



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

From: Ann-Marie Foucault
RE: Memorandum on School Calendar Process for FY2022 and FY2023

School calendars for 2021-2022 and 2022-2023 will be set in the fall of 2020. This process will follow past practice and will consist of three phases:

I. Phase I: Staff Calendar Committee

A committee composed of school staff will draft the initial calendars in late September/early October. The three unions will choose reps:

- Teacher Union: Choose three reps (one from each level)
- Support Staff Union: Choose two reps (elementary and secondary)
- Principal Union: Choose two reps (elementary and secondary)

II. Phase II: Parent Calendar Committee

A Parent Calendar Committee will meet in October to review and provide feedback on the first drafts from the school committee. The Parent Calendar Committee will be composed of one parent from each building.

III. Phase III: School Board Review and Approval

The school board will be presented one option for the calendars in October/November for approval.

Membership on the **Staff Calendar Committee**: September 24 and October 8 4:00 p.m. Staff Development Room

1. **Keith Cornell**, Activities Representative
2. **Shawna Zachman**, High School Representative
3. **Kari Brett**, Middle School Representative
4. **Jenny Fritz**, Elementary School Representative
5. **Jonah Barten**, Assessment Representative
6. **Corey Lahr**, Elementary Principal Representative
7. **Dave Holler**, Secondary Principal Representative
8. **Gerald Bade**, Support Staff Representative
9. **Nicole Gaulrapp**, Support Staff Representative

Membership on the **Parent Calendar Committee**: October 1 3:30 p.m. Staff Development Room

1. Albertville Primary: **Jamie Zachman**
2. Fieldstone Elementary: **Suzu Litke**
3. St. Michael Elementary: **Kara Jandro**
4. Big Woods Elementary: **Jerian Lind**
5. STMA Middle School East: **Beth Vitzhum**
6. STMA Middle School West: **Jim O'Neill**
7. STMA High School: **Angela Bradt**
8. Community Education: **Leah Klimek**

School Board Parameters:

- Support the academic needs of the students, first and foremost
- Be in compliance with the law
- Take into account the testing schedule in assessing and monitoring student achievement
- Minimize disruption to student learning
- Minimize disruptions to the activity schedule
- Allow for professional judgment of administrators and teachers
- Avoid conflicts with events sponsored by community/civic organizations when possible
- Incorporate different break patterns over multiple calendar years