

**BRIEFING/MONITORING REPORT TO THE BOARD**

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| **DATE:** | **April 19, 2023** |
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| **TO:** | **BOARD OF DIRECTORS, PUGET SOUND EDUCATIONAL SERVICE DISTRICT** |
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| **FROM:** | **JOHN WELCH, SUPERINTENDENT/CEO**  **PUGET SOUND EDUCATIONAL SERVICE DISTRICT** |
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| **TOPIC:** | **EXECUTIVE LIMITATION (EL) 4: RELATIONSHIP & COMMUNITY WITH AND AMONG STAFF** |

**REPORT PURPOSE:**

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| 🞏 | **Policy Development/Review/Enhancement/Approval** | **⌧** | Board Monitoring CEO Report |
|  | 🞏 **Ends Policy and Sub-Ends Policy** |  | 🞏 Ends |
|  | 🞏Executive Limitations Policy |  | **⌧** Executive Limitations |
|  | 🞏 Board-Management Delegation Policy | 🞏 | Board Monitoring Board Report |
|  | 🞏 Governance Process Policy |  | 🞏 Board-Management Delegation Policies |
| 🞏 | Board Implementation of Policy |  | 🞏 Governance Process Policies |
|  | 🞏 Board-Management Delegation Policies | 🞏 | Incidental Report |
|  | 🞏 Governance Process Policies |  | 🞏 Superintendent |
| 🞏 | Ownership Linkage Report |  | 🞏 Board Chair |
| **BACKGROUND:** | |  | 🞏 Other: Briefing Report |

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| **POLICY TITLE:** EL4: Treatment of Staff | **POLICY NO:** 4 |
| **POLICY SECTION:** Policy Governance – Executive Limitation | |
| **DATES REVIEW:**  Adopted – February 2001  Revised March 2006, January 2016, May 2019  Last Reviewed and Approved – April 2022 | |
| **BOARD POLICY REVIEW FREQUENCY:**  Every Year April | |
| **BOARD MONITORING CEO FREQUENCY:** One Time a Year | |
| **BOARD CHAIR SIGNATURE:** | |

Current Policy Language

EXECUTIVE LIMITATION POLICY 4: RELATIONSHIP & COMMUNITY WITH AND AMONG STAFF

With respect to treatment of paid and volunteer staff, the Superintendent shall not cause or allow conditions, procedures, actions, or decisions which are discriminatory, unlawful, unethical, unsafe, disrespectful, undignified, racist, oppressive, and imprudent or in violation of Board policy.

Accordingly, the Superintendent may not:

1. Operate without written personnel policies that:
   1. Clarify personnel rules and procedures for staff.
   2. Provide for effective handling of grievances.
   3. Protect against wrongful conditions, such as nepotism and preferential treatment for personal reasons.
   4. Include adequate job descriptions for all positions.
   5. Include an effective personnel performance evaluation system.
   6. Protect against sexual harassment.
   7. Protect against discrimination by sex, race, creed, color, national origin, language, immigrant, refugee, sexual orientation including gender expressions or identity, pregnancy, marital status, religion, age, veteran, or military status, physical sensory or mental disability or the use of a trained dog guide or service animal by a person with a disability.
   8. Fail to expand opportunity, access, inclusive collaboration, and engagement for racially and ethnically diverse staff.
   9. Fail to establish and maintain accountability to ESD staff of color.
   10. Fail to establish organizational transparency.
   11. Fail to engage in anti-racist leadership competencies that leads to deeper awareness of how personal power and privilege impacts relationships with staff of color.
2. Prevent staff from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated.
3. Retaliate against a staff member for non-disruptive expression of dissent.
4. Fail to protect confidential information.
5. Fail to provide staff with an opportunity to become familiar with the provisions of this policy, and other district policies.
6. Allow staff to be unprepared to deal with emergency situations.

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| **RECOMMENED MOTION**  That the Executive Limitation Ends Policy 4: Treatment of Staff be approved as in compliance with noted exceptions and that the superintendent has used reasonable interpretation of this policy. |