

**Lake Washington School District  
Executive Limitation Monitoring Report  
EL-4 Annual Report and District Calendar  
March 13, 2017**

**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"> <li>a. Student performance data indicating student progress toward accomplishing the Board’s <b>End Results</b> policies.</li> <li>b. Information about school district strategies, programs, and operations intended to accomplish the Board’s <b>End Results</b> policies.</li> <li>c. Revenues, expenditures, and costs of major programs and elements of district operations.</li> </ul>	<p>In Compliance</p>	<p>◀ ▶</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, posted on school websites and distributed to families.
- The 2015-16 Annual Report includes a Strategic Plan update. It is in process 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>	<p>◀ ▶</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.

## EL-4 Annual Report and District Calendar

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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<br>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, social media and notices via local media.

- On March 14, 2016, McAuliffe, Rockwell and Wilder Elementary Schools 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 18, 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 16.
- On February 5, 2016, Redmond and Juanita High Schools were closed due to separate threats to each school that specified that date. The decision to close was communicated in a timely fashion, the day before the closures. Students made up the day on the March 11 LEAP day.
- On Thursday, January 28, Juanita 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 March 14, 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 16.
- On December 9, 2015, Alcott, Bell, Blackwell, Carson, McAuliffe, Mead and Smith Elementary Schools; Inglewood and Renaissance Middle Schools; and, Eastlake and Tesla STEM High Schools closed due to a windstorm that resulted in loss of electrical power at those schools. The emergency closure was communicated in a timely fashion as soon as information was received. On January 11, 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 February 10.
- On December 3, 2015, Renaissance Middle School and Eastlake and Redmond High Schools 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 January 11, 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 February 10.

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Accordingly, the CEO shall:

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 {continued}***

- On November 18, 2015, Bell, Franklin, Frost, Juanita, Keller, Kirk, Muir, Sandburg and Thoreau Elementary Schools; Environmental and Adventure School, Finn Hill, Kamiakin and Kirkland Middle Schools; and, Juanita High 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 January 11, 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 February 10.
- No district-wide school closures or other changes were made to the school calendar during the 2015-16 school year.

4. Assure the availability of a copy of the calendar for all parents/guardians of students enrolled in district schools.	In Compliance	◀ ▶
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***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 year 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 13, 2017.

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Traci Pierce, Superintendent