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5:00 PM

5:15 p.m. Special Board Meeting

- I. **5:15 p.m. Special Board Meeting:**
- II. Call to Order
- III. Items for Action
 - 1. Consider Revisions to School Calendar 2
- IV. Adjourn

THIS MEETING WILL BE BROADCAST OVER KRVM-AM (1280)

INTERPRETERS FOR THE DEAF AND HARD OF HEARING:

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ITEM FOR ACTION

Date of Meeting

November 23, 2021

Title

Consider Revisions to School Calendar

Presenter

Cydney Vandercar, Interim Superintendent

Description

The superintendent recommends that the school calendar be revised. This proposal would provide staff workload relief and support the district's response to COVID-19 by making adjustments to six days on the calendar. It would change some instructional days to non-instructional days at each school level and would adjust work assignments on other days. The effect would be to add three no-school days for students and provide three non-student work days for district staff.

The district is committed to the health, safety and wellbeing of our staff, students and community. It is our collective and institutional responsibility to help slow the spread of COVID-19 and make our schools safe and stable for our students.

The measures we are taking to make our schools safe and stable and support all students during the continuing pandemic, combined with the ongoing extreme staffing shortage, have resulted in an unprecedented administrative workload for staff. It is critical that district staff have the opportunity to absorb the added workload and time set aside in which to do so.

The board previously considered a proposal in the school board meetings on November 3 and November 17 to convert two instruction days to non-instruction days, on Wed., November 24, and Fri., January 14. On November 17, the board did not approve the suggested dates and asked for a revised proposal to be presented at the next school board meeting on December 1.

Proposal

The superintendent recommends the following changes to the district's instructional calendar:

- December 6, 2021: Add a no-school staff work day for elementary schools. Continue currently scheduled no-school grading day for middle and high schools.
- December 7, 2021: Add a no-school staff work day for middle and high schools.
- January 21, 2022: Add a no-school day for all school levels, a grading day for elementary schools and a staff work day for middle and high schools.
- January 28, 2022: Change current no-school day from grading day to staff work day for elementary schools. Continue current no-school day for progress reports/professional development for middle and high schools. No change for students.
- March 18, 2022: Change current no-school day from professional development/planning day to staff work day for all levels. No change for students.
- April 15, 2022: Add a no-school day for professional development/planning for all levels.

	Elementary Schools	Secondary Schools	Student Impact
December 6, 2021 <i>(currently a no-school day for secondary)</i>	No school: Change from school day to staff work day	<i>No school: Grading day, no change</i>	Added no-school day for elementary students
December 7, 2021 <i>(currently a regular school day)</i>	<i>Regular school day, no change</i>	No school: Change from school day to staff work day	Added no-school day for middle and high school students
January 21, 2022 <i>(currently a regular school day)</i>	No school: Change from school day to grading day	No school: Change from school day to staff work day	Added no-school day for all students
January 28, 2022 <i>(currently a no-school day for all grades)</i>	<i>No school: Change from grading day to staff work day</i>	<i>No school: Progress reports & PD day, no change</i>	<i>None</i>
March 18, 2022 <i>(currently a no-school day for all grades)</i>	<i>No school: Change from PD/planning day to staff work day</i>	<i>No school: Change from PD/planning day to staff work day</i>	<i>None</i>
April 15, 2022 <i>(currently a regular school day)</i>	No school: Change from school day to PD/planning day	No school: Change from school day to PD/planning day	Added no-school day for all students
TOTAL	3 workload relief days	3 workload relief days	3 added no-school days for each grade

Considerations

Staff workload relief: With this change, if approved, the district will have converted the equivalent of about six days to staff work time for workload relief. This is in addition to three additional paid days provided to licensed staff for professional development, planning, and a transition day for selected students.

- Three paid work days were added to the licensed contract year: Two days for professional development and planning before the start of school (August 30 & 31), and one day to provide a transition day for students entering kindergarten, sixth grade and ninth grade (September 9).
- October 18 was converted from an instruction day to a non-instruction day, timed to coincide with the statewide vaccine mandate to allow critically needed transition time to address staffing changes and accommodations and program shifts. The day also provided planning, preparation and catch-up time for teachers and other staff to address COVID-specific needs along with their regular work.
- October 15 and November 12, originally scheduled professional development time (on Oct. 15 for all levels and Nov. 12 for middle and high schools) was converted to staff planning time.
- Professional development time has been suspended and meetings have been reduced through the end of the calendar year, providing an additional hour or more per week for teacher planning time.

Recommended dates: The proposed dates would provide staff workload relief at key points, an equal amount at each school level, while spacing out the impact of no-school days for families.

Dates are largely scheduled around trimester and semester transitions, to support staff with work needed to begin the next term, and prepare for student enrollment changes. Some students will be changing from online to on-site schooling and vice versa at the middle and high school trimester changes in December and March, and the elementary school semester change in January.

- Making December 6 a no-school day for elementary schools would provide workload relief for elementary staff. It would provide a non-instructional day at all levels, as it is already a no-school day for secondary schools for trimester grading. This would provide time for operational departments to conduct work that cannot be completed when students are in school, under current short staffing and pandemic circumstances, such as bus maintenance and kitchen inventory. This also would allow secondary students within families to provide care for younger siblings in elementary school.
- Making December 7 a no-school day for secondary schools would provide workload relief and a staff work day to support the transition between trimesters at middle and high schools.
- Making January 21 a no-school day for all levels would provide workload relief and a staff work day to prepare for the transition between semesters at elementary schools.
- Moving the professional development day from March 18 to April 15 would provide workload relief and a staff work day to support the transition between trimesters at middle and high schools.
- Making April 15 a no-school day at all school levels for professional development and planning, moved from March 18, would provide a break for staff and families in a long period with no other scheduled no-school days.

Family impacts: If the proposed changes are approved, some families will need to find childcare for younger children. District leadership reached out to childcare providers that normally provide before- and after-school care in 4J schools, and learned they are in a similar position to the district and do not have staffing to support extra daycare. The district will promptly share the calendar changes with families, to provide as much planning time as possible.

Instruction time: If the proposed changes are approved, district schools will not meet state instruction time requirements at the elementary and high school levels without the use of allowable credits or makeup days at the end of the year. With the proposed changes, elementary schools would provide 895.6 hours of instruction time, 4.4 hours below the required 900 hours. Middle schools would provide 919.1 hours, meeting requirements. High schools would provide 986.4 hours for grades 9–11, 3.6 hours below the required 990 hours, and 957.2 hours for grade 12, 8.8 hours below the required 966 hours.

Board approval is required to apply allowable credits for instruction time. The superintendent will ask the board to approve use of allowable credits needed to meet requirements at a future meeting.

Recommendation

Board approval is required to change the school calendar. The superintendent recommends adoption of the proposed revisions to the school calendar as described above, changing from instructional to non-instructional days on Monday, December 6 for elementary schools; Tuesday, December 7 for middle and high schools; Friday, January 21 at all school levels and Friday, April 15 at all school levels.

Options and Alternatives

The board may approve the calendar change as recommended, approve a revised calendar change, direct the superintendent to bring a revised proposal to the board for future consideration, or not approve the calendar change.