



**Calendar Committee Meeting Minutes**  
**Thursday, January 11, 2024; 4:00 p.m.**  
**Professional Learning Lab**

**Members present:** Superintendent Dr. Marcus Lewton, Assistant Superintendent Keith Harris, Director of Instruction Melanie Kathrein, CTE Director Aaron Anderson, Mrs. Jodi Martin (Berg Elementary), Mrs. Tammy Meschke (Roosevelt Elementary), Dickinson Education Association President Shawna Knipp, Dickinson High School Principal Jeffrey Brandt, Ms. Lauren Powers (Prairie Rose Elementary), Mrs. Ashley O'Brien (Dickinson Middle School), Mr. Jeffrey Whitehead (Southwest Community High School), Ms. Meg Gion (Classified Leadership), Mrs. Jessica Sherman (District-Wide PAC), Mrs. Lori Strom (Lincoln Elementary), Mrs. Crystal Hoerner (Jefferson Elementary), and Mrs. Nicole Tooz (Dickinson High School).

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

**Review and Approve the December 5, 2023, Calendar Committee Meeting Minutes** – The minutes from the December 5, 2023, meeting had been emailed to the committee and were available at the meeting. Mrs. Sherman moved to approve the December 5, 2023, meeting minutes as presented. Mr. Whitehead seconded the motion. A voice vote was taken on the motion. The motion carried unanimously.

**2024-2025 Draft School Calendar** – After the December 5, 2023, Calendar Committee Meeting, a draft calendar including all the recommendations was emailed to the committee. Committee members were asked to share the draft calendar with others in their building, receive input on the calendar, and report back. Based on the input, another meeting was scheduled for today to review the input. Dr. Lewton received a few emails from committee members and employees. He stated today's meeting was to address some potential issues with the draft calendar.

Dr. Lewton explained one of the areas of concern pertained to the early release days. The draft 2024-2025 calendar has two early release days in comparison to five early release days in the 2023-2024 calendar. The specials instructors at the elementary schools dedicate time during the early release days to develop their essential standards and scales. A reduction in early release days is a reduction in Professional Learning Community time for the specials instructors.

Dr. Lewton said he had a conversation with Director of Instruction Kathrein regarding the literacy curriculum and making sure staff have time to learn and apply the new curriculum. For the 2024-2025 school calendar, Superintendent Lewton proposed two options. One option would be to find time unique for the specials instructors to meet providing substitute teachers in their place during the meetings. Time dedicated to the specials instructors could be segmented once a month in December and February. This option would be potentially for just the 2024-2025 school year. **After 2024-2025, the school calendar could reflect only full days of professional development. The specials instructors may not be able to utilize professional development days for their dedicated Professional Learning Communities (PLC) time. This would need to be considered in the future.**

Dr. Lewton also shared a concern that was brought up regarding grade-level meetings. It might be beneficial to have an early release moved from December to later in the school year. There could then be discussion in the grade-level meetings regarding the curriculum and what was working and what was not working. He summarized that it might be more beneficial for specials instructors and grade-level meetings to have the early release days later in the school year. Dr. Lewton asked if there were any additional items that the committee should discuss. There were no other topics brought forward.

There were two options Dr. Lewton presented for consideration. One option would be to look at the specials instructors and look at some unique times and work with the principals, Mrs. Kathrein, and Mr. Harris to find some dates in December and February. Option A would be short-term and would allow time in the 2024-2025 calendar and bring in substitute teachers. Option B would remove one full day of professional development and add three early release days. Mrs. Martin from Berg and Mrs. Hoerner from Jefferson recommended Option A. Mrs. Tooz from Dickinson High School noted the inequity between the number of “A” days and the number of “B” days in the high school calendar. Dr. Lewton thought maybe changing one day of the “A” days to a “B” day would balance it. Mrs. Meschke from Roosevelt Elementary said the teachers and staff at Roosevelt liked the draft presented at the last meeting. They liked having fewer early release days and more full-day professional development. Dr. Lewton asked for a show of hands of those in favor of Option A. The committee unanimously voted for Option A.

Superintendent Dr. Lewton asked to visit regarding the grade-level meetings. He inquired if it would be more beneficial, especially at the elementary level, to move the early release day back to later in the spring. After committee discussion, a suggestion was made to move the Friday, December 13, 2024, early release date to Friday, May 2, 2025. Dr. Lewton asked for a show of hands for this suggestion. Unanimously the committee voted to move the December early release day to Friday, May 2, 2025.

There were suggestions from the committee on how the A/B days at the high school could be balanced. DHS Principal Brandt said the Wednesdays in the A/B calendar were placed there to balance out the A/B days. There was a discussion about how changes would affect the Southwest Area Career and Technical Academy.

Superintendent Dr. Lewton summarized the decisions that were made at today’s meeting. Mr. Harris moved, as per Dr. Lewton’s summary, to proceed with Option A and the Central Administration Offices administrators would work with the principals to ensure there was PLC time for the specialized instructors. The early release day on December 13, 2024, was moved to May 2, 2025. The high school will resolve the inequalities with the A/B days. Mr. Whitehead seconded the motion. A voice vote was taken on the motion. The motion carried unanimously.

Dr. Lewton noted the draft calendar would be presented to the school board at its February meeting. The Board will need to make the final approval. He thanked the committee members for being open and flexible.

**Adjournment** – The meeting adjourned at 5:00 p.m.