

To Manhattan Public Schools' Parents:

The Manhattan School Board will be voting on whether or not to adopt a four-day school week for the 2023-2024 school year at a special board meeting being held on Tuesday, January 31. Prior to making this decision, we are reaching out again to ensure we have gathered as much input as possible.

In November, an informational survey was sent out to students, parents, the community, and staff in an effort to measure interest in this topic. The general results from this informational survey are as follows:

	In favor	No opinion	Not in favor
Parents/Community	71%	8%	21%
Staff	75%	12%	13%

After seeing high interest in a four-day school week, further information, research, and discussions took place. We are now at a decision making stage and want to get your feedback now that more details and information have been shared. Even if you took the informational survey sent back in November, **please complete the new survey as well**. Feedback from this survey will be taken into consideration as the Board makes their final decision at the special board meeting.

Teachers have been surveyed about curriculum readiness and 92% of staff feel prepared and ready to move to a four-day school week in the Fall of 2023 if the decision is approved by the Board.

Below are listed reasons why Manhattan School District #3 is considering this change:

- Increased family time and student employment/internship hours
- Other districts show improved attendance with both students and staff (example- less substitute teachers will be needed)
- Increased professional development time for teachers on Friday PIR days
- Increased student and staff morale
- Manhattan's Elementary English Language Arts curriculum is already aligned for four days
- Students in extracurricular activities (music, student organizations, sports, etc.) will have more in-class time due to many activities taking place on Fridays
- Neighboring Class B schools are planning on or have made the move to a 4 day school week.

There is a serious concern about teacher retention at Manhattan Schools. Adopting a four-day school week would help maintain the high level of quality education that Manhattan is known for by retaining and recruiting highly qualified educators. When taking this survey, please note that regardless of a 4 or 5 day school week, instructional time for students and contract hours for staff will remain the same.

Please see the District's website for additional information.

Thank you for taking this into consideration,

Teachers on the Four Day School Week Committee


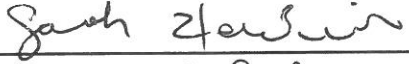


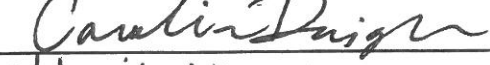
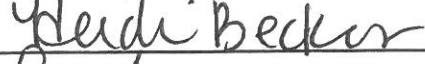




Dear Members of the School Board,

The question on whether teachers need a full year to prepare for a four-day school week has been a recent topic for discussion. When taking in these considerations as an elementary staff, the educators listed below believe a full year to prepare is unnecessary for the following reasons:

- The K-4 Collaborative Literacy Curriculum that was implemented in 2020 is already structured for a four-day school week. This includes both whole group and small group reading. Each week there are between 2-4 lessons.
- We currently adjust our schedules yearly based upon our changing specials schedule, that is provided to teachers the first few PIR days of a new school year. This allows teachers only a few planning days to adjust their curriculum schedules for the school year.
- Our current math curriculum is also suitable for a four-day school week because the number of lessons per grade level (K-4) varies from 89 -119 for the year. This allows for a lesson each day with extra days left over for enrichment, assessments, and extra intervention if needed.
- Our intervention and Title programs are also easily adaptable to a four-day week because they are composed of 3 or 4 lessons only for each week.

Thank you for taking this recommendation into consideration,

19 out of 21 Signed below

Staff Member	Signature	Date
Mariah Kragt		1/9/23
Sarah Hendrickson		1/9/23
Sara Vaccaro		1/5/23
Adam Van Zee		1-9-23
Caroline Daigh		1/9/23
Heidi Becker		01/05/2023
Lori Toner		1/5/23
Lisa Calkins		1/5/23
Jasmine Nicholas		1/9/23
Julie Frank		1/5/23

Adam Cleary	<i>A. Cleary</i>	1/5/2023
Kate Davis	<i>Kate Davis</i>	1/5/2023
Jessica Peressini	<i>Jessica Peressini</i>	1/5/2023
Heather Nehring	<i>H. Nehring</i>	1/5/2023
Laurel Stillman	<i>Laurel Stillman</i>	01/05/23
Krystin Slater	<i>K. Slater</i>	1/9/23
Amanda Swenson	<i>A. Swenson</i>	1/5/2023
Donna Cantalupo	<i>D. Cantalupo</i>	1/5/2023
<i>Doug OB</i>	<i>Doug OB</i>	1/9/23

Dear School Board,

As you review information to make a decision on moving to a 4 day week, the middle school teachers, in concurrence with the elementary and high school teachers, would like to put forth the following reasons why we believe that would be unnecessary to wait an additional year for the purpose of adjusting curriculum to a 4 day school week:

- Teachers adjust their lesson plans regularly in response to changes in the academic calendar, as well as to meet the best needs of students. As such, we are comfortable with the process of adapting our curriculum lessons to fit different schedules in a timely manner.
- Our current Math and English curriculums are outdated (1990, 2007 for ELA, 2004 for math) and we were hoping to order a new curriculum this spring. It would be resourceful to find one that is structured for a four day week. However, if the board decides to wait a year to move to a four day week then we would have to restructure it for a year to adapt to a five day week.
- If we wait another year to move into a 4 day week, teachers will be focused on what they are currently doing for 23-24, and planning for the 4 day week will begin in 2024 when we are closer to the schedule change.
- 16 out of 18 certified staff members in the middle school, or 89%, believe they can adjust their curriculum for implementation next school year.

Thank you for taking the time to review and consider our reasons.


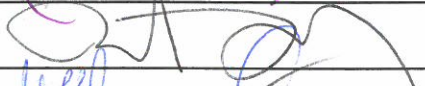
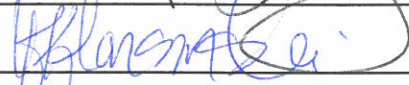
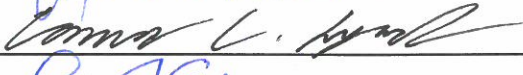
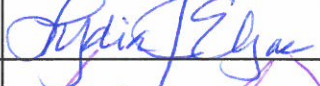
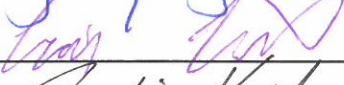
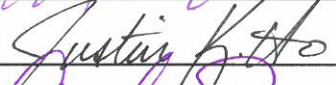
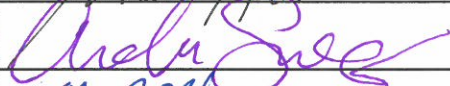
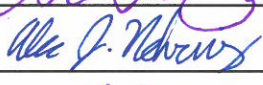

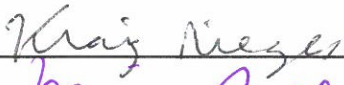






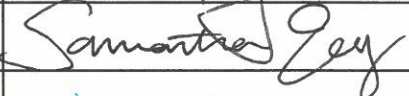
Manhattan 5-8 staff

Dear Members of the School Board,

The question on whether teachers need a full year to prepare for a four day school week has been a recent topic for discussion. **When taking in these considerations as a high school staff, the educators listed below believe a full year to prepare is unnecessary for the following reasons:**

- As educators, our staff is accustomed to adjusting lessons on a weekly basis. In addition, the high school curriculum is taught by units, not by days. Therefore, if the instructional minutes are the same in the four day school week, the unit planning will not require extensive changes.
- Delaying this change would cause more work for our current new teachers. They are working on a “day to day” basis with their new classes, and will use the end of the year for reflection time, then the summer to revise and work on future planning. Waiting a year will delay the changes they will be ready to make at the end of this current year.
- Currently, the high school is working on curriculum, specifically a vertical alignment of planned units incorporating the Montana state standards. Moving ahead with a 4 day school week for next year would be beneficial in that we would be able to start aligning our curriculum now instead of working on it this year, then having to revise.
- A weakness in our current schedule is that there is no common time for our high school staff. We are looking forward to using the Friday PIR days to work on curriculum, and also expand on cooperative teaching opportunities. These PIR days will help to strengthen our teaching and provide for timely and relevant instruction. We will not have to wait for “the next PIR” day to discuss a topic if we have built in monthly meeting times on Friday.
- Our staff is looking forward to maintaining a high level of academic integrity with the four day school week. In the high school, students are constantly missing class for extracurricular activities, with the majority of this missed time being Fridays. If there is no school on Fridays, not only will this have a positive impact on students who are participating in extracurricular activities (sports, music, etc.), it also will emphasize the importance of the Mon-Thurs school week for academics.

Thank you for taking this recommendation into consideration,

Staff Member Name	Signature	Date
Christine Miller		1/9/23
Mikael Jones		1-9-23
Heather Klossinski		1-9-23
Connor Lynch		1-9-23
Lydia J. Elgas		1/9/23
Craig Daniels		1/9/23
Justin Kitto		1/9/23
Amanela Swensen		1/9/23
Alec Nehring		1-9-23
Kay Adams		1-9-23
Kraig Rieger		1-9-23
VALERIE TODD		1-9-23
Todd Luvio		1-9-23
Pat Lynch		1-9-23
Heather Hjelle		1-9-23
Tori Bates		1/9/23
Todd Rosenberger		1/9/23
Samantha Ely		1/9/23
Josh Mostad	- not present, sent an email in agreement	1/9/23