

2017-18 Annual Reports to School Board

Policy	Title	Description	Department	Scheduled	How presented?	Status	Policy Excerpt
A02.00	Performance Management Policy	District Scorecard; School Reports	T&L	November	Work Session	11/8 Work Session	The School Board directs the Superintendent to publicly report the results of the annual District Scorecard and School Reports each fall. In addition, the School Board directs the Superintendent to provide the School Board with an annual report on the number of effective performance evaluations against the total number of employees, which shall be subdivided into categories of employee. The report on evaluations shall occur no later than November of each year.
A02.00	Performance Management Policy	# of effective performance evals	HR	November	Work Session	11/8 Work Session	The School Board directs the Superintendent to publicly report the results of the annual District Scorecard and School Reports each fall. In addition, the School Board directs the Superintendent to provide the School Board with an annual report on the number of effective performance evaluations against the total number of employees, which shall be subdivided into categories of employee. The report on evaluations shall occur no later than November of each year.
0030	Ensuring Educational Equity	annual report on the progress towards achieving the goals outlined in the policy	Race & Equity	May	Exec	5/17 Exec Committee	At least annually the Superintendent shall report to the School Board on the progress towards achieving the goals outlined in this policy. The report shall be based on the annual goals of the district's Equity and Race Advisory Committee which are set in partnership with the Superintendent and the School Board.
1010	Board Oversight of Management	district annual report on Operations data dashboard	All	November	Work Session	11/8 Work Session	The Superintendent will prepare and present to the Board a report on the District Annual Operations Data Dashboard each November. The dashboard shall include key performance indicators for each Oversight Area (listed below).
1010	Board Oversight of Management	capital programs semi-annual report	Capital	Nov & April	Ops and Friday Memo; April Work Session	5/1 Work Session	Semi-annually, the Board will receive a capital projects report, prepared by the district's Assistant Superintendent for Capital Projects, Facilities & Enrollment Planning and Assistant Superintendent for Business & Finance in consultation with the Operations Committee, designed to provide an overview of the status of capital programs and expenditures and show key trends. The report will include, but not be limited to, CEP, BEX and BTA program activities.
1310	Policy Adoption & Suspension; Creation of Manuals and Superintendent Procedures	annual report on changes to Superintendent Procedures; minor edits made to policies	Board Office	September	Friday Memo	Sent in 9/15 Friday Memo	The Superintendent shall annually provide a report on any changes to Superintendent Procedures from the previous year. The Superintendent will provide a report on any non-substantive changes to policies made without Board approval after the first year of this revised policy's implementation.
2020	Waiver of Basic Instructional Materials	annual report about the number and type of waivers requested and the disposition, including rationale, of those requests	T&L	November	C&I	11/7 C&I Meeting	The Superintendent shall annually inform the School Board about the number and type of waivers requested and the disposition, including rationale, of those requests.

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2090	Program Evaluation & Assessment	annual report which reflects degree to which district goals and objectives related to instructional program accomplished	T&L	November	Board Meeting	Program Review reports presented at 10/11 work session	The Superintendent shall prepare an annual report which reflects the degree to which district goals and objectives related to the instructional program have been accomplished. The Superintendent shall annually review the assessment processes and procedures to determine if the purposes of the evaluation program are being accomplished. Specifically, the district shall adjust its instructional program if student performance under the Washington State Assessment Program indicates the district's students need assistance in identified areas.
2110SP	Dept. of ELL and Int'l Programs Procedure	annual report on status of district's Transitional Bilingual Instructional Program	T&L	October	Friday Memo	10/20 Friday Memo	Annually, the Superintendent or his or her designee will report on the status of the district's Transitional Bilingual Instruction Program.
2170	CTE Procedure	annual report detailing program adjustments and growth in CTE enrollment	T&L	January	C&I	Initial draft presented at 1/9 C&I	The Board will annually review and approve the district's plan for the design and delivery of its career and technical education program. Equitable access to all programs in middle schools, high schools, and the Seattle Skills Center will be reviewed. The plan will ensure academic rigor, establish program performance targets, address the skill gaps of Washington's economy and provide opportunities for dual credit.
2200	Equitable Access to Programs & Services	three quarterly updates on decisions made previous quarter and preview of upcoming decisions	T&L	April, July and October	C&I and Friday Memo	C&I on 10/10; Friday Memo 10/20; C&I on 4/17	On a quarterly basis the Superintendent or designee shall provide an update to the School Board on decisions made during the previous quarter and a preview of upcoming decisions, if known. These quarterly updates should be provided to the School Board in April, July and October. The fourth quarterly update shall be an annual report that provides detail about all the decisions that were made in the prior year and how those decisions relate to the eight decision making criteria outlined in this policy. The annual report should be provided to the School Board in January.
2200	Equitable Access to Programs & Services	annual report with detail about all decisions made in prior year	T&L	January	Board Meeting	Presented in C&I on 1/9; per direction from C&I, sent to the Full Board in writing in 1/19 Friday Memo	On a quarterly basis the Superintendent or designee shall provide an update to the School Board on decisions made during the previous quarter and a preview of upcoming decisions, if known. These quarterly updates should be provided to the School Board in April, July and October. The fourth quarterly update shall be an annual report that provides detail about all the decisions that were made in the prior year and how those decisions relate to the eight decision making criteria outlined in this policy. The annual report should be provided to the School Board in January.

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2255	Alternative Learning Experience Schools or Programs	annual report to the Board and review of policy	T&L	October	C&I and Board Meeting	C&I on 10/10	The Assistant Superintendent for Teaching & Learning shall report annually to the district Board of Directors at a regularly scheduled Board meeting the following information for each alternative learning experience school or program listed above: 1. The alternative learning experience student headcount; 2. Full-time equivalent enrollment claimed for basic education funding; 3. Overall ratio of certificated instructional staff to full-time equivalent students enrolled in each alternative learning experience program; 4. A description of how the program supports the District's overall goals and objectives for student academic achievement; 5. The results of the annual school improvement plan; and 6. Other reports as designated by the Board. This policy will be annually reviewed by the Board.
2409SP	Competency/ Proficiency High School Credit for World Languages Procedure	annual report on number of proficiency high school credits awarded by language each year	T&L	October	Friday Memo	10/6 Friday Memo	The Superintendent will also report to the School Board the number of proficiency high school credits awarded by language each year.
3123	Withdrawal Prior to Graduation	annual early withdrawal report	T&L	October	Friday Memo	Delayed to Nov. with permission of Dir. Burke; included in 11/17 Friday memo	The Board directs the Superintendent to submit an annual early withdrawal report which outlines the age and grade level for each student, the reason(s) for leaving and any follow-up data that has been collected after the student has withdrawn.
3130	Student Assignment	annual enrollment report	Capital	March	Friday Memo	Posted online on 4/6	The Superintendent is directed to provide an annual enrollment report to the School Board.
3208	Sexual Harassment	annual report to the Board reviewing the use and efficacy of policy	Civil Rights	August	Ops / Friday Memo / School Board Presentation	Delivered to Ops 8/23; in Friday Memo 8/25	The Superintendent shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The Superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.
3246	Restraint, Isolation, and Other Uses of Physical Intervention	annual report to the Board on use of force	T&L	August	Friday Memo	Extension to December approved by Dir. Burke to align with OSPI timeframe	The Superintendent will annually report to the Board on the use of restraint, isolation, and other uses of physical intervention.
4040	Public Access to District Records	periodic review by the Board	Legal	June	Exec	6/14 Exec Meeting	Public access to district records shall be afforded according to the procedures developed by the Superintendent and periodically reviewed by the Board.
4129SP	Family Engagement	annual report on progress toward meeting the goals for the plan and plan amendment recommendations	School and Family Partnerships	December	Friday Memo	Updates delivered on Family Engagement Landscape Analysis work Nov-Jan	The Superintendent and the School-Family Partnership Advisory Committee shall present to the Board, at least annually, a report of progress toward meeting the goals of the School-Family Partnership Plan and recommendations for amending the Plan

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4260	Use of School Facilities	annual report on activities and rental rates	Facilities	February	Friday Memo	5/10 Ops Meeting	The Superintendent shall present an annual report to the School Board on activities and rental rates under this policy.
5000	Recruitment & Selection of Staff	annual report on hiring	HR	December	A&F and Friday Memo (tied to Affirmative Action Plan)	12/11 A&F Meeting	The Superintendent or his or her designee shall report on an annual basis to the School Board the number of employees hired over the last 12 months, the number of current and expected vacancies, and the steps taken to address staff recruitment for anticipated hiring needs, including hard-to-staff subject areas.
6000	Program Planning, Budget Preparation, Adoption and Implementation	monthly financial reports to Board	Finance	Monthly	A&F	Presented monthly	Financial reports are submitted to the Board each month.
6030	Financial Reports	monthly financial and budget status report	Finance	Monthly	A&F	Presented monthly	The business office will prepare a monthly budget status report of the following funds: A. General fund, B. Capital projects fund, C. Debt service fund, and D. Associated student body fund A "statement of financial condition" will be submitted to the Board each month.
6030	Financial Reports	annual financial report	Finance	January	A&F and Board Meeting	Presented at 2/5 A&F Committee	At the close of each fiscal year, the Superintendent, as Board Secretary, will submit to the Board an annual financial report. The report will include at least a summary of financial operations for the year. The Annual Financial Report shall include at a minimum: 1) a budget status report for each fund containing the most current approved budget amounts and the fund balance at the beginning and end of the year and an explanation of any significant variances in revenue and/or expenditures that may affect the financial status of the district; 2) an annual statement of financial conditions, including revenues expenditures, and changes in fund balance.
6530	Insurance	amount and terms of insurance protection reviewed annually	Finance	June	A&F	6/11 A&F Meeting	The amount and terms of such insurance protection will be reviewed annually by the Board as part of the district's risk management program.
6535	Student Insurance	program reviewed annually	Finance	June	A&F	6/11 A&F Meeting	The program will be reviewed annually by the Board as part of the district's risk management program.
6550BP	Internal Audit Policy	a) annual report; b) annual work plan; c) quarterly updates	Internal Audit	a) October; b) September; c) Quarterly	a) Board Meeting b) A&F c) A&F	Work plan presented at 9/5 A&F; Annual report delivered 11/1 w/Dir. Harris agreement	The Internal Auditor shall submit an annual report to the School Board within 90 days of the school year calendar end indicating audits completed, major findings, corrective actions taken by administrative managers, and significant findings which have not been fully addressed by management.

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6800	Safety, Operations and Maintenance of School Property	annual report on the condition of facilities and the effectiveness of the APP	Facilities	February	Ops	3/9 Friday Memo	Annually, the Superintendent or his or her designee will report to the Board on the condition of the facilities and the effectiveness of the APP. Every sixth year, an independent assessment will be conducted and reported to the Board and the Office of Superintendent of Public Instruction
6801	Capital Assets/Theft-Sensitive Assets	annual fixed asset report to A&F	Finance	September	A&F	Delivered to A&F on 9/11	An annual fixed assets report will be provided to the Audit and Finance Committee addressing the implementation and ongoing management of the supporting procedures.
6882	Rental, Lease and Sale of Real Property	at least every three years, district reports on the management of inventoried and non-essential properties	Finance & Capital	March; every three years (2012; 2015, next is 2018)	A&F	Presented at A&F 4/16	At least every three (3) years, the district shall report to the Board on the management of inventoried and non-essential properties.
H13.00	Capacity Management	annual report (current and projected enrollments at the school, middle school service area, and district-wide levels)	Capital	December	Ops and Friday Memo	1/31 - Capacity Management BAR approved; 5/1 Work Session	It is the policy of the Seattle School Board that annually the Superintendent shall evaluate and report to the School Board on current and projected enrollments at the school, middle school service area, and District-wide levels and on related issues. The purpose of such an annual evaluation and report is to monitor changes in enrollment, demographics and program demand including capital program development and/or program placement over time and to facilitate the periodic consideration of possible actions to ensure that school building and regional capacity are matched with enrollment and with demographic changes. The annual report shall identify areas of stable, increasing, or decreasing enrollment and issues of school building capacity and shall make recommendations as to possible actions (by the Board and/or the Superintendent) that would address issues identified.
H25.01	Natural Resources Conservation Procedure	annual report on natural resource conservation measures employed in capital projects	Facilities	November	Friday Memo		Additionally the capital department. shall provide annual reports to the school board on natural resource conservation measures employed in capital projects.
BEX Charter	Semi-Annual BEX Program Update		Capital	October; March	Ops and Friday Memo	12/7 Ops Committee	[FROM COMMITTEE CHARGE:] Regular comments and recommendations to staff regarding conduct of the BEX Program, with semi-annual reports to the School Board, more often as appropriate.
Board Request	Native American Education Update		T&L	December	Board Meeting	Presented at 1/3 Board Meeting	[Requested by the Board.]
Title 1	State & Federal Grants summary report to A&F	annual grants/ Title I updates	Finance	February	A&F or Work session	Presented at 2/5 A&F	[Not required by policy, but in A&F work plan.]
JSCEE Bonds	Update on Status of Debt		Finance	June	A&F	6/11 A&F Meeting	[Not required policy, but in A&F work plan.]
Affirmative Action Plan	Nondiscrimination and Affirmative Action	Results of utilization analysis of the plan, status of efforts to promote plan	HR	June	A&F	6/11 A&F Meeting	[WAC and Board policy requires the District to have an affirmative action plan, but not necessarily a report. The reporting requirement comes from the existing affirmative action plan, approved July 2017.]