

# School Board Briefing/Proposed Action Report



**Informational** (no action required by Board)     **Action Report** (Board will be required to take action)

**DATE:** May 4, 2016  
**FROM:** Directors Peters & Patu, Vice President & President of the School Board

## **I. TITLE**

Amending Policy Nos. H01.00, F21.00 and 2200                      **For Introduction:** May 18, 2016  
**For Action:** June 1, 2016

## **II. WHY BOARD ACTION IS NECESSARY**

The School Board is the governing body with the authority to adopt, amend, and repeal policies for the District. Board action is therefore required.

## **III. FISCAL IMPACT/REVENUE SOURCE**

The fiscal impact is not determined at this time.

Expenditure:     One-time     Annual     Other Source

## **IV. POLICY IMPLICATION**

If approved, this motion would amend Policy Nos. F21.00, Specific Areas of Involvement Reserved to the District, H01.00, School Closures, and 2200, Equitable Access to Programs & Services.

## **V. RECOMMENDED MOTION**

I move that the School Board amend Policy Nos. F21.00, H01.00, and 2200, as attached to the Board Action Report.

## **VI. BOARD COMMITTEE RECOMMENDATION**

The motion to amend H01.00, F21.00, and 2200 was discussed at the February 4 and March 3, 2016 Executive Committee meetings, and the March 23 and April 27, 2016 work sessions. The Executive Committee reviewed the motion on May 5, 2016 and moved the item forward to the Board for consideration pending the edits discussed.

## **VII. BACKGROUND INFORMATION**

Under current policy, site and program placement and closure decisions do not come before the Board for approval, therefore the Board has no oversight of these decisions. Yet, the public expects the Board to weigh in on them and comes to the Board requesting oversight.

These revisions will add greater School Board oversight to program, site and service placement and closure recommendations from staff or the Superintendent.

This will allow the Board to further fulfill its legally mandated oversight responsibilities.

### **VIII. STATEMENT OF ISSUE**

Whether to amend Policy Nos. H01.00, F21.00, and 2200.

The motion addresses the following realities and concerns:

- Under current policy, the Board has no oversight of program, service or site closure and placement decisions.
- Two of these policies have not been reviewed in many years and fall into the category of lettered policies that are overdue for updating. Policy review and initiation is a key Board duty, prescribed by policy and law:  
([http://www.seattleschools.org/UserFiles/Servers/Server\\_543/File/Migration/Department s/HR/10 05.pdf?sessionid=d249654e54f9ae0807a5cf8a160886eb](http://www.seattleschools.org/UserFiles/Servers/Server_543/File/Migration/Department%20s/HR/10%2005.pdf?sessionid=d249654e54f9ae0807a5cf8a160886eb))
- In 2010, the State auditor found that the Board failed to exercise its necessary oversight duties. It is the Board's duty to ensure that it engages with the community and is empowered to exercise its legally mandated oversight duties.
- The public rightfully expects the Board to weigh in and exercise oversight on important issues, and holds the Board accountable for them. Therefore, the Board should be granted this oversight authority.
- The reality is, these issues still come to the Board in one form or another, through protests, public commentary, lobbying, petitions, etc. But the Board is not currently empowered to influence them, and so the District is perceived as acting without transparency and the Board failing in its duties.
- This change will formalize this process, and allow greater transparency and oversight by affording staff and the Superintendent the opportunity to present the rationale for such recommendations to the Board and community during public sessions.
- This change will also partially address the current ambiguity surrounding the definition of school versus program versus site versus service by establishing Board oversight for more of these various offerings. (Also, the nomenclature distinctions made by the district do not necessarily correspond to how these schools are defined or function for families.)

The proposed change will maintain the current process in which staff makes recommendations to the Superintendent, or the Superintendent makes determinations directly, but it adds greater Board oversight.

### **IX. ALTERNATIVES**

1. Do not amend Policy Nos. H01.00, F21.00, and 2200. This is not recommended because this leaves Board oversight out of significant school program, service, and site placement decisions.

## **X. RESEARCH AND DATA SOURCES / BENCHMARKS**

In the last few years alone, various school, program, service and site placement or closures decisions have been made resulting in significant consternation, controversy and lack of community engagement.

## **XI. TIMELINE FOR IMPLEMENTATION / COMMUNITY ENGAGEMENT**

Upon approval of this motion, the amended policies would go immediately into effect and would be posted on the School Board's website.

## **XII. ATTACHMENTS**

- Policy No. F21.00 (clean – for approval)
- Policy No. F21.00 (redline – for reference)
- Policy No. H01.00 (clean – for approval)
- Policy No. H01.00 (redline – for reference)
- Policy No. 2200 (clean – for approval)
- Policy No. 2200 (redline – for reference)

	<p style="text-align: center;">SPECIFIC AREAS OF INVOLVEMENT RESERVED TO THE DISTRICT (SUPERINTENDENT/BOARD OR THEIR DESIGNEE)</p>	<p style="text-align: right;">F21.00 [date] Page 1 of 3</p>
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Within the laws of the United States and the State of Washington and the policies of the Board, and District guidelines, the following areas (listed alphabetically) are reserved to the School Board and/or Superintendent or their designee:

### **Curriculum**

- A. Development and adoption of District-wide curriculum frameworks (what is taught at what levels).
- B. Development and adoption of policies to insure the quality of educational content.
- C. District-wide adoption of educational materials (textbooks, materials, software).
- D. Selection of technology systems and hardware (equipment) from which schools may make appropriate selections as their individual needs dictate.

### **Fiscal Management**

- A. Application for District-wide grants.
- B. Administration of payroll.
- C. Setting of salaries and compensation.
- D. Adoption of annual School District budget and control audits.
- E. Purchase of goods and services.
- F. Control of real and/or personal property.

### **Program, Service or Instructional Site Closure or Placement**

The placement and closure of an instructional site (as defined in H01.00) requires Board approval. In the event Board approval of an instructional site's placement or closure puts students' safety at risk, the Superintendent is authorized to make the placement or closure decision as long as the Board is informed prior to the decision being made.

Board approval is required for the closure of programs governed by the student assignment plan. The Superintendent makes the final decision on the placements of programs not governed by the student assignment plan. The Board will be informed of upcoming program placement decisions prior to the decision(s) being made and will receive quarterly updates.

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Adopted:  
Former Code(s): C17.03  
Revision(s): APRIL 1996 / MAY 2016  
References: H01.00, 2200, 2200SP  
Repealed:

	<p style="text-align: center;">SPECIFIC AREAS OF INVOLVEMENT RESERVED TO THE DISTRICT (SUPERINTENDENT/BOARD OR THEIR DESIGNEE)</p>	<p style="text-align: center;">F21.00 [date] Page 2 of 3</p>
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The Superintendent is authorized to make the placement and closure decisions of services, except for services governed by the student assignment plan or other Board policies (e.g., Policy No. 2190 regarding Highly Capable services). The Superintendent is granted this authority in order to address time sensitive decisions that allow the district to provide instruction to students as soon as possible (e.g., Special Education services). The Board will be informed of service decisions in a timely manner, and prior to the decision(s) being made, and will receive quarterly updates.

Placement and closure decisions must be aligned to collective bargaining agreements, legal statutes, the Student Assignment Plan, and other Board policies. The requirement for Board approval does not apply to program and class decisions reserved to a Building Leadership Team or principal under existing collective bargaining agreements.

**Program Evaluation**

**Safety**

- A. Development and adoption of District-wide student behavior rules and regulations.
- B. Annual adoption of Student Rights and Responsibilities as required by state law.
- C. Development and adoption of a District-wide School Safety Plan.

**School Operations**

- A. Food service planning, purchasing and administration.
- B. Conducting data processing services.
- C. Legal Services.
- D. Planning of transportation routes, schedules, and bell times.
- E. Selection and approval of transportation provider(s).
- F. Building and grounds maintenance of District non-school facilities.
- G. Use of all school space.
- H. Determination of building and instructional capacities.

	<p style="text-align: center;">SPECIFIC AREAS OF INVOLVEMENT RESERVED TO THE DISTRICT (SUPERINTENDENT/BOARD OR THEIR DESIGNEE)</p>	<p style="text-align: center;">F21.00 [date] Page 3 of 3</p>
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### **Staffing**

- A. Hiring, evaluation, discipline, and termination (firing, retirement, resignation) of all employees.
- B. Negotiation and enforcement of labor contracts.
- C. Selection and/or transfer of principals and assistant principals.
- D. Selection and/or transfer of employees other than principals and assistant principals.
- E. Development and adoption of staffing standards.
- F. Assignment of staff to buildings.
- G. Evaluation of principal.
- H. Other personnel issues.

### **Strategic Planning**

Development and oversight of District-wide strategic plan

### **Students**

- A. Development, adoption, and implementation of desegregation policies.
- B. Development, adoption, and implementation of student placement policies.
- C. Discipline of individual students.

### **Testing**

- A. State required testing programs.
- B. Oversight and adoption of testing measures.
- C. Selection and implementation of testing programs.

### **Other**

- A. Development, coordination, implementation and evaluation of local, state, and federal legislative agendas.
- B. Public relations, representation, and conveyance of District views/opinions.
- C. Daily operations of the school (responsibility of the principal).

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## **BOARD ADOPTED PROCEDURE**

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### **Fiscal Management**

- A. Application for District-wide grants.
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### **Program, Service or Instructional Site Closure or Placement**

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Board approval is required for the closure of programs governed by the student assignment plan. The Superintendent makes the final decision on ~~all~~ the placements of programs not governed by the student assignment plan placements. The Board will be informed of upcoming program placement decisions prior to the decision(s) being made and will receive quarterly updates.

The Superintendent is authorized to make the placement and closure decisions of services, except for services governed by the student assignment plan or other Board policies (e.g., Policy No. 2190 regarding Highly Capable services). The Superintendent is granted this authority in order to address time sensitive decisions that allow the district to provide instruction to students as soon as possible (e.g., Special Education services). The Board will be informed of service decisions in a timely manner, and prior to the decision(s) being made, and will receive quarterly updates.

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**School Operations**

- A. Food service planning, purchasing and administration.

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- B. Conducting data processing services.
- C. Legal Services.
- D. Planning of transportation routes, schedules, and bell times.
- E. Selection and approval of transportation provider(s).
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- C. Selection and/or transfer of principals and assistant principals.
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- F. Assignment of staff to buildings.
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### **Strategic Planning**

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### **Students**

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- C. Discipline of individual students.

 <p>SEATTLE PUBLIC SCHOOLS</p>	SPECIFIC AREAS OF INVOLVEMENT RESERVED TO THE DISTRICT (SUPERINTENDENT/BOARD OR THEIR DESIGNEE)	F21.00 <del>Revised</del> <del>[date] April 1996</del> Page 4 of 3
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**Testing**

- A. State required testing programs.
- B. Oversight and adoption of testing measures.
- C. Selection and implementation of testing programs.

**Other**

- A. Development, coordination, implementation and evaluation of local, state, and federal legislative agendas.
- B. Public relations, representation, and conveyance of District views/opinions.
- C. Daily operations of the school (responsibility of the principal).

	<p>SCHOOL &amp; INSTRUCTIONAL SITE CLOSURES</p>	<p>H01.00 [date] Page 1 of 3</p>
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**School Closure**

It is the policy of the Seattle School Board that prior to the decision to close any school buildings(s) for instructional purposes the following steps will occur:

1. Development and presentation of the Superintendent's preliminary recommendation for school closure(s) and publication of analysis of possible effects of proposed school closure(s) to include:
  - A. Criteria for school closure(s)
  - B. Demographic and integration effects
  - C. Relationship of the proposed closure(s) to any on-going, established long-range program for facility use, and
  - D. Proposed site classification
2. Public review of the Superintendent's preliminary recommendation for school closure(s) (minimum of thirty (30) days). A copy of the recommendation and summary shall be made available in each school proposed for closure(s) and distributed to each school parent organization and community council in the affected area.
3. Public hearing(s) for each proposed site on the Superintendent's preliminary recommendation for school closure(s) will be held in the general geographic area of the affected building. The public hearing will be held in the affected school where feasible.
4. Presentation of the Superintendent's final recommendation for school closure(s).
5. Public review of the Superintendent's final recommendation for school closure(s) (minimum of fourteen (14) days).
6. Public hearing on Superintendent's final recommendation for school closure(s).
7. School Board discussion of Superintendent's final recommendation for school closure(s).

	<b>SCHOOL &amp; INSTRUCTIONAL SITE CLOSURES</b>	H01.00 [date] Page 2 of 3
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8. School Board Action on school closure(s). (The Board's final decision shall be made within ninety (90) days of the time hearings are held for each proposed site for closure(s) (#3 above) and no less than seven (7) days after the public hearing on the Superintendent's final recommendation for school closure(s).)

Notices of the hearings in steps 3 and 6 above containing the date, time, place, and purpose of the hearings shall be published in the Seattle daily newspapers. These notices shall be published once each week for two consecutive weeks, with the last notice to be published not less than seven (7) days before the hearings.

In addition to the notices in the daily newspapers, outreach to potentially impacted communities shall be achieved via a combination of some or all of the following methods:

- Notices in local newspapers
- Notices on the Seattle Public Schools website & television station
- Notices on local television and radio stations
- Notices sent to community centers, libraries, and city neighborhood centers
- Notices sent to families via automated telephone service
- Notices sent home to families in the impacted schools

In the event exigent circumstances make adherence to the above policy infeasible, the Board of Directors may so declare and make a school closure(s) decision following a process consistent only with the minimum requirements of RCW 28A.335.020.

Temporary relocation of students and staff during periods of school building reconstruction or renovation is not considered a school closure and this policy does not apply.

### **Instructional Site Closure**

It is also the policy of the Seattle School Board that prior to the district decision to close an instructional site, the following steps shall occur. An instructional site is defined as a facility or building that houses one or more Seattle Public Schools classrooms. The facility or building may be one site of a multi-site OSPI-registered school and include a physical location not on a school campus, but is where participating students regularly receive the majority of their classroom instruction. Students are assigned to instructional sites via the student assignment plan (e.g., Middle College and Interagency sites).

1. The decision will be considered in the context of the student assignment plan.

	<p>SCHOOL &amp; INSTRUCTIONAL SITE CLOSURES</p>	<p>H01.00 [date] Page 3 of 3</p>
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2. Development and public presentation of the Superintendent's recommendation for an instructional site closure(s) which will include the publication of analysis of possible effects of proposed site closure(s). The analysis will contain:
  - A. Criteria for site closure(s)
  - B. Demographic and integration effects
  - C. Relationship of the proposed closure(s) to any on-going, established long-range program for facility use, and
3. School Board discussion of the Superintendent's recommendation for site closure(s).
4. School Board action on site closure(s).

In the event adherence to the above policy regarding instructional site closure puts students' safety at risk, the Superintendent is authorized to make the closure decision as long as the Board is informed prior to the decision being made.

	<p style="text-align: center;"><b>SCHOOL &amp; INSTRUCTIONAL SITE CLOSURES</b></p>	<p style="text-align: center;">H01.00</p> <p style="text-align: center;"><del>Revised</del> <del>NOV 12, 2008</del><u>[date]</u></p> <p style="text-align: center;">Page 1 of <u>32</u></p>
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## School Closure

### **POLICY**

It is the policy of the Seattle School Board that prior to the decision to close any school buildings(s) for instructional purposes the following steps will occur:

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  - C. Relationship of the proposed closure(s) to any on-going, established long-range program for facility use, and
  - D. Proposed site classification
2. Public review of the Superintendent's preliminary recommendation for school closure(s) (minimum of thirty (30) days). A copy of the recommendation and summary shall be made available in each school proposed for closure(s) and distributed to each school parent organization and community council in the affected area.
3. Public hearing(s) for each proposed site on the Superintendent's preliminary recommendation for school closure(s) will be held in the general geographic area of the affected building. The public hearing will be held in the affected school where feasible.
4. Presentation of the Superintendent's final recommendation for school closure(s).
5. Public review of the Superintendent's final recommendation for school closure(s) (minimum of fourteen (14) days).

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6. Public hearing on Superintendent's final recommendation for school closure(s).
7. School Board discussion of Superintendent's final recommendation for school closure(s).
8. School Board Action on school closure(s). (The Board's final decision shall be made within ninety (90) days of the time hearings are held for each proposed site for closure(s) (#3 above) and no less than seven (7) days after the public hearing on the Superintendent's final recommendation for school closure(s).)

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In addition to the notices in the daily newspapers, outreach to potentially impacted communities shall be achieved via a combination of some or all of the following methods:

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In the event exigent circumstances make adherence to the above policy infeasible, the Board of Directors may so declare and make a school closure(s) decision following a process consistent only with the minimum requirements of RCW 28A.335.020.

Temporary relocation of students and staff during periods of school building reconstruction or renovation is not considered a school closure and this policy does not apply.

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	<p><b>SCHOOL &amp; INSTRUCTIONAL SITE CLOSURES</b></p>	<p>H01.00</p> <p><b>Revised NOV 12, 2008</b>[date]</p> <p>Page 3 of <b>32</b></p>
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or building may be one site of a multi-site OSPI-registered school and include a physical location not on a school campus, but is where participating students regularly receive the majority of their classroom instruction. Students are assigned to instructional sites via the student assignment plan (e.g., Middle College and Interagency sites).

1. The decision will be considered in the context of the student assignment plan.
2. Development and public presentation of the Superintendent's recommendation for an instructional site closure(s) which will include the publication of analysis of possible effects of proposed site closure(s). The analysis will contain:
  - A. Criteria for site closure(s)
  - B. Demographic and integration effects
  - C. Relationship of the proposed closure(s) to any on-going, established long-range program for facility use, and
3. School Board discussion of the Superintendent's recommendation for site closure(s).
4. School Board action on site closure(s).

In the event adherence to the above policy regarding instructional site closure puts students' safety at risk, the Superintendent is authorized to make the closure decision as long as the Board is informed prior to the decision being made.

~~Reference: RCW 28A.335.020~~

~~Revised: AUG 1997~~  
~~NOV 2008~~

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It is the policy of the Seattle School Board that programs and services be developed, replicated, and placed in support of district-wide academic goals that address systemic needs and support quality education for all students within the context of the current student assignment plan.

School Board Policy F21.00 delegates to the Superintendent the authority to make all of the closure and placement decisions for services not governed by the student assignment plan or other Board policies, and the placement decisions for programs not governed by the student assignment plan. This authority includes actions to make changes to existing programs or services, the development of new programs or services, the replication of existing programs or services, the relocation of existing programs or services, and the closure of existing services. This policy does not apply to changes in programs or services which are reserved by law or other Board policies to the School Board or Superintendent. Board approval is required for the closure of a school or instructional site.

Prior to making programmatic or service changes, including those requiring School Board approval under Policy F21.00, the Superintendent will take the objectives listed below into account, balancing competing needs to achieve the result that is in the best interests of students, all factors considered:

1. Place programs or services in support of district-wide academic goals;
2. Place programs or services equitably across the district;
3. Place programs or services where students reside;
4. Place programs or services in accordance with the rules of the current student assignment plan, and as appropriate, equitably across each middle school feeder region;
5. Engage stakeholders in a timely and publicly visible manner by informing, involving, and/or consulting with them as appropriate, and consider their input in the decision-making process when feasible;
6. Utilize physical space resources effectively to assure that instructional and program space needs are equitably met across the district;
7. Ensure that fiscal resources are taken into consideration, including analyzing current and future fiscal impacts; and
8. Analyze the impact of any decision before it is made, by using data, research and best practice

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The relevant factors considered and the basis for each change shall be documented in writing, distributed to the School Board for its reference, and kept on file. 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.

The Superintendent is authorized to establish Superintendent Procedures or administrative guidelines to implement this policy. Changes to the Superintendent Procedures will be shared with the appropriate Board committee for its information.

Adopted: August 2012  
Revised: [date]  
Cross Reference: Policy Nos. A01.00, 1005, 1620, 1640, F21.00; H01.00  
Related Superintendent Procedure:  
Previous Policies: C56.00  
Legal References: N/A  
Management Resources: N/A

	<p>EQUITABLE ACCESS TO PROGRAMS &amp; SERVICES</p>	<p>Policy No. 2200 <del>August 15, 2012</del> [date] Page 1 of 2</p>
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School Board Policy F21.00 delegates to the Superintendent the authority to make all of the closure and placement decisions for services not governed by the student assignment plan or other Board policies, and the placement decisions for programs ~~placement decisions not governed by the student assignment plan~~. This authority ~~policy addresses~~ includes actions to make changes to existing programs or services, the development of new programs or services, the replication of existing programs or services, ~~as well as the closing and/or~~ relocation of existing programs or services ~~throughout the district, and the closure of existing services, to the extent that those programs or services have an impact on budgets, hiring or placement of staff, or on space within a building~~. This policy does not apply to changes in programs or services which are reserved by law or other Board policies to the School Board or Superintendent. Board approval is required for the closure of a school or instructional site.

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5. Engage stakeholders in a timely and publicly visible manner by informing, involving, and/or consulting with them as appropriate, and consider their input in the decision-making process when feasible;
6. Utilize physical space resources effectively to assure that instructional and program space needs are equitably met across the district;
7. Ensure that fiscal resources are taken into consideration, including analyzing current and future fiscal impacts; and

	<p>EQUITABLE ACCESS TO PROGRAMS &amp; SERVICES</p>	<p>Policy No. 2200 <del>August 15, 2012</del> <a href="#">[date]</a> Page 2 of 2</p>
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8. Analyze the impact of any decision before it is made, by using data, research and best practice

The relevant factors considered and the basis for each change shall be documented in writing, [distributed to the School Board for its reference](#), and kept on file. 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.

The Superintendent is authorized to establish Superintendent Procedures or administrative guidelines to implement this policy. [Changes to the Superintendent Procedures will be shared with the appropriate Board committee for its information.](#)

Adopted: August 2012

Revised: [\[date\]](#)

Cross Reference: Policy Nos. A01.00, 1005, 1620, 1640, F21.00; [H01.00](#)

Related Superintendent Procedure:

Previous Policies: C56.00

Legal References: N/A

Management Resources: N/A