

District Calendar Committee
 Wednesday, February 8, 2023
 4:15-5:30pm

Team Members:

| Facilitators | Admin/School Board | Teachers | Parents | Consultants |
|---|---|---|--|--|
| <input checked="" type="checkbox"/> Melissa Nielsen <input checked="" type="checkbox"/> Brian Graves <input checked="" type="checkbox"/> Allison Westfall | <input type="checkbox"/> Kyrsti Bruce <input checked="" type="checkbox"/> Tim Jensen <input checked="" type="checkbox"/> Dave Beymer <input checked="" type="checkbox"/> Kevin Gifford <input type="checkbox"/> Jessica Griswold (intern) | <input checked="" type="checkbox"/> Mandy Heehne <input checked="" type="checkbox"/> Rachel Durrant <input checked="" type="checkbox"/> Christy Mauk <input type="checkbox"/> Julia Sharkey <input type="checkbox"/> Rocio Gonzalez | <input checked="" type="checkbox"/> Brian Reezek <input type="checkbox"/> Tiffany Brown <input type="checkbox"/> | <input type="checkbox"/> Brenda Saxton <input type="checkbox"/> Val Swanson <input type="checkbox"/> Luke Wolf <input type="checkbox"/> Jason Reddy <input checked="" type="checkbox"/> Tammy Merithew |

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| <p>Collaboration Protocols</p> <ol style="list-style-type: none"> 1. View collaboration as a process, not as an activity. 2. Assume positive intentions. 3. No parking lot conversations: be true to those who aren't present and be confidential. 4. Apologize. 5. Suspend judgment when coming up with solutions. 6. Be hard on the issues and soft on people: give honest feedback to one another. Ask Clarifying Questions 7. Help each other manage information—if something isn't time sensitive use email; if we need an immediate answer call. 8. Allow Processing Time 9. Enjoy the Process & put everything on the table | <p>Meeting Protocols</p> <ol style="list-style-type: none"> 1. Be on time; end on time. 2. Build agendas collaboratively and post ahead of time via shared Google drive. 3. Keep focused on the work to do--no electronic distractions such as phone calls, emails, etc. 4. Agree on Communication Topics before releasing information publicly 5. Share ideas as ideas not as final |
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Preparation:

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Objective of the Meeting:

- Tammy Merithew Payroll Specialist present on potential effects of changing daily calendar structure on benefits, Persi, daily rate and ect...
- Finish survey work

How might we create a two-year calendar that allows for the students, staff and community to learn and thrive and do so within state guidelines

Agenda

1. quick check in 10min
2. [AMENDING SECTION 33-512](#)
3. [Interest Based Process](#) "Break part 2" for TM presentation & Survey work finished

Next Meeting Questions / Possible Future Agenda Topics:

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Action Items:

| Item | Person Responsible | Deadline |
|------|--------------------|----------|
| | | |

Communication Plan:

| Information/Decision | Audience: who needs to know | Messenger: who needs to tell them | How will the message be communicated? | Deadline |
|----------------------------|-----------------------------|--|---------------------------------------|----------|
| Information on the process | Public and staff, students | Video and social media posts by Allison or other | Blackboard, YouTube, Social Media | ongoing |
| Updates | The groups you represent | Members of Calendar committee | email | Monthly |