OPERATIONAL EXPECTATIONS MONITORING REPORT

Board's Governance Policy

Policy Reference: OE-3 – Treatment of Stakeholders

Purpose:

To provide a monitoring report to the Board on the above policy as required by the Board's *Governance Policies*.

Certification of Accuracy:

I certify this report to be accurate.

Rick Maxey Date: 9/8/17
Rick Maxey
Superintendent

Disposition of the Board:
_____In compliance
_____Not in compliance
_____Compliance with exception

_____ Date:_____
Joe DeFeo
Board Chair

Monitoring Report:

See following report.

For Further Information:

Contact Kenny Generette at 488-6765 or kgenerette@horrycountyschools.net.

Recommended Action:

Move to accept the Superintendent's monitoring report on OE-3, which he has presented as evidence of the status of his compliance with the provisions of the policy

The superintendent shall maintain an organizational culture that treats all people, including parents, citizens and staff, with respect, dignity and courtesy.	**In Compliance**

Evidence of Status of Compliance:

The following District policy is designed to foster an organizational culture that treats people, including parents, citizens, and staff, with respect, dignity, and courtesy:

> "Responsibilities, Ethics, and Conflict of Interest" which states: "Essential to the success of ongoing school operations are the following specific responsibilities, which the District requires of all personnel: 1. Professional behavior including, but not limited to, adherence to ... b. the District's organizational culture that: ... (1) treats people, including parents, citizens and staff, with respect, dignity and courtesy; …."

1. The superintendent shall manage information in such ways that confidential information is protected.	**In Compliance**

Evidence of Status of Compliance:

The following District policies are designed to protect confidential student information, personnel information, and other information which is considered private and confidential:

- "Confidentiality" which states: "As part of employees' duties and responsibilities, it may be necessary for them to maintain, process, handle, review, and/or be privy to student information, personnel information, and other information which is considered private and confidential. Unless mandated for legal reasons, private and confidential information is not to be discussed with any person other than District personnel with a work-related need to know. Unauthorized discussion, disclosure, and/or dissemination of confidential information could result in disciplinary action up to and including a recommendation for termination of employment."

- "Student Records" which states, in part: "In recognition of the confidential nature of student records, the District will only grant access to a student's school records in accordance with the provisions of the Family Educational Rights and Privacy Act ("FERPA") and other applicable State and Federal laws and regulations."

A person who wishes to serve as a volunteer in the District must sign a statement on his/her "Volunteer Application," agreeing to the following:

> As a volunteer, I understand that confidential information about a student may be shared with me. I understand that any information about a student is not to be discussed with anyone other than the teacher or other staff members that are responsible for the education of the student.

A person who wishes to serve as a mentor in the District must sign a statement agreeing to the following:

As a mentor, I understand that confidential information about a student may be shared with me. I understand that any information about a student is not to be discussed with anyone other than the teacher or staff members that are responsible for the education of the student.

Information concerning students and personnel maintained in electronic format by the District is accessible on a need-to-know basis through the District's computer network. When Technology is informed that personnel have entered or left employment, the computer database controlling access is brought up to date within a workday.

2. The superintendent shall maintain processes for the effective handling of complaints.	**In Compliance**

Evidence of Status of Compliance:

The following District policies provide processes for the effective handling of complaints:

- "Grievances Filed by Parents/Students";
- "Sexual Harassment of Students";
- "Complaints and Grievances";
- "Sexual Harassment of Employees";
- "Racial Harassment";
- "Disability Harassment"; and
- "Bullying".

3.a. The superintendent shall maintain an organizational culture that values individual differences of opinion.	**In Compliance**

Evidence of Status of Compliance:

The superintendent or his designee is scheduled to meet with the following groups during the 2017-18 school year (at each meeting, individual differences of opinion are shared and valued):

Group	Expected Number	Scheduled Frequency
Business Cabinet – representatives from businesses in Horry County.	160	3 times a year
Cabinet – composed of chief officers and the staff attorney.	8	Once a week
Parent Cabinet – a parent representative from each school.	50	3 times a year
Principal Cabinet – principals representing elementary schools, middle schools, high schools, academies, and adult education.	9	9 times a year
Student Cabinet – a student representative from each middle school and high school.	48	3 times a year
Support Staff Cabinet – support staff representatives from schools and district-level departments.	35	3 times a year
Teacher Cabinet – a teacher representative from each school.	60	3 times a year
Faith-Based Cabinet – representatives of various denominations.	30	3 times a year
HCEA Officers and UniServ Representative - share staff concerns	4	Once per month

3.b. The superintendent shall maintain an organizational culture that reasonably includes people in decisions that affect them.	In Compliance

Evidence of Status of Compliance:

The following District policies are designed to maintain an organizational culture that reasonably includes people in decisions that affect them:

- "Responsibilities, Ethics, and Conflict of Interest" which states: "Essential to the success of ongoing school operations are the following specific responsibilities, which the District requires of all personnel: 1. Professional behavior including, but not limited to, adherence to ... b. the District's organizational culture that: ... (3) reasonably includes people in decisions that affect them; ...."

- "Information Gathering by Administrators" which states: "Administrators who seek to gather information from groups such as students, community members, and/or employees in an effort to determine opinions on school-related issues, should be considerate of concerns that an individual might have with respect to providing information on highly sensitive issues. Administrators should explain why the information is needed, how it will be used, and whether it will be advisory or binding in nature.

  In gathering information which appears to be sensitive or intrusive in nature, administrators should use a process that provides: 1. Complete anonymity for the respondents ...."

See "3.a" above – participants in the meetings are given an opportunity, when appropriate, to provide input in decisions that affect them.

In addition, whenever reasonable, draft policies, draft policy revisions, and draft policy deletions are posted on the District webpage and distributed to schools and District-level departments to be posted so that staff members, students, and the public will have an opportunity to provide input before adoption, modification, or deletion.

3.c. The superintendent shall maintain an organizational culture that provides open and honest communication in all written and interpersonal interaction.	In Compliance

Evidence of Status of Compliance:

The following District policies are designed to provide open and honest communication in all written and interpersonal interaction:

- "Research Involving Students";
- "Information Gathering by Administrators"; and
- "Responsibilities, Ethics, and Conflict of Interest", which states: "Essential to the success of ongoing school operations are the following specific responsibilities, which the District requires of all personnel: 1. Professional behavior including, but not limited to, adherence to ... b. the District's organizational culture that: ... (4) requires appropriate open and honest communications in written and interpersonal interactions, ..."

See "3.a" above – open and honest communication is encouraged in the meetings.

3.d. The superintendent shall maintain an organizational culture that focuses on common achievement of the board's *Results* policies.	In Compliance

Evidence of Status of Compliance:

The following District policy is designed to focus on common achievement of the board's *Results* policies:

> "Responsibilities, Ethics, and Conflict of Interest", which states: "Essential to the success of ongoing school operations are the following specific responsibilities, which the District requires of all personnel: 1. Professional behavior including, but not limited to, adherence to ... b. the District's organizational culture that: ... (5) focuses on common achievement of the Board's governance policies on 'Results,' ...."

The District has established initiatives in support of the Board's governance policies on results concerning: the District's mission; performance standards in literacy and numeracy, in science and social studies, and in other academic disciplines; and personal success and citizenship. In addition, the District has a policy on character education.

In support of District initiatives, the Office of Accountability provides each principal with disaggregated test data for his/her school. The principal and his/her data team study the disaggregated test data and identify strengths and weaknesses in order to make modifications, as needed, in instructional strategies.

On a work-related and need-to-know basis through the District's computer network, teachers, principals, curriculum coaches, and District-level administrators have access to real-time test data on each student's performance on the *Measures of Academic Progress* (MAP), ACT-Aspire, the appropriate Statewide Testing Program, ACT, SAT, and State End-Of-Course. In addition, on a work-related and need-to-know basis, the test performance of individual classes and the school may be accessed on a real-time basis.

3.e. The superintendent shall maintain an organizational culture that maintains an open, responsive and welcoming environment.	In Compliance

Evidence of Status of Compliance:

The following District policy is designed to maintain an open, responsive and welcoming environment:

> "Responsibilities, Ethics, and Conflict of Interest" which states: "Essential to the success of ongoing school operations are the following specific responsibilities, which the District requires of all personnel: 1. Professional behavior including, but not limited to, adherence to ... b. the District's organizational culture that: ... (6) requires an open, responsive, and welcoming environment; ...."

See "3.a" above – the meetings are conducted in an open, responsive, and welcoming manner.