



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

August 5, 2024

From: Ann-Marie Foucault

RE: Memorandum on School Calendar Process for FY2026 and FY2027

School calendars for 2025-2026 and 2026-2027 will be set in the fall of 2024.

Process:

This comprehensive and transparent process will consist of five phases:

Phase I: Education Minnesota Meeting

Per section 11.2 of the Certified Staff Master Contract, the district will meet with Education Minnesota exclusively prior to meeting with other groups to review recommendations from certified staff. The district is not obligated to accept the recommendations.

Phase II: Staff Calendar Action Team September 17, September 24

A team composed of school staff will draft the initial calendars in late September/early October. The three unions will choose reps:

- Teacher Union: Choose three reps (one from each level)
- Support Staff Union: Choose two reps (support staff and maintenance)
- Principal Union: Choose two reps (elementary and secondary)

Phase III: Admin Team Review September 24

The admin team will review the draft calendar to check for date conflicts.

Phase IV: Parent/Guardian and Student Calendar Action Team October 2

This action team will meet in October to review and provide feedback on the first drafts from the Staff Calendar Action Team. This team will be composed of one parent/guardian from each building. A high school student will also participate on this team.

Phase V: School Board Review and Approval

The school board will be presented calendars in October/November for approval.

Membership on the Staff Calendar Action Team

1. Keith Cornell, Activities Director
2. Shawna Zachman, High School Certified Staff Representative
3. Cassandra Rule, Middle School Certified Staff Representative
4. Sarah Lewis, Elementary School Certified Staff Representative
5. Dr. Lloyd Komatsu, Testing & Assessment Coordinator
6. Jamie Wiitala, Director of Teaching and Learning
7. Dave Holler, Secondary Principal Representative
8. Jesse Peterson, Elementary Principal Representative
9. TBD, Support Staff Representative
10. TBD, Support Staff Representative

Membership on the Parent/Guardian Calendar Action Team

1. Alison Gobar, Albertville Primary
2. Krista Gerten, Fieldstone Elementary



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3. Jess Widen, St. Michael Elementary
4. Lindsey Heitman, Big Woods Elementary
5. Angie Weber, Middle School East
6. Sarah Sixta, Middle School West
7. Amy Tatge, STMA High School
8. Nell Cashion, Knights Academy/STMA Online

In the past few calendar cycles, the school board set the parameters listed below.

- Support the academic needs of the students, first and foremost.
- Be in compliance with the law
- Take into account the testing schedule in assessing and monitoring student achievement
- Minimize disruptions to student learning
- Minimize disruptions to the activity schedule
- Allow for professional judgment of administrators and teachers
- Avoid conflicts with events sponsored by community/civic organizations when possible
- Incorporate annual spring break
- Schedule a professional development day on election day