

ADMINISTRATIVE REPORT

DATE: February 2, 2023
TOPIC: #8.2 - 2023-24 District Calendar
PRESENTER: Julie Nielsen, Superintendent
REFERENCE TO POLICY/STATUTE: MN Statutes 120A.40-41

A. PURPOSE OF REPORT

- a. To review the proposed district calendar which was drafted by the steering committee.
- b. The steering committee met several times to review feedback from families, staff, and students regarding the 2023-24 calendar.
- c. The steering committee included Executive Cabinet Members and representation from professional development, United Teachers of SoWashCo, student information and Principals.
- d. The steering committee consulted and sought feedback from union leadership, school leaders (principals and supervisors), instructional directors, operational directors, athletics and activity directors, and our District Parent Ambassador Committee.

B. CALENDAR CONSIDERATIONS

- a. All schools must end the school year by June 30, 2022.
- b. The calendar is required to include 165 days of instruction for students in grades 1-11, with a minimal number of annual instructional hours for students.
- c. The current teacher contract requires 183 duty days.
- d. Since the meeting on February 2, 2023, the Fall ATPPS Day has been moved to September 25, 2023, as additional day was added to the Probationary Teacher Academy on August 24, 2023 and the school board meeting dates have been added.

C. RECOMMENDATION

- a. Approval



2023-2024 K-12 SCHOOL CALENDAR, SOUTH WASHINGTON COUNTY SCHOOLS

Approved

JULY (2023)

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

School Board Meetings, 6.00pm

12-Mo. Employee Holiday

JANUARY (2024)

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Dec. 22 - Jan. 2: Winter Break-No School

12-Mo. Employee Holiday - No School

Jan. 2: K-12 Workshop Day

Jan. 15: MLK Jr. Day Holiday - No School

Jan. 15: 12-Mo. Employee Holiday

Jan. 29: K-12 PD Day - No School

AUGUST

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Aug. 8: Primary Election
No meetings from 6-8PM

Aug. 21: New Teacher Orientation

SoWashCo Probationary Academy

Aug. 25: Teacher Work Day

Aug. 28, 29, 30: K-12 PD Day

Aug. 31: K-5 Assessment Day

FEBRUARY

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Feb. 16: K-5 Prep Day - No School

Feb. 19: Presidents Day - No School

SEPTEMBER

				1
4	5*	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12-Mo. Employee Holiday - No School

Sept. 4: Labor Day Holiday - No School

*Sept. 5: First day of School 6, 9

Sept. 5: K-5 Assessment Day

Sept. 6: First Day of School: K-5, 7-8, 10-12

Sept. 25: K-12 ATPPS Day, No School

MARCH

				1*
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 1: End of 2nd Tri

March 4-8: Spring Break - No School

March 11: Teacher Workday - No School

12-Mo. Employee Holiday - No School

March 29: No School

OCTOBER

2	3	4	5	6
9	10	11	12	13
16	17	18*	19	20
23	24	25	26	27
30	31			

Oct. 6: K-5 Prep Day - No School

Oct. 18: No School K-5

*Oct. 18: 9 & 12 Asynchronous Learning Day

*Oct. 18: 10 & 11: Pre-ACT/Practice ACT Test

Oct. 18: Gr. 6-8 Regular School Day

Oct. 19-20: MEA - No School

APRIL

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

TBD: 10 & 11 MCA Testing, Gr 12
Bi-literacy SEAL Tes/Flex Learning
Gr 9 & 12 Asynchronous Learning Day

TBD: Gr. 11 ACT Test, Science MCA,
Gr 9, 10, 12 Asynchronous Learning

April 26: No School Day

NOVEMBER

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21*	22	23	24
27	28	29	30	

Nov. 7: PD Day - No School

Nov. 7: General Election

No meetings from 6-8PM

Nov. 21: End of 1st Tri

Nov. 22: Teacher Workday - No School

12-Mo. Employee Holiday-No School

MAY

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 27: Memorial Day Holiday-No School

12-Mo. Employee Holiday-No School

DECEMBER

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec. 22 - Jan. 2: Winter Break-No School

12-Mo. Employee Holiday-No School

JUNE

3	4*	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

*June 4: Grade 12 Last Day of School

June 5: Last Day of School K-11/End of Tri

June 6: ATPPS

June 7: Teacher Workday

2023-2024 K-12 SCHOOL CALENDAR, SOUTH WASHINGTON COUNTY SCHOOLS

Adopted on

EXPLANATION OF CALENDAR INFORMATION

Numerals in last cell of each calendar month = school days for that month; the numeral outside the month is a cumulative total from all the previous months in the school year.

First Day of School: Sept. 5 for Gr 6, 9, Sept. 6 for Gr K-5, 7, 8, 10-12.
Last Day of School: June 4 for Gr. 12, June 5 for Gr K-11

Trimester Breaks

End of First Trimester: Nov. 21
End of Second Trimester: March 1
End of Third Trimester Gr K-5: June 5
End of Trimester Gr. 6-11: June 5
End of Third Trimester Gr 12: June 4

Days in Session:

Gr K-5: 49, 6 & 9: 52, Gr 7, 8, 10-12: 51
Gr K-5: 58, Gr. 6-12: 59
59
58

TOTAL

Gr K-5: 166, Gr 6 & 9: 170, Gr 7, 8, 10-11: 169, Gr 12: 168

DEFINITIONS:

New Teacher Orientation: All teachers new to the district must attend New Teacher Orientation, which doubles as Day 1 of SoWashCo Probationary Academy. This day accounts for 7.5 hours toward the mandatory 22.5 hours of additional professional development that all probationary teachers must complete.

SoWashCo Probationary Academy: 3 Days of professional development required for all probationary teachers, which includes 7.5 hours of ATPPS flex time and satisfies the mandatory 22.5 hours of additional professional development that all probationary teachers must complete.

Work Day: This time is 7.5 hours of the 11.5 hours of teacher directed time for room preparations, etc. in August. The hours may be flexed and used during any non-duty time in August.

Workshop Day (January): No school day for students. Gives staff an opportunity to connect with colleagues and plan. Principals may use this day to hold a regular staff meeting. Staff are expected to work on site

Professional Development Day: These days may include training, meetings, or districtwide events and will be planned by district leaders in conjunction with principals. At the beginning of the school year, a minimum of 11.5 hours will be reserved as teacher directed for room preparations, lesson preparation, open house/curriculum night preparation, etc. If a flex professional development day is scheduled, it will account for 7.5 hours of the teacher directed work time.

K-5 Assessment Day: Days scheduled for teachers to meet with students (and parents). These days are included as student contact days.

K 5 Prep Day: Time for staff to prepare for conferences, continue Standards Based Instruction and School Improvement Plan implementation. This time will be spent at individual sites (except for specialists and birth-preschool who can meet in their specialized PLCs districtwide) to work with PLCs and small team discussions. Each day will be planned in conjunction with the principal and teacher leaders. A minimum of 2.5 hours on each of the preparation days, will be allotted for individual work time. Staff are required to work on-site. The contract refers to this day as a Birth to 5 Prep Day; however, this calendar is intended for K-12.

ATPPS Day: The purpose of ATPPS days is to provide time for site-based professional development. Building ATPPS Leadership teams and/or SIP teams, along with input from instructional staff, shall have the primary responsibility for planning and determining the content of these days. Specific time shall be set aside for teachers to work collaboratively in teams and complete ATPPS

Teacher Workday: Teacher Workdays are scheduled at the end of each trimester. These days are teacher-directed in order to complete grading and preparations for the next trimester. Teachers do not need to report to their site on a Teacher Workday. They are considered to be flexible work days.

Testing Day: Reserved for testing when special accommodations are required (ACT, Pre ACT, etc). Some or all grade levels will be involved in testing. If a grade level is not involved in testing, asynchronous or synchronous learning will occur (based on the accommodations needed for testing). See Flex Learning Day Section.

Flex Learning Day: A Flex Schedule will be used in the event the district calendar is modified to reflect days in which all students in the school will stay home and learn remotely. In the event, any grade level is on-site (testing, large school event), all learning will be asynchronous. In the event all grade levels are remote, learning will be synchronous.
-Each Flex Day is a full day for attendance purposes.
-If all grade levels are participating in the flex day, teachers may work remotely.
-"Synchronous Learning" is live, virtual, real-time, video instruction where students and teachers interact through Zoom.
-"Asynchronous Learning" assignments and learning expectations will be communicated by the teacher via Schoology or Seesaw. Students are expected to complete assignments at their own pace (within established deadlines) and on their own time.