

### **BOARD POLICY EXPECTATION**

The Superintendent shall not fail to prepare for Board adoption a district calendar for at least the current and subsequent school years that provides for the number of instructional and contact hours and days determined by the state and that meets the instructional needs of students.

### **CERTIFICATION**

I hereby present my monitoring report on Executive Limitations Policy EL-16 “District Calendar” in accordance with the monitoring schedule set forth in board policy. I certify that the information contained in this report is true as of April 22<sup>nd</sup>, 2008.

Mark Mansell, Superintendent

### **SUPERINTENDENT’S INTERPRETATION OF POLICY**

I interpret the school district calendar to mean the organizing guide that articulates the days students are expected to attend school and the days staff are expected to serve.

### **REPORT**

There are four specific areas described in this policy. The following will address each specific area of EL-16 as best as possible. At the time of this report, I believe that the district is in compliance with the Board’s expectations.

- 1. The superintendent shall not fail to provide a copy of the calendar to all parents/guardians of students enrolled in district schools. **IN COMPLIANCE***

Each year, the school calendar is provided at the time of enrollment to each household. Additionally, the school calendar is available on the district website. Printed copies are also available in each school’s office or at the district’s main office.

- 2. The superintendent shall not fail to ensure that any changes in the calendar, except for emergency closings or other unforeseen circumstances; be preceded by adequate and timely notice to students, parents, and staff. **IN COMPLIANCE***

There was a change in calendar that affected a high school early release that was associated with student led conferences associated with Navigation 101. Beyond this one event, we have not had to make any significant changes/adjustments to the school calendar. Just as with weather related school closures, all calendars were updated and sent out to parents. Additionally, the calendar on the district website was also updated to communicate the changes.

**3. *The superintendent shall not fail to consider a reasonable balance between the instructional needs and the extracurricular involvement of students.* IN COMPLIANCE**

Each year, the leadership team discusses the variables associated with the creation of the calendar for the upcoming school year. Since this is our first year of operating in a two-year calendar structure, our work as a leadership team and as a staff has been slightly different and is mainly focused on creating the 2009/10 calendar. Therefore, next year's calendar (2008/09) is essentially set (basic calendar was approved last year) except for a potential change due to the fall state-wide teacher inservice day. This state-wide inservice day (October 10<sup>th</sup>) typically has not been used by staff in any significant numbers. Therefore, in recent years it has been a normal workday. The few staff who had attended trainings in past years were replaced for the day with substitutes. However, last year we had a large number of staff requesting to attend inservice during that day, which created a substitute shortage. With this in mind, the leadership team decided to propose a change that would make this day a non-contract day (no students) to minimize the impact on students by having their classroom teacher gone for training. The missed day would be added to the end of school year.

**4. *The superintendent shall not fail to appropriately involve staff in the preparation of the calendar.* IN COMPLIANCE**

Once draft calendars are created at the leadership team level, the building principals work with staff to gain their feedback. Sometimes this conversation at the staff level generates additional ideas for other calendar options, which are considered. When this conversation is finished, each building then votes to decide their recommendation on the calendar. Once this process is complete, a final recommendation is presented to the board for approval. We are required to have calendars for two years ahead. This process includes the review of the previously approved second year calendar (which will become next year's calendar) and the proposed new second year calendar. As stated earlier, this is first year of working with the two-year calendar structure, so we are paying extra attention to the process as we learn to work within this new structure.