



Highline Public Schools Board Action Report

DATE: January 3, 2023

FROM: Dr. Ivan Duran, Superintendent

LEAD STAFF: Jenniffer Reinig, Chief Academic Officer

For Introduction: January 18, 2023 For Action: February 1, 2023

I. TITLE Motion to approve a resolution requesting a waiver for Parent-Teacher Conference Days

Select one: ☒ New Item ☐ Renewed Item ☐ Annual Item ☐ Revised Item

II. WHY BOARD ACTION IS NECESSARY

The Office of Superintendent of Public Instruction requires the School Board of Directors to approve a resolution in support of a waiver from the 180-day school year requirement to allow for conference days.

III. BACKGROUND INFORMATION

The Office of Superintendent of Public Instruction allows school districts to apply for a waiver from the 180-day requirement for conference days. Conference days allows teachers to meet with each student and family member to discuss educational progress. This waiver request is a renewal of a waiver we have held for over 10 years and will align with our Collective Bargaining Agreement with Highline Education Association.

IV. RECOMMENDED MOTION

I move that the School Board of Directors approve the resolution for a three-year waiver request from the 180-day school year requirements for three (3) days for 2023-24, 2024-25 and 2025-26 school years for the purpose of student-led and family teacher conferences.

V. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action is only in the event this resolution is not approved.

The revenue source for this motion is n/a

Expenditure: ☐ One-time ☐ Annual

VI. APPLICABLE POLICY(S)

This action is in compliance with the following: The Office of Superintendent of Public Instruction's authority to grant waivers from the basic education program requirements is RCW 28A.150.220(2). The rules that govern requests for such waivers are [WAC 180-18-40](#). For any waiver request, the District must continue to meet the annual instructional hour requirement described in [RCW 28A.150.220](#).

VII. ALTERNATIVES

The alternative is to not approve this resolution. This is not recommended as conferences would need to be held across multiple days with teachers being compensated for their time. Logistics would be complex.

VIII. COMMUNITY ENGAGEMENT

Community Engagement Required: ☐ Yes ☒ No

IX. ATTACHMENTS

Resolution and Application

HIGHLINE SCHOOL DISTRICT NO. 401

RESOLUTION NO. 03-23

requesting that the Office of Superintendent of Public Instruction approve
three (3) waiver days in Highline School District No. 401.

WHEREAS, our district has a commitment to the improvement of schools and the development of staff to meet the demands of preparing all students for the futures they choose; and

WHEREAS, the district meets both the current and amended required instructional hour time based on Form 600 Entitlement for Basic Education Allocation ([RCWA 150.220](#) and [WAC 180-16-215](#)); and

WHEREAS, options involving availability of substitutes, and additional staff or an additional paid day would create additional hardship on the district and create inconveniences to parents and/or patrons; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Highline School District No. 401, King County, Washington, that a request be made to the Office of Superintendent of Public Instruction (OSPI) to waive the minimum 180-day school year requirement for up to three (3) days for all elementary schools, and two (2) days for middle, and high schools in Highline School District No. 401 to be dedicated to student-led and family-teacher conferences; and that this waiver is effective for the 2023-24, 2024-25, and 2025-26 school years.

ADOPTED at a regular open public meeting of the Board of Directors on February 1, 2023

HIGHLINE SCHOOL DISTRICT NO. 401

Board of Directors

I, Ivan Duran, Secretary to the Board of Directors of Highline School District No. 401, do hereby certify that the above is a true and accurate copy of Resolution No. 03-23 for the use and purpose intended.

Ivan Duran, Ed.D
Secretary to the Board

Parent-Teacher Conference Days Waiver

School districts can waive up to five (5) school days during the regular 180-day school year for the purpose of conducting parent-teacher conferences. The waiver can be effective for up to three years and is renewable. The district must continue to meet the annual instructional hour requirement described in [RCW 28A.150.220](#). A district seeking a waiver solely for the purpose of parent-teacher conference days may do so by providing notification to the Office of Superintendent of Public Instruction (OSPI) at least 30 days prior to implementation.

A district seeking a waiver for more than five conference days or for reasons other than parent-teacher conference days, must request a waiver through a different [180-day School Year Waiver process](#). For questions, please email at waivers@k12.wa.us.

The parent-teacher conference days waiver notification must include all of these items:

1. **Waiver Form:** 180-day Waiver Form for Parent-Teacher Conference Days (*see next page*).
2. **Adopted resolution**, approved and signed by the school district board of directors, including:
 - a. The number of school days designated for parent-teacher conferences (no more than five school days).
 - b. The school years for which the waiver will be implemented (up to three school years).
 - c. An attestation stating that the district will meet the minimum instructional hours requirement of RCW 28A.150.220(2) under the waiver plan.
3. **Proposed school year calendar(s)** indicating which days are planned for conferences.

Please submit the Parent-Teacher Conference Days Waiver notification to OSPI, via email: waivers@k12.wa.us

Waiver notifications must be submitted to OSPI at least 30 days before implementation. OSPI staff will review the district's waiver submittal to ensure all items have been included. When the review is complete, a letter will be emailed to the district concerning the parent-teacher conference days waiver plan.

Renewals: If the school district would like to renew an expiring parent-teacher conference days waiver, the renewal notification must follow the same process as described above.

For questions, please email at waivers@k12.wa.us.



Washington Office of Superintendent of
PUBLIC INSTRUCTION

180-day Waiver Form for Parent-Teacher Conference Days

School District: Highline School District, 401	
Mailing Address: 15675 Ambaum Blvd SW	
Superintendent: Dr. Ivan Duran	
Email: Ivan.duran@highlineschools.org	Phone: 206.631.3000
Person submitting application (if different): Jenniffer Reinig	
Email: Jenniffer.reinig@highlineschools.org	Phone: 206.631.3001

Parent-Teacher Conference Waiver Days <i>(number of waiver days, up to 5 days)</i>	Up to 3 days
When are conference waiver days scheduled? <i>(example: 2 days in October & 2 days in March)</i>	November and March
School Year(s) for Conference Waiver <i>(list school years – up to 3 years)</i>	2023-24, 2024-25, 2025-26
District-wide or certain schools/grades? <i>(if not district-wide, list grades and/or schools)</i>	Elementary: 3 days in November Secondary: 1 day in November and 1 day in March
Instructional Hours – Will the district meet the annual instructional hour requirement? <i>(If no, explain in detail)</i>	yes
Reduction of Partial Days – provide the number of partial days that will be reduced by implementing the parent-teacher conference waiver days plan.	0
All of these items must be submitted to OSPI before implementation: <ul style="list-style-type: none"> Completed Parent-Teacher Conference Days Waiver Form <i>(this page, please save first)</i> School Board Resolution – adopted and signed <i>(see first page for more information)</i> Proposed school year calendar(s) 	
Signed <i>(Superintendent):</i> Superintendent's signature (electronic is acceptable)	Date: Date signed

Submit Waiver Request to OSPI: waivers@k12.wa.us



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