Erik Wells, the full Board has received 5 “Media Update” emails. The Board received one of regular “Social Media Summaries” in September 2017.
- The Superintendent sent multiple Operational emails to the full Board since July 1, 2016.
- The Board received a total of 43 incidental updates in regularly scheduled Full Board meetings.
- The Superintendent used an Executive Session on 12 occasions during the year to address matters concerning personnel or a possible litigation.

Using emails, incidental bulletins and executive sessions ensures that the Board is not “surprised” as it relates to litigation, personnel matters of a sensitive nature, personnel changes, matters likely to result in media coverage, student safety and welfare, and District events. In addition, the Superintendent and Board Chair meet periodically or share emails to develop the agenda for the next Board meeting at which time incidental information will be discussed if necessary. Meeting the requirements of this limitation, the Superintendent is supported by the Executive Assistant and members of the District leadership team.

<b>Limitation:</b>	5. Allow the board be unaware if, in the Superintendent's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Superintendent.
<b>Status:</b>	In Compliance

**Interpretation:** The Superintendent has the responsibility to bring matters to the Board’s attention that, in their opinion, indicates Board behavior that is out of compliance with Board policies. If an individual matter or the infraction is of the entire Board, it shall be brought to the attention of the Board as a whole.

**Indicating Metrics:**

- Cases of Board noncompliance

**Evidence:**

- The Superintendent did not report any incidents of Board policy non-compliance during the 2016-2017 school year.

<b>Limitation:</b>	6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and incidental.
<b>Status:</b>	In Compliance

**Interpretation:** The Superintendent shall submit all written and verbal reports/information in a manner which is short, concise and to the point, distinguishing between reports to be used to oversee operation [monitoring], to make decisions, or solely for informational purposes.

**Indicating Metrics:**

- Reports and Information submitted to the Board

**Evidence:**

Reports and other presentations made by the Superintendent have been completed within the time allocation on the Board agenda and when appropriate and supported by the Board, scheduling reports and presentations was adjusted when needed. Directors, Principals, and other members of the District leadership are included in presentations. Their direct involvement enhances the report given their ability to share data through anecdotes and actual pieces of student work.

<b>Limitation:</b>	7. Allow the board to be deprived of a workable mechanism for official board, officer, or committee communications.
<b>Status:</b>	In Compliance

**Interpretation:** The Superintendent shall provide access to available technology tools to communicate effectively among Board members, Board committees, the community, staff, and the Superintendent. This technology will provide access to District websites, email, and the worldwide web.

I also interpret this to mean that the Superintendent will provide systems that will facilitate a reliable flow of information between the Board and Superintendent, Board Chair or other officers and Superintendent, and Board Committees and committee members (and staff).

**Indicating Metrics:**

Communication systems provided for communication to the Board from the Superintendent and between the Board members and Board committees.

- Communication systems provided for communication between the Board and the community.

**Evidence:**

The Board uses Google Docs and Burlington School District e-mail to the extent allowed by law to make communication and the recording of Board meeting minutes more efficient. The Board uses Boarddocs for postings of the agenda and efficient decisionmaking. In August 2017 the District launched a new website that allows for more clear and accessible sharing of Board minutes and information the Board would like to share with the community. Board meetings are included on the Website calendar as well. The District shares Board updates via Facebook, Front Porch Forum, Twitter, and PTO listservs for further community understanding of Board activity.

<b>Limitation:</b>	8. Deal with the board in a way that favors or privileges certain board members over others except when responding to officers or committees duly charged by the Board.
<b>Status:</b>	In Compliance

**Interpretation:** If the Superintendent provides information which has been requested by one Board member, it should be provided to all Board members. I further interpret this to mean the requests or direction of one Board member shall not be treated as directive to the entire District, but rather redirected to the Board as a whole for consideration.

**Evidence:**

Board information and materials are provided and distributed electronically the same way, at the same time, to all members. Additionally, Board files are kept in the Superintendent's office to provide for traditional mailed materials and correspondence. Most postal mail is given to Board members personally. These mailed materials are brought to the Board's regular meeting. All communications as described in the evidence of compliance for limitation 4 are sent to all Board members. There are times during the year when the Board Chair, in consultation with the Superintendent, directs the Superintendent to modify the Board meeting agenda based on their perceptions of what the Board wants to discuss and anticipated time constraints. Executive Assistant to the Superintendent Brittany Nevins works directly with the Clerk to ensure that appropriate minutes are reviewed by the Clerk and posted on Board agendas for review and approval by the Board.

Individual questions sent by a Board member to staff have been directed to the Superintendent, which in turn is directed to the Chair for determination of entire Board response.

Individual questions sent by a Board member to the Superintendent have been directed to the Chair for determination of entire Board response.

<b>Limitation:</b>	9. Allow the board to do its work without the necessary items on its consent agenda. Necessary items are those decisions delegated to the Superintendent yet required by law, regulation or contract to be board-approved, along with applicable monitoring information.
<b>Status:</b>	In Compliance

**Interpretation:** The Superintendent shall advise and include consent agenda items that fulfill the Board’s legal, contractual and regulatory responsibilities. I also interpret this to mean that, if the Superintendent complies with all of the Board Executive Limitations, they are authorized to proceed or take action without prior approval from the Board.

**Indicating Metrics:**

- Items placed on the Consent Agenda

**Evidence:**

Licensed personnel actions, contracts, financial reports and other actions requiring Board approval are routinely placed on the Consent Agenda for Board action. Background information and areas to consider were also provided to prepare the Board for action.

**I report compliance in all Policy areas.**

**Yaw Obeng**  
 Superintendent