



## **Poudre School District Calendar Committee Charter**

The Poudre School District Calendar Committee has been established for the purposes of developing a school year calendar annually. This charter must be reviewed annually by members of the Calendar Committee and changes may be made as deemed necessary. The work of the Calendar Committee is impacted by District Policy IC/ICA and any changes made to that policy that impact the work of the Calendar Committee should be acknowledged in an updated charter.

### **I. Duties and Responsibilities**

The primary function of the Calendar Committee is to assist the District with developing a school year calendar each year for approval by the Board of Education. The following duties and responsibilities are assigned to the Calendar Committee:

- Review and understand state law, district policy, and the employee agreement as it pertains to calendar decisions.
- Create a recommended calendar of student days, staff days, and holidays based on all current policy, law, employee agreements, start and end times of school days, and the traditional layout of the calendar to be presented to the Board of Education for adoption each year.
  - Suggest placement and correct numbers of non-student contact days to be included in each school year calendar.
  - Determine placement of the Transition Day (T) prior to the first student day.
  - Determine placement of Work Days (W).
  - Co-create, analyze, and present a community survey specific to the school year calendar in partnership with the Chief of Staff every other school year.
- Present recommended calendar to the Board of Education on the timeline determined by Cabinet each year. The Chief of Staff will communicate this timeline to the committee.
- Determine and monitor the number and constitution of Calendar Committee members.
- Answer basic questions specific to the calendar posed by the PSD community.
- New calendar ideas that originate in the Calendar Committee (based on the decision-making process) that do not meet current parameters will be sent to the Chief of Staff.

The following calendar-related decisions and responsibilities **are not** the responsibilities of the Calendar Committee:

- Determination of the timeline for bringing the recommended calendar to the Board of Education each year for consideration and adoption. This is the responsibility of Cabinet.
- Final calculations of minutes and hours to be used in determining the feasibility of calendar options. This is the responsibility of Information Technology (IT).



- Final designation and placement of non-student days in the calendar including Exchange days, District-directed days (D), and Building Work days (BW). This is the responsibility of Cabinet and the Learning Services Team.
- Determination of the dates of specific events traditionally listed on the second page of the school year calendar. This is the responsibility of Information Technology, Communications, and the Assistant Superintendents.
- Determination as to whether the last day of school will be a half day. This is the responsibility of the Assistant Superintendents.
- Creation of final versions of the school year calendar to be posted on the PSD website that include important dates and the designation of days. This is the responsibility of Communications.
- Maintaining current versions of the school year calendar on the PSD website. This is the responsibility of Communications.
- Dissemination and communication of calendars to the PSD community. This is the responsibility of Communications.
- Creation of a religious and multicultural awareness calendar for PSD. This is the responsibility of the Language, Culture, and Equity department.

New ideas for the calendar may be suggested by staff or the community. If ideas are suggested to the Calendar Committee, they will be shared with Cabinet for consideration. Should Cabinet request that new options for the calendar be developed, those will be shared with the Calendar Committee by the Chief of Staff. The Calendar Committee will develop feasible calendars based on the requests from Cabinet. These feasible options will be shared with the Chief of Staff to share with Cabinet. If further consideration of presented options is warranted, the options will be shared with Issues Resolution (IR) for review. Feedback from IR and Cabinet will be shared with the Calendar Committee for further refinement as needed. Final decisions about which calendar options to bring to the Board of Education is the responsibility of Cabinet.

If any ideas are taken directly to the Calendar Committee, the committee will evaluate against current parameters and will provide the idea and relevant context to the Chief of Staff. The Chief of Staff will take these ideas and context to Cabinet for consideration.

## **II. Meetings**

The Calendar Committee will meet quarterly, or as deemed necessary by members of the committee.

The Calendar Committee is a working committee, and therefore, committee meetings are not open to the public. Public input on the calendar may be submitted via the bi-annual calendar survey, through email to the Calendar Committee facilitators, or through community comment at



Board of Education meetings. Those members of the public who are interested in volunteering for the calendar committee are encouraged to apply in accordance with the process outlined in the Committee Membership section below.

### **III. Committee Membership**

The Calendar Committee shall select up to 15 members using a competitive application process. Each member selected will serve a 3 year term. If members wish to remain on the Calendar Committee for more than 3 years, they must reapply.

Applications will be open from March 1 through April 15 annually, with selected members beginning their term in August. Applications to serve on the Calendar Committee are available on the Calendar Committee website and are advertised yearly. Submitted applications, other than co-chairs, are reviewed by the entire Calendar Committee and new members are selected by a decision-making process. New members may only be added prior to the first meeting of each year. Members may not miss more than one committee meeting. Co-chair applications are reviewed by the 3 assistant superintendents, who will select the two co-chair representatives to serve a 3 year term.

Two co-chairs (an elementary school administrator and a secondary school administrator) will facilitate the committee. The co-chairs are to be selected by agreement of all three Assistant Superintendents. Co-chairs are responsible for planning and facilitating committee meetings and coordinating next steps that are articulated at these meetings. The co-chairs serve as the representatives of the Calendar Committee and present calendar recommendations to the Board of Education annually.

Members of the Calendar Committee, in addition to the two co-chairs, will include:

- 1 ACE board member
- 1 PEA board member
- 1 PASE board member
- 3 licensed staff members (one elementary, one middle school, and one high school)
- 2 classified staff members
- 2 PSD parent/guardians with student(s) who currently attend PSD schools
- 1 Human Resources staff member
- 1 Facilities/Operations staff member
- 1 Information Technology staff member

The ACE board member, the PEA board member, and the PASE board member seats will be filled by appointment by the president of each of those respective employee associations. If staff membership for the remaining available seats on the committee are not filled via the application process or a member must step down before the first meeting, the PEA president will appoint



representatives to fill any of the 3 licensed staff member seats that remain open, the ACE president will appoint representatives to fill any of 2 classified staff members seats that remain open, and the Cabinet member overseeing Human Resources, Facilities/Operations, and Information Technology will appoint representatives to fill any of the open seats in these areas.

Should a parent/guardian member choose to leave the committee or be removed from the committee during a school year, applications will be made available to fill the available seat(s).