

# Lake Washington School District Executive Limitation Monitoring Report

**EL-4 Annual Report and District Calendar  
March 5, 2018**

**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:

<ol style="list-style-type: none"> <li>1. Publish an annual report that includes:             <ol 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> </ol> </li> </ol>	In Compliance	◀ ▶
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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 2016-17 Annual Report includes a Strategic Plan update. It is in process and will arrive at homes soon.

<ol style="list-style-type: none"> <li>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.</li> </ol>	In Compliance	◀ ▶
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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 dedicated to professional learning, collaboration with colleagues, and curricular and instructional planning and preparation.

**EL-4 Annual Report and District Calendar**

**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:

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, website notifications, social media and notices via local media.

- On January 4, 2017, Kirk Elementary closed due to a boiler/heating issue. The emergency closure was communicated in a timely fashion as soon as information was received. On April 24, 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 19.
- On February 23, 2017 several calendar changes were communicated to families due to three snow days (December 9, February 6 and February 7). Four Wednesday early-release days were converted to full school days:
  - Wednesday, March 22
  - Wednesday, April 12
  - Wednesday, May 3
  - Wednesday, May 31

In addition, Wednesday, June 21 and Thursday, June 22 were converted to full school days and Friday, June 23 was made the last day of school.

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 website and all school websites.

- In June 2017, the district and the Lake Washington Education Association agreed to school year calendars through 2020-21. They are all posted on the district website. Calendar availability was announced in parent newsletters and via the media.
- The district’s calendar is included in the Parent Information Booklet provided to all parents at the beginning of each school year.

I certify the above to be correct as of March 5, 2018.

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Traci Pierce, Superintendent