

Calendar Committee Meeting Minutes
Tuesday, November 15, 2016; 4:00 p.m.
Central Administration Office

Members present: Douglas Sullivan, Melanie Kathrein, Nikki Forsness, Lyle Smith, Lee Mehrer, Melinda Fridrich, Jamie Prellwitz, Crystal Hoerner, Tammy Meschke, Amy Wyant, Brenda Loney, Diana Stroud, Kandace King, Kalindi Brandvik. Others present: Cyndee Egeness.

The meeting was called to order by Superintendent Sullivan at 4:00 p.m.

All members were given two 2017-2018 draft calendars. Superintendent Sullivan opened the floor for discussion. The only difference between draft A and draft B would be December 21 and March 1. Draft A lists December 21 as a no school day and March 1 as a school day. Draft B lists December 21 as a school day and March 1 as a no school day. Dr. Sullivan did state that March 1 and 2 align with WDA. Ms. Mehrer asked when the grading periods will be determined. Dr. Sullivan stated that Mr. Dockter will determine and send out a notification. Early release days will be determined at a later time. Dickinson High School asked to note that early release days should not be scheduled during the school picture days as it caused several issues this current school year. Dickinson High School has set their picture day for September 20, 2017. Dr. Sullivan and Mrs. Kathrein explained that the building principals are to bring this information to the cabinet meeting. Mrs. Kathrein also noted that Professional Development and Cabinet work together to determine professional development days. Professional development days cannot be changed into a teacher work day. But the teacher work days can be moved around within the calendar.

Members asked if the teacher work day could be at the beginning of the school year or if it had to be at the end. Mr. Smith and Dr. Sullivan explained that the teacher work day is required to be one day and the date can be set by the district. Questions arose if the teacher work day can be split into two half days. Splitting the teacher work day with one half day after the first professional development days in August but before the first day of students starting would give teachers time to utilize and prepare what they learned at their professional development day one to two days prior.

Mrs. Kathrein stated that although the beginning of the school year is hard to focus on additional professional development days, the principals do not recommend scheduling professional development days at the end of the school year. The group would need to review the school agendas prior to the start of first day of school, as Dickinson High School utilizes new and freshman orientation on one day as well as building level meetings during this time.

Mrs. Stroud discussed her concerns about the days that will be needed to pack up her classroom at Berg for preparation of the middle school opening next year. In the past when Berg Elementary changed over to a sixth grade school, the district wide sixth grade teachers met many times to discuss and prepare for the move. Mrs. Wyant stated that Prairie Rose Elementary could have used additional prep days as the school was not fully ready, such as paper towels and other needed items. Mrs. Stroud reiterated that they will need additional time to prepare to move to Dickinson Middle School.

Dr. Sullivan asked if the teacher work day would be beneficial at the beginning of the school year. Dickinson High School will need to keep their teacher work day at the end of the school year due to testing through the last day with students. Elementary has an earlier cutoff date for their grades to be submitted. The members asked if one group can have a work day at the beginning of the school year and the other group at the end where it will be needed. Mrs. Wyant explained that elementary teachers generally need additional time prior to the first day of school with students to make copies, lesson plans,

and prepare their classrooms for their new students. Elementary would prefer a work day at the beginning of the school year, the middle school possibly at the beginning and the high school at the end.

Dr. Sullivan will have Mrs. Twila Petersen draft three new calendars.

Calendar A will be disbursed to Dickinson High School and Hagen Junior High/Berg Elementary Schools. It will reflect two professional development days on August 22 and August 23, 2017. Students would start school on August 24. There would be no school on December 21 and school on March 1. The teacher work day would be on May 25, 2018.

Calendar B will be disbursed to K-5 schools and Hagen Junior High School. It will reflect two professional development days on August 21 and August 22, 2017. The teacher work day would follow on August 23. Students would start school on August 24. There would be school on December 21 and no school on March 1. There would be no teacher work day at the end of the school year.

Calendar C will be disbursed to K-5 schools and Hagen Junior High School. It will reflect two professional development days on August 21 and August 22, 2017. There would be a half day of teacher work day on August 23. Students would start school on August 24. There would be no school on December 21 and school on March 1. The final half teacher work day would be on May 25, 2018.

Calendar D will be disbursed to K-5 schools and Hagen Junior High School. It will reflect two professional development days on August 21 and August 22, 2017. There would be a half day of teacher work day on August 23. Students would start school on August 24. There would be school on December 21 and no school on March 1. The final half teacher work day would be on May 25, 2018.

Dr. Sullivan concluded that the additional draft calendars will be created and distributed to the committee members. The members will be able to go to their staff with the information. The schools may have different starting and ending dates depending on the outcome of their decision.

The next Calendar Committee Meeting will be determined in the near future.

The meeting concluded at 4:30 p.m.