



*Enriching students from the roots up*

**PROGRAM SERVICES MINUTES**

**Diane Sterna, Committee Chair – [diane.sterna@aspenacademymn.org](mailto:diane.sterna@aspenacademymn.org)**

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**Thursday, January 25th at 4:00pm**

**Mrs. Sterna's Room**

**In Attendance: Diane Sterna, Angie Tuma, Stephanie Smitley, Rachel Ibes, Maggie Rowan, Lori Chivers, Maureen Finlayson, Stephanie Peterson, Marilyn Torvik, Shelly Meier**

- I. Discussion of 2018-2019 Calendar – 2 calendars were presented to the committee and staff. One started the week before Labor Day with 2 weeks off for winter break and ended June 6. The other started after Labor Day with a week and 3 days off for winter break and ended June 7. Comments and thoughts:
  - Some like the Aug start (get the kids going earlier, more days before testing, out earlier in June), some like the Sept start (more time for end of the summer activities, an extra week for the office to get ready, don't need 2 weeks for winter break).
  - Professional Development days before school – ideally need 3 full days for new staff plus 5 days for returning staff. 5 days could be cut down to 2 ½ days leaving out time for working in classrooms and only for PD. Staff would be expected to work on their classrooms on their own time, which most do anyway. Tentative – T, W all day, Th am then Thursday Back to School Night in 2 shifts like this year and then Friday would be off and up to individual staff if they want to come in or not. For either calendar start date.
  - PD day in Sept is not needed, disrupts the flow. Will keep ½ PD day on Oct. 17.
  - DDI 1 moved to Nov 12-16, right before conferences, DDI 2 will be Jan 14-18 and DDI 3 will be a week later, March 11-14 with End of Tri on March 14.
  - Talk of making conferences earlier but having it during Thanksgiving week cuts down on student absences by taking the whole week off. MS saw an increase in parent participation, some elementary saw a decrease.
  - Looking at Aug start... removed 2 days from winter break, the full PD day in Sept and made Aug 31 an early release day instead of full day off so it counts as a student contact day, leads to an end date of May 31.

Stephanie will make the adjustments to the 2 calendars and send back to staff for comment. Committee will meet again in the next couple of weeks.

**Adjourned 4:55pm**