



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

The Poudre School District Calendar Committee has been established for the purposes of developing and reviewing the calendar annually. This charter must be reviewed and updated every five years. 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



- 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



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 member



representatives to fill any of the 3 licensed staff member seats