



HOWARD LAKE • WAVERLY • WINSTED  
DAN EDWARDS, ED. D., SUPERINTENDENT  
8700 CTY RD 6 SW • PO BOX 708 • HOWARD LAKE, MN 55349  
PHONE: 320-543-4646 • FAX: 320-543-4630

HLWW School Board Members:

**Background:**

As discussed at the February 23rd school board work session, the district’s current financial position, aligned with the school board’s commitment to the strategic plan focus areas of Student Achievement and Well Being, and Effective Resource Management, a comprehensive and ongoing analysis of all expenditures is ongoing. One of the areas currently in need of analysis is the delivery model of our secondary schedule, specifically the “7-period day” for 7th-12th grade students.

**Secondary Schedule Options:**

The current schedule at the secondary level (7th-12th grade) in HLWW consists of a 7-period day, with class periods that are approximately **47 minutes** in length. Students often are enrolled in 6 classes and have 1 class period of study hall. This version of a “daily schedule” is one of the common approaches to a daily schedule at the secondary level. There are also other types of secondary schedule that are most commonly used at the secondary level, specifically a “4-period”, “5-period”, or “6-period” day, all of which have class periods typically **60 minutes** or more. Below is information related to the daily schedule in area school districts:

**Area district schedules:**

- “4-period”- Annandale
- “5-period”- Buffalo-Hanover-Montrose, Dassel-Cokato
- “6-period”- Delano, Watertown-Mayer

**Potential cost savings:**

Each secondary schedule option results in an allocation of staffing resources based upon the percentage of a teacher’s day that is spent providing direct instruction to their students in their content area. This is shown in the table below:

Schedule	Typical Percentage of time spent providing instruction
4 period day	3 of 4 teaching periods- 75%
5 period day	4 of 5 teaching periods- 80%
6 period day	5 of 6 teaching periods- 83%
7 period day	5 of 7 teaching periods with a supervision- 71%

As can be seen above, the 7-period day as is currently delivered in HLWW schools is the least cost effective schedule in our region and thus annual cost savings could be realized if a change was potentially made, likely between 5-10%. Our current projected secondary staffing 7th-12th grade for the 2026-2027 school year is approximately 41 classroom teaching FTE.

### **Recommendation for board approval**

As a result of the above information, it would be my recommendation that the school board charge middle school and high school administration and the Superintendent to initiate a review of the HLWW 7th-12th grade daily schedule to consider whether a change is appropriate, resulting in a schedule that is focused on student achievement, financially efficient and aligned to the district's strategic plan. If a change is approved by the school board, it would not be implemented until the 2027-2028 school year.

### **Components of the Review**

- Establish a committee that would include the following:
  - 10-12 middle school and high school staff members representing a cross section of departments
  - 1 school board representative
  - 1 student school board representative
  - MS and HS Principal
  - Superintendent
- Begin review process in April 2026
- Provide periodic updates to the Teaching and Learning committee and the school board throughout the process
- Final recommendation presented to the School Board in Fall of 2026
- Resulting registration guide presented to the School Board in Winter of 2026
- Registration for 2027-2028 school year to occur in Jan/Feb of 2027
- Revision of Courses offered in 2027-2028 to occur in Spring/Summer of 2027
- Schedule implementation in August of 2027