September 2026

Dear FSD Elementary and K-8 Teachers and Administrators,

This memo is being jointly written to help provide both teachers and administrators with examples of activities that may be performed by Elementary Teachers/Unit members on each type of Wednesday noted in Article 8E of the FETA/FSD Collective Bargaining Agreement. The examples listed below are not intended to be all inclusive. Any questions regarding Wednesday activities should be discussed and decided through the site/District PAL process and the Site Leadership Team.

Teacher Planning:

- Write classroom lesson plans
- Prepare instructional materials for the day/week
- At the Teacher's discretion - Meet with other school/district staff to plan lesson, address student needs/concerns, prepare for IEP/SIT meetings, etc.
- Work on classroom environment: posting/updating student work on the walls
- Grade student work/assessments/data entry
- Update student grades

PLC (determined by grade level):

- Develop grade level lessons based on District initiatives, including but not limited to: collaborative lesson design, CGI, writer's workshop, high reliability schools, Coding/Technology Integration, CCSS, NGSS, etc.
- Develop grade level lesson based on a school's initiatives
- Analyze assessment data to determine next instructional steps, interventions, and enrichment activities
- Round table discussions on student interventions for academics and behavior
- Plan/develop Tier 1 and Tier 2 instructional supports (Reteach, CFAs, progress monitoring, student reflections, celebrating success…)
- Review Leadership Team minutes and discuss action items that need to be brought back

Conference Preparation:

- Prepare the parent-teacher conference schedule and agenda
- Prepare student work samples/assessment results for parents to review during parent-teacher conferences
- Update Power School

Report Card Preparation:

- Prepare and submit report cards according to established procedure for your school
- Provide copies of the report card to parents and obtain parent signatures
- Write/finalize report card comments
- Update gradebooks (Powerschool)
- Label and filling FSD Report Card envelopes

Principal/District PD:

- Professional Development related to District/School Initiatives.
- Activities to support District/School Initiatives.
- Activities required to be completed by the District, County, State, or Federal Authorities·

Please contact your administrator, Shelley Behrns, or Chad Hammitt if you have any questions.

Shelley Behrns
FETA President

Chad Hammitt, Ed.D.
FSD Deputy Superintendent