

District Calendar Committee  
 Wednesday, November 9, 2022  
 4:15-5:30pm

[Team Members:](#)

Facilitators	Admin/School Board	Teachers	Parents	Consultants
<input checked="" type="checkbox"/> Melissa Nielsen <input type="checkbox"/> Brian Graves	<input checked="" type="checkbox"/> Kyrsti Bruce <input checked="" type="checkbox"/> Tim Jensen <input checked="" type="checkbox"/> Dave Beymer <input checked="" type="checkbox"/> Kevin Gifford-Gonzalez <input checked="" type="checkbox"/> Jessica Griswold (intern)	<input type="checkbox"/> Mandy Hoehne <input checked="" type="checkbox"/> Rachel Durrant <input checked="" type="checkbox"/> Christy Mauk <input checked="" type="checkbox"/> Julia Sharkey	<input checked="" type="checkbox"/> Brian Reezek <input checked="" type="checkbox"/> Tiffany Brown <input type="checkbox"/>	<input type="checkbox"/> Brenda Saxton <input type="checkbox"/> Val Swanson <input type="checkbox"/> Allison Westfall <input type="checkbox"/> Luke Wolf <input type="checkbox"/> Jason Reddy <input type="checkbox"/> Tammy Merithew

<p><b>Collaboration Protocols</b></p> <ol style="list-style-type: none"> <li>1. View collaboration as a process, not as an activity.</li> <li>2. Assume positive intentions.</li> <li>3. No parking lot conversations: be true to those who aren't present and be confidential.</li> <li>4. Apologize.</li> <li>5. Suspend judgment when coming up with solutions.</li> <li>6. Be hard on the issues and soft on people: give honest feedback to one another. Ask Clarifying Questions</li> <li>7. Help each other manage information—if something isn't time sensitive use email; if we need an immediate answer call.</li> <li>8. Allow Processing Time</li> <li>9. Enjoy the Process &amp; put everything on the table</li> </ol>	<p><b>Meeting Protocols</b></p> <ol style="list-style-type: none"> <li>1. Be on time; end on time.</li> <li>2. Build agendas collaboratively and post ahead of time via shared Google drive.</li> <li>3. Keep focused on the work to do--no electronic distractions such as phone calls, emails, etc.</li> <li>4. Agree on Communication Topics before releasing information publicly</li> <li>5. Share ideas as ideas not as final</li> </ol>
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**Preparation:**

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**Objective of the Meeting:**

- Interest Based Process review of step 3
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**How might we create a two-year calendar that allows for the students, staff and community to learn and thrive and do so within state guidelines**

**Agenda**

1. quick check in (Melissa) 10min
2. [Interest Based Process](#) Step 3 -Determine Interests and review interests from past work 10 min
3. Step 3 -Review interests from last year work and add / delete interests from today 30 min
4. Preview Options work for December

**Next Meeting Questions / Possible Future Agenda Topics:**

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**Action Items:**

Item	Person Responsible	Deadline

**Communication Plan:**

Information/Decision	Audience: who needs to know	Messenger: who needs to tell them	How will the message be communicated?	Deadline
Information on the process	Public and staff, students	Video and social media posts by Allison or other	Blackboard, YouTube, Social Media	ongoing
Updates	The groups you represent	Members of Calendar committee	email	Monthly