

District Calendar Committee
 Wednesday, October 26th, 2022
 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 type="checkbox"/> Kyrsti Bruce <input checked="" type="checkbox"/> Tim Jensen <input checked="" type="checkbox"/> Dave Beymer <input checked="" type="checkbox"/> Kevin Gifford <input checked="" type="checkbox"/> Jessica Griewold (intern) | <input checked="" type="checkbox"/> Mandy Heehne <input checked="" type="checkbox"/> Rachel Durrant <input checked="" type="checkbox"/> Christy Mauk <input checked="" type="checkbox"/> Julia Sharkey | <input checked="" type="checkbox"/> Brian Reezek <input checked="" type="checkbox"/> Tiffany Brown <input type="checkbox"/> Ryan Keeler | <input type="checkbox"/> Brenda Saxton <input type="checkbox"/> Val Swanson <input checked="" type="checkbox"/> Allison Westfall <input type="checkbox"/> Luke Wolf <input type="checkbox"/> Jason Reddy <input 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 |
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Preparation:

- Please Bring anything that was left off or unclear with the 22/23 calendar so as to correct on 23/24 remembering that we can not make changes to the footprint of the calendar that was already board approved
- Calendar so that we can set our monthly meetings for remainder of the 24/25 & 25/26 calendar work

Objective of the Meeting:

- Finalize 22/23 & 23/24 calendars for display on district & school websites
- Update / approve / tweak Collaboration Protocols
- Update / approve / tweak meeting Protocols
- Update / approve / tweak Problem statement
- Set meeting calendar & time frame for work
- Interest Based Process review

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. Introductions and quick check in (Melissa) 10min

2. Welcome and plan to follow our [Interest Based Process](#) but also honor the work done before by continuing and not completely starting over.
3. 5 station review rotations of: (Brian) 35 min
 1. [22/23 calendar & 23/24 calendar](#)
 2. [Collaboration Protocols](#)
 3. [Meeting protocols](#)
 4. [Problem statement](#)
 5. [Calendar and timeframe set for 24/25 & 25/26 calendar work](#)
4. Finalize work from rotations (Brian & Melissa) 30 min
5. [Interested Based Process](#) Review and audit of needs

Next meetings:

1. November ??- Review and/or Determine Interests
2. December ?? - Review and/or Develop Options
3. January ??- Review and/or Develop Standards
4. February ??- Evaluate all Options
5. March ??- Select a solution recommendation(s)
6. April ??- If needed
 - i. Present Option(s) @ **April, May or June** Board Meeting

Next Meeting Questions / Possible Future Agenda Topics:

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Action Items:

| Item | Person Responsible | Deadline |
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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 |
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