



**Calendar Committee Meeting Minutes**  
**Thursday, December 9, 2021; 4:00 p.m.**  
**Via Zoom Meeting**

**Members present:** Superintendent Dr. Marcus Lewton, Assistant Superintendent Keith Harris, Director of Instruction Melanie Kathrein, Mrs. Crystal Hoerner (Jefferson Elementary), Mrs. Barbara Shockey (District-wide PAC representative), Mrs. Jo Erickson (Classified Leadership), Mrs. Diana Stroud (Dickinson Middle School), Mrs. Lisa Nauman (Berg Elementary), Mrs. Paris Hill (Heart River Elementary), Mrs. Kandace King (Lincoln Elementary), Mrs. Tammy Meschke (Roosevelt Elementary), Mrs. Shawna Knipp (DEA President), Mrs. Desirae Tibor (Dickinson High School), Mrs. Lauren Powers (Prairie Rose Elementary), and Community Relations Coordinator Sarah Trustem.

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

The draft calendar for the 2022-2023 school year was posted on the website for the public to comment. Some of the input included a request for a longer spring break and a longer Christmas break. Additional input provided were three conversations regarding the early release days; the input requested a full day rather than half days.

Superintendent Lewton opened for committee input. Mrs. Nauman (Berg Elementary) noted in the draft calendar the school resumed on January 3, 2023; however, the text shows school resumes on January 2, 2023. This error will need to be corrected on the text. She also noted an objection regarding the last day of school being a full-day (of instruction). A half-day of school on the last day was recommended. Mrs. Tibor (DHS) said she had brought it up at that last Calendar Committee Meeting that the high school has its finals on the last days of school. Since then, she has found out the high school has restructured and will no longer be providing finals on the last days of school. Mrs. Tibor also had a staff member prefer to only have a half-day of school on the last day.

Dr. Lewton reminded the committee that the Thursday, May 25, 2023, Early Release day was moved to Friday, December 9, 2022. He inquired if the early release should be moved back to May 25, 2023. Mrs. Streeter (Jefferson Principal) explained there has been some good dialogue and sharing of good information during the professional development time on the last day of school. This time is important when there are transitions for every grade. If it is a full day, it might be filled with movies and play days as fillers. She added it is very hard to keep five-year-olds focused. Mrs. Kathrein explained principals need additional professional development time to do the work needed to be done for collaboration. Dr. Lewton added administrators feel pressured to get everything in for professional development.

Mrs. Trustem drafted a quick survey of the committee for their input on making the last day a half-day of instruction. Another question on the two-question survey was to keep the December 9, 2022, early release day. Both questions had responses overwhelmingly to have a half-day of instruction on May 25, 2023, and maintain the early release day on December 9, 2022.

Dr. Lewton referenced the flexible teacher workday the week of August 15-19 or May 26. He expressed that teachers needed to complete their grades, complete the check-out process, and all duties as needed before they leave.

Mrs. Kathrein referenced the early release day on May 25, 2023. She inquired if the students would be released at noon or 1:00. Due to lunch being served students would be released at 1:00.

Mrs. Tibor inquired if the early outs might be excessive. Dr. Lewton said that two or three noted the early releases on the survey. He asked for additional input. Due to no other input, there was no further discussion.

Mrs. Streeter asked if the half-day (early release) on May 26, 2023, was part of the flexible teacher workday or if it was professional development time. Dr. Lewton responded it was identified as part of professional development. This time would be as per the building leadership team. It was asked if it could be used as planning for the next school year. Dr. Lewton responded he would hate to dictate one thing over the other. It could serve as both. It would be good for a building collaboration day.

Dr. Lewton thanked committee members for their time and wished them a Merry Christmas! The meeting adjourned at 4:17 p.m.