Monitoring Report - Executive Limitations Policy
EL-16, District Calendar

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 26th, 2011.

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**
   Whenever there is a need to change a school calendar (i.e. due to school closures for weather, etc.), we use multiple forms of communication such as the district's website, newsletters, notes home or email lists. Other than school calendar adjustments due to weather closures, there were no changes to the calendar this past year.

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

   We continue to work hard to maximize learning and minimize impacts on the instructional day by extracurricular activities. Even though we see our extracurricular activities as extensions of the learning experiences provided students (as expected in Ends Policy E-3), protecting the core of the instructional day is essential in meeting the board's Ends Policies. With that said, this work is an ongoing effort and one that can ebb and flow depending on schedules, league changes, home-away game commitments, play-off participation and overall participation by students, etc.

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

   We have used similar processes over the past six years to create calendar proposals. Once a draft calendar is 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 a proposed new second year calendar.

   This year has taken a more significant investment of energy to create a proposed school calendar due to the idea of seeking a regularly scheduled weekly late student arrival to support staff collaboration efforts. This work has taken many meetings with a district-wide team of teachers to develop a proposal for parents and the board to consider. With that said, even though it is more complex it still follows the expectations of this executive limitation by appropriately involving staff in the process of preparing a calendar for the upcoming school year.