

**Lake Washington School District
Executive Limitation Monitoring Report
EL-4 Annual Report and District Calendar
March 14, 2016**

Executive Limitation: The CEO shall prepare and publish an annual progress report to the public. The CEO shall also develop a district calendar for the school year that provides for the number of instruction and student contact hours and days determined by the Board and that best meets the instructional needs of students and the professional needs of teachers.

Accordingly, the CEO shall:

<p>1. Publish an annual report that includes:</p> <ul style="list-style-type: none"> a. Student performance data indicating student progress toward accomplishing the Board’s End Results policies. b. Information about school district strategies, programs, and operations intended to accomplish the Board’s End Results policies. c. Revenues, expenditures, and costs of major programs and elements of district operations. 	<p>In Compliance</p>	
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Evidence

The district publishes an annual report to the community that provides information on academic performance, financial results, and district strategies, programs, and operations.

- School annual reports have been completed and mailed to families.
- The 2014-15 Annual Report includes a Strategic Plan update. It is currently being printed and will arrive at homes soon.

<p>2. Implement a school district calendar that plans for 180 days of instruction/contact time for students, including provisions for professional needs of teachers and parent-teacher conferences.</p>	<p>In Compliance</p>	
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Evidence

Each year, the Lake Washington School District’s district calendar provides at least 180 days of instruction for students and scheduled time for parent-teacher conferences. The calendar also provides negotiated time for the professional needs of teachers, including the dedication of seven (7) full days of time, in addition to the two hours per week for Learning Enhancement and Academic Planning (LEAP). LEAP time is dedicated to professional learning, to collaboration with colleagues, and to curricular and instructional planning and preparation.

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Accordingly, the CEO shall:

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| 3. Ensure that any change in the calendar, except for emergency closings or other interruptions due to unforeseen and uncontrollable circumstances, be preceded by adequate and timely notice to students, parents and teachers. | In Compliance | ◀ ▶ |
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Evidence

The district strives to communicate all schedule changes well in advance to students, parents, and teachers. Weather-related and emergency closures are the exception: the district has multiple communication tools in place to reach families in these cases, such as recorded phone calls to all families, web site notifications, and notices via local media.

- On April 23, 2015, the Lake Washington Education Association voted to schedule a teacher action in protest of state school funding issues for May 6. The district communicated on April 23 to parents that schools would be closed on May 6 and one day would be added to the school year to make up that day.
- On Friday, December 12, 2014, Wilder Elementary School closed due to a windstorm that resulted in loss of electrical power. The emergency closure was communicated in a timely fashion as soon as information was received. On April 20, the board approved the submittal of a letter to Office of the Superintendent of Public Instruction to excuse the closure per WAC 329-129-150 and it was approved by OSPI on May 7.
- On Monday, December 1, 2014, Rose Hill Middle School and Stella Schola closed due to a pipe break that resulted in water damage. The emergency closure was communicated in a timely fashion as soon as information was received. On April 20, the board approved the submittal of a letter to Office of the Superintendent of Public Instruction to excuse the closure per WAC 329-129-150 and it was approved by OSPI on May 7.
- On November 3, 2014, Dickinson Elementary School and Explorer Community School were closed because of the investigations of a suspicious device and police activity. The emergency closure was communicated in a timely fashion as soon as information was received. On April 20, the board approved the submittal of a letter to Office of the Superintendent of Public Instruction to excuse the closure per WAC 329-129-150 and it was approved by OSPI on May 7.
- No other district-wide school closures or other changes were made to the school calendar during the 2014-15 school year.

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Accordingly, the CEO shall:

4. Assure the availability of a copy of the calendar for all parents/guardians of students enrolled in district schools.

In
Compliance



Evidence

Every year, a one-page calendar with all key dates is included in the parent information booklet distributed to all parents at the beginning of the school year. The printable one-page calendar and one-month per page calendar are posted on the district's website. Upcoming district calendar events are posted on the home page of the district web site and all school websites.

- In April 2012, the district and teachers association agreed to school years calendars through 2017-18. They are all posted on the district website. Calendar availability was announced in parent newsletters and via the media.
- The district's calendar was included in the parent informational booklet provided to all parents at the beginning of each school year.

I certify the above to be correct as of March 14, 2016.

Traci Pierce, Superintendent