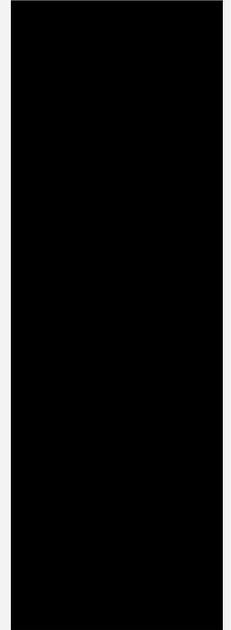


SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





Shakopee Public Schools
School Board Learning Session
District Office Board Room, 1200 Town Square,
Shakopee, MN 55379

April 9, 2018
6:00 PM

1. CALL TO ORDER SCHOOL BOARD LEARNING SESSION AND ROLL CALL - CHAIR SWANSON
2. PLEDGE OF ALLEGIANCE
3. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS
 3. 1. 2018-19 Budget Reductions 3
 3. 2. Calendar Revisions 11
 3. 3. School Board Member Vacancy Discussion 18
 3. 4. Policy and Procedures Updates 19
4. OTHER
5. UPCOMING MEETINGS AND IMPORTANT DATES
 - April 11, 2018 5:00PM BOC District Office Board Room
 - April 16, 2018 5:00PM Citizens' Communications Advisory Committee
District Office Board Room
 - April 23, 2018 4:00PM School Board Policy Committee District Office Room 202
 - April 23, 2018 5:00PM School Board Finance Committee District Office Room 202
 - April 23, 2018 6:00PM School Board Business Meeting District Office Board Room
 - April 25, 2018 5:00PM BOC District Office Board Room
6. ADJOURNMENT OF SCHOOL BOARD LEARNING SESSION



2018-19 Proposed Budget Revisions

Over the past few years, Shakopee Public Schools expenditures have exceeded revenue due to both purposeful spending and budgeting errors discovered after the fact. As a result, the district has taken several steps to prevent errors and ensure fiscal accuracy. In an effort to change the pattern of spending, the district has also gone through a process of reducing expenses and exploring additional revenue opportunities. While our goal is to positively impact the long-term financial health of the district by reducing expenditures and increasing revenue, the opening of our high school addition (doubling the size of the building and adding a grade level) does require additional spending.

Shakopee Public Schools took the following steps to determine the list of proposed reductions:

- ❑ The district solicited suggestions from staff and community (December-March).
- ❑ Suggestions were reviewed and prioritized by administration (district and principals).
- ❑ The proposal was finalized by the superintendent and presented to the Shakopee School Board at its learning session on April 9, 2018.

Guiding Principles used to determine proposed budget reductions:

- ❑ Make every effort to minimize any impact on class sizes
- ❑ Reductions should occur at all levels – both district and building level
- ❑ Staffing reductions should be focused on administration and support positions

The following summary outlines the proposed spending reductions, increased revenue opportunities and increased spending needed to continue moving education forward.

Please note, any costs associated with a specific position includes both salary and benefits.

Proposed Reductions for 2018-19

Closing of Pearson | \$871,623

At its January 8, 2018 board meeting, the Shakopee School Board voted to close Pearson 6th Grade Center as a cost savings measure and reevaluate in one to two years. Most staff will be reassigned to meet the needs of students at other buildings, while some administrative/support positions will be eliminated.

Proposed Staffing Reductions | \$788,801

Staffing changes for the 2018-19 school year would be mostly comprised of reductions in the areas of administration and support positions. Some of the proposed changes include:

- ❑ Elimination of elementary assistant principals and one middle school assistant principal per building. New Dean (Teacher on Special Assignment) positions will be created to reduce impact on buildings.
- ❑ Elimination of the following positions:
 - ❑ (1) Teaching and Learning Supervisor
 - ❑ (1.4) Instructional Coaches
 - ❑ (1) Volunteer Program Coordinator
 - ❑ (1) Digital Learning Coordinator
 - ❑ (.5) Technology Assistant

Proposed Operational Reductions | \$105,000

Recommended operational reductions include decreasing building and district staff development budgets by 10%, Teaching and Learning Department operational expenses reduced by \$65,000, and non-certified staff no longer staying in buildings during early release time.

Proposed Programming Changes, Reductions | \$127,100

- ❑ Partial Reduction of Middle School Sports (\$30,000): Many school districts do not provide middle school athletics, opting instead to have local athletic associations sponsor these opportunities. The following middle school sports will be eliminated: baseball, softball, boys and girls golf as well as boys and girls soccer. Shakopee has strong local associations in baseball, softball, and soccer. The district would opt to redirect participation to one or all of these associations. The following sports would still be offered: wrestling, volleyball, girls and boys track and field as well as boys and girls tennis.
- ❑ Equity Department Reorganization (\$97,100): Shakopee Public Schools needs to intensify its equity efforts for all students. The recommended reorganization involves a deployment of staff, budget and activities that is inclusive of E-12 education. This revised model would be paired with new administrative oversight and advocacy. One equity specialist position would be eliminated and the supervisor contract would be reduced to 220 days.

Miscellaneous | \$73,850

As part of budget reductions, the district is looking at all areas to improve efficiency. The district recommends reducing energy costs in the amount of \$20,000 and copy expenses by \$10,000. Other recommendations include group subbing at the high school, which involves classrooms merging in the new commons areas using e-learning as assigned by teachers, and replace MAP kindergarten through 3rd grade assessment system with FAST (formative assessment for teachers), which is a less expensive adaptive testing option.

Outside Services | \$375,000

Beginning in the 2018-19 school year, the district recommends no longer contracting with School Management Services for financial consulting. In addition, reduced transportation costs by reviewing our transportation contracts, capturing of additional special education transportation revenue, and possibly utilizing strategies such as “opt-in” busing for families.

Technology (staffing, operations and software) | \$105,000

Various adjustments to technology spending, with the largest involving operational changes to include: improved pricing on Internet, more cost effective handling of device repairs, and reduced expenses for lab computers since the district is largely 1:1 device environment.

Proposed 2018-19 Revenue Sources | \$172,320

The district’s recommendation identifies four sources of revenue in the amount of \$172,320. This includes revenue generating positions, selling of obsolete equipment and fee increases.

- ❑ Revenue generated by grant awards and other revenue resources (such as donations): \$100,000 (estimated minimum amount)
- ❑ Sale of obsolete equipment: \$50,000 (estimated minimum amount)
- ❑ Shakopee High School \$20 parking fee increase: \$12,320
- ❑ Increase Activities fees at High School from \$40 to \$75: \$10,000 (estimated minimum amount)

Total Reductions & Revenue Increases: \$2,618,694

Proposed Budget Increases for 2018-19 | Shakopee High School:

Heading into the 2018-19 school year, the district will incur additional expenses to open the expanded Shakopee High School. The construction project is adding 300,000 square feet to the high school. We will also welcome 9th graders in the 2018-19 school year. This transition will carry additional costs that are necessary to not only sustain the building, but also maintain instruction for our students. Some current staff from Pearson and other schools in the district will be reassigned to fill these positions, while others will be new positions. Proposed budget increases include:

- ❑ (1) Assistant Principal: \$144,690
- ❑ Academy Coach (Teacher on Special Assignment): \$85,000: In an academy model, this position is dedicated to helping teachers and academy teams develop authentic learning experiences that connect students to community and business partners. Responsibilities include: collaboration on student projects, locating apprenticeship opportunities, job shadows, career fairs, guest speakers, professional skill lessons, etc. The position would also seek grants, host tours and conferences to generate revenue for the district to help support the academy model.
- ❑ (1) Counselor: \$78,000
- ❑ (3) Additional Security (Paraprofessionals): \$84,000
- ❑ (1) Office Assistant: \$29,000
- ❑ (6) Additional Custodians: \$288,000: The addition of six custodians is based on the 300,000 square foot addition at Shakopee High School. The increase is based on the district's standard of square footage per staffing and prevents unforeseen staffing costs in the future.
- ❑ (1) Licensed Practical Nurse (LPN) | Health Aide: \$22,539
- ❑ (0.5) Special Education Secretary: \$15,000
- ❑ (1) Media Paraprofessional: \$29,900: The Learning Commons will be in two locations at Shakopee High School. This requires a paraprofessional to supervise and coordinate both the upper Learning Commons and Innovation Hub. As of now, there is only one paraprofessional for the upper Learning Commons.

Proposed 2018-19 Additional Expenses | Districtwide: Shakopee Public Schools would incur added costs in the amount of \$500,250. Two additional positions that would benefit all grade levels across the district will be added, one of the positions would be a revenue generating position. The expenses also include a fee to dissolve a consortium membership.

- ❑ **Manager of Community Partnerships and Facilities: \$140,000:** This administrative position would be responsible for facilitating and generating revenue through the rental/use of spaces for Shakopee Public Schools for community events such as concerts and tournaments. It would also include recruiting and facilitating business, community partners and volunteers to provide ongoing support for the academy model and other needs identified by the district. In addition, exploration of other revenue sources (such as grants) to benefit the school system would also be an expectation. Other positions are being reduced or eliminated to offset the cost of this new position.
- ❑ **Theater Manager: \$68,000:** This position will be responsible for managing technical aspects of school productions and assist with scheduling of our district performance spaces. They will also provide technical support on a regular basis including facilitating student groups in running resources such as our scoreboards, video productions and live events. Funding for this position is generated from the Technology Levy.
- ❑ **TIES Dissolution Fee: \$292,250:** The district will incur added costs in the amount of \$292,250 for dissolving its membership with technology consortium TIES (Technology and Information Educational Services). This is a legal requirement, given our participation in a joint powers agreement in place since 1969, that is now being dissolved.

Total Proposed Increased Expenditures: \$1,276,379

Net Reduction: \$1,342,315

The proposed budget reductions reflect the administration's best effort to present a plan that supports the community's commitment to successful student learning and demonstrates effective use of resources and taxpayer dollars.

Through continued discussions and hard work, this year will serve as a bridge to financial sustainability for the district. Long term, additional reductions will be necessary unless increased operating funds are made available to Shakopee Public Schools. The district will need to continue working smarter and harder to ensure we meet our financial goals and the needs of our students.

Once the budget for 2018-19 has been finalized, the district will continue discussions about how to create lasting change in the way we do business. The district must be good stewards of the dollars with which the community has entrusted us – and with everyone's help – the district will do just that.

Proposed Reductions for 2018-19	
Closing of Pearson	
Assistant Principal	\$ 127,894
Media Paraprofessional	\$ 29,900
Custodians	\$ 144,000
Health Aide	\$ 28,088
Special Education Secretary (part-time)	\$ 15,000
Utility Saving	\$ 70,000
Technology Assistant	\$ 52,500
Instructional Coach	\$ 73,000
Principal	\$ 158,106
Administrative Assistant	\$ 65,932
Office Clerical	\$ 34,203
Digital Learning Coordinator	\$ 73,000
Pearson total reductions	\$ 871,623
Staffing Reductions	
Elementary Assistant Principals - replace with Dean positions	\$ 176,585
One Middle Level Assistant Principal per building - replace with Dean positions	\$ 119,116
Teaching & Learning Supervisor	\$ 114,400
English Learner Teacher	\$ 56,000
Instructional Coach	\$ 22,400
Community Coordinator	\$ 80,000
Special Education Paraprofessional expense reductions	\$ 30,000
Special Education restructure	\$ 81,300
Volunteer Program Coordinator (Community Education)	\$ 99,000
Volunteer Site Coordinators - secondary schools only	\$ 10,000
Staffing total reductions	\$ 788,801
Operational	
Reduce building & district Staff Development budgets by 10%	\$ 25,000
Reduce Teaching & Learning department operational expenses	\$ 65,000
Non-certified staff released during early release times (8 hours/year/person)	\$ 15,000
Operational total reductions	\$ 105,000
Programming	
Partial reduction of middle school sports	\$ 30,000
Equity department reorganization - includes reduction of one Equity Specialist	\$ 97,100
Programming total reductions	\$ 127,100
Other Miscellaneous	
Reduce copy expenses by 10%	\$ 10,000
FAST replace MAP K-3 (alternate assessment system)	\$ 16,250
Energy savings	\$ 20,000
Group subbing at high school	\$ 27,600
Other Miscellaneous total reductions	\$ 73,850

Outside Services	
School Management Services (financial consulting)	\$ 75,000
Access additional Special Education transportation funds to reduce costs	\$ 300,000
Outside Services total reductions	\$ 375,000

Technology staffing, operations, software....	
Technology department operational reductions	\$ 100,000
Eliminate Applitrack assessments	\$ 5,000
Technology total reductions	\$ 105,000

Revenue	
Revenue generated from donations, grants, partnerships & facility usage	\$ 100,000
Sell obsolete equipment	\$ 50,000
Increase high school parking fee by \$20/pass	\$ 12,320
Increase activity fees at the high school from \$40 to \$75	\$ 10,000
Additional Revenue Total	\$ 172,320

Total Reductions & Revenue Increases	\$ 2,618,694
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Proposed Budget Increases for 2018-19

Shakopee High School	
Assistant Principal	\$ 144,690
Academy Coach (teacher on special assignment)	\$ 85,000
Counselor	\$ 78,000
Security paraprofessionals	\$ 84,000
Office Assistant	\$ 29,000
Custodians	\$ 288,000
Licensed Practical Nurse - Health Aide	\$ 22,539
Special Education Secretary	\$ 15,000
Media Paraprofessional	\$ 29,900
Total	\$ 776,129

Districtwide	
Manager of Community Partnerships & Facilities*	\$ 140,000
Theater Manager*	\$ 68,000
TIES Dissolution Fee*	\$ 292,250
Total	\$ 500,250

* Funded through a combination of general, technology levy & community education funds

Total Proposed increased expenditures	\$ 1,276,379
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NET REDUCTION	\$ 1,342,315
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SHAKOPEE PUBLIC SCHOOLS CALENDAR REVISIONS

Dale J. Anderson | SEA President | Updated April 5, 2018

As part of the negotiations in the 2017-2019 Collective Bargaining Agreement between Shakopee Schools and Shakopee Education Association, several agreements were reached that affect the 2017-2018 and 2018-2019 calendars that were already adopted by the School Board. This document is an attempt to clarify the revisions needed for those calendars.

1. MOU on Elementary Assess/Connect Days

Elementary Assess/Connect Days allow teachers to meet each student and their family for a 30-minute time for

- Parent-Teacher-Student meet and greet
- Classroom tour
- Parent Interview about their child (paperwork done as the child is assessed)
- Discussion of Grade Level Outcomes
- Grade Level Assessment
- Q+A

The key advantage of this change is that teachers are able to get assessments for reading and math leveling out of the way before classes meet – allowing them to properly place students earlier and get to instruction in a more efficient and timely manner.

2. Time for Secondary Teachers to Pack Up, Move, and Unpack

The moving of 9th grade out of the junior highs and into the high school (HS) and 6th grade from Pearson into the 2 middle schools (MS) means the vast majority of secondary teachers will move either from building to building or from classroom to classroom. The few teachers who may not move (due to being assigned in a specialized classroom, like a chemistry lab) will be responsible to help other teachers with their moves during this time. This is driven by the construction process which will not allow teachers to be in their rooms during the summer.

- **2017-2018 Calendar Change** – Convert the last student contact day to a move-out day for secondary staff (for Gr 6-12 students ONLY, NOT including TLC). CFC, K-5, and TLC would still have this day as a student contact day. Secondary teachers (other than TLC) would use this day for packing up their rooms and equipment and making everything ready for redistribution between and within buildings.

CURRENT CALENDAR

- Th May 31 | *Last Day of School (All)*
- F Jun 1 | *Teacher Grading/Work Day (All)*

REVISED CALENDAR

- W May 30 | *Last Day of School (6-12)*
- Th May 31 | *Last Day of School (CFC, K-5, TLC)
Secondary Move-Out Day (6-12)*
- F Jun 1 | *Teacher Grading/Work Day (All)*

- **2018-2019 Calendar Change** – Convert the first student contact day (for secondary students ONLY, NOT including TLC) to a move-in day for secondary staff. CFC and TLC would still have this day as a student contact day; K-5 this is the first of the two assess/connect day. The secondary buildings will be using that time for moving into new spaces and unpacking. Grades 6-12 (not TLC) would begin classes on September 5.

CURRENT CALENDAR

- M Sept 3 | *Labor Day | No School*
- Tu Sept 4 | *First day of school for students (E-12)*

- M Sept 3 | *Labor Day | No School*
- Tu Sept 4 | *Elem Connect/Assess Day 1 (K-5)
Secondary Move-In Day (No school 6-12)
First day of school for students (CFC, TLC)*
- W Sept 5 | *Elementary Connect Assess Day 2 (K-5)
First day of school for students (6-12)*
- Th Sept 6 | *First day of school for students (K-5)*

REVISED CALENDAR

3. Transfer of Non-Work Day from Winter Break to Thanksgiving Break

This change keeps Winter Break for both 2018-2019 and the proposed 2019-2020 calendars at 8 days and allows families to have a little more traveling time for Thanksgiving Break (a common request from teachers).

CURRENT CALENDAR

- Nov 22-23 | *Thanksgiving Break*
- Dec 20 – Jan 1 | *Winter Break*

REVISED CALENDAR

- Nov 21-23 | *Thanksgiving Break*
Add Wed Nov 21 to Thanksgiving Break
- Dec 21 – Jan 1 | *Winter Break*
Remove Thursday Dec 20 from Winter Break

4. Reduction of Two Contract Days

As part of the teacher settlement, the District agreed to reduce the teacher contract year from 186 work days to 184 work days.

CURRENT CALENDAR

- **186** | Total Teacher Work Days
172 | Student Contact Days
5 | Staff Development Days
6 | Planning/Grading Days
3 | Parent Teacher Conference Days

REVISED CALENDAR

- **184** | Total Teacher Work Days
171 | Student Contact Days
5 | Staff Development Days
6 | Planning/Grading Days
2 | Parent Teacher Conference Days
- **Day Reduction 1**
 - **Remove** April 19 | Off day (ALL)
- **Day Reduction 2**
 - K-12 | **Remove** Two 4 hour Parent-Teacher Conference evenings (1/sem); if K-5 wants to keep the current Parent-Teacher Conference time, the off day will be February 15
 - Early Childhood | **Remove** Early Release PD Day (placed on Dec 20)



Shakopee PS | SEA | 2017-18 School Calendar

Start After Labor Day - Short Winter - Out End of May - 4 Early Release for PD Days



JULY 2017

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY 2018

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jan 1.....No School - Winter Break
 January 15.....No School - Teacher Staff Development Day
 January 19.....1st Semester/2nd Quarter Ends
 January 22.....No School - Teacher Planning Day
 January 23.....2nd Semester/3rd Quarter Begins

AUGUST 2017

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 21-24.....New Teacher Fall Workshop
 August 28-31.....Teacher Fall Workshop

FEBRUARY 2018

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

February 19.....No School - Teacher Staff Development Day
 February 20-22, 26-28.....Districtwide P/T Conf window

SEPTEMBER 2017

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 4.....No School - Labor Day
 September 5.....Student 1st Day of School
 September 27.....Early Release for Teacher Prof. Dev.

MARCH 2018

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 1.....Districtwide P/T Conf window
 March 14.....Early Release for Teacher Prof. Dev.
 March 23.....3rd Quarter Ends
 March 26.....No School - Teacher Flex Planning Day
 March 27-30.....No School - Spring Break

OCTOBER 2017

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October 18.....No School - Teacher Staff Development Day
 October 19-20.....No School - Fall Break
 Oct 30-31.....Districtwide P/T Conf window

APRIL 2018

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April 2.....4th Quarter Begins
 April 25.....Early Release for Teacher Prof. Dev.

NOVEMBER 2017

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov 1-2, 6-8.....Districtwide P/T Conf window
 November 9.....1st Quarter Ends
 November 10.....No School - Teacher Planning Day
 November 23-24.....No School - Thanksgiving Break
 November 29.....Early Release for Teacher Prof. Dev.

MAY 2018

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

May 25.....Senior Class (12th grade) Last Day of School
 May 28.....Memorial Day
 May 30, 2018.....Student Last Day of School (6-12)
 May 31, 2018.....Student Last Day of School (E-5, TLC)
 May 31, 2018.....Moving Day (6-12)

DECEMBER 2017

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 25-Jan 1.....No School - Winter Break

JUNE 2018

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 1.....Teacher Work Day
 June 2, 2018.....Graduation

KEY	
#	No School - Students and Staff
#	No School - Students only
#	Early Release Days for Teacher PD
#	1st Quarter Student Contact Days
#	2nd Quarter Student Contact Days
#	3rd Quarter Student Contact Days
#	4th Quarter Student Contact Days

Student Contact Days			
Q1	Q2	Q3	Q4
45	41	43	43
S1	S2		
86	86		
Year			
172			

5	Staff Development Days
6	Work/Planning/Grading Days
3	Parent/Teacher Conference Days
172	Student Contact Days
186	TOTAL CONTRACT DAYS (Tenured)
4	New Teacher Workshop Days
190	TOTAL CONTRACT DAYS (Prob)

15-Jan MLK
 19-Feb Presidents Day
 30-Mar Good Friday
 1-Apr Easter



Shakopee PS | SEA | 2018-19 School Calendar

Start After Labor Day - Academies of Shakopee Begins



JULY 2018					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

AUGUST 2018					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

August 20-23.....New Teacher Fall Workshop
August 27-30.....Teacher Fall Workshop

SEPTEMBER 2018					
M	T	W	TH	F	
3	4	5	6	7	4
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5

September 3.....No School - Labor Day
September 4.....Student 1st Day of School (CFC, TLC)
September 4.....Moving In Day (No Students - 6-12)
Sept 5.....Student 1st Day of School (6-12)
September 4-5.....Elementary Connect/Assess Days (K-5)
September 6.....Student 1st Day of School (K-5)
September 26.....Early Release - Teacher Prof. Dev.

OCTOBER 2018					
M	T	W	TH	F	
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	2 1
22	23	24	25	26	5
29	30	31			3

October 17.....No School - Teacher Staff Development Day
October 18-19.....No School - Fall Break

NOVEMBER 2018					
M	T	W	TH	F	
			1	2	2 1
5	6	7	8	9	4 1
12	13	14	15	16	5
19	20	21	22	23	2
26	27	28	29	30	5

November 8.....1st Quarter Ends
November 9.....No School - Teacher Planning Day
November 21-23.....No School - Thanksgiving Break
November 28.....Early Release - Teacher Prof. Dev.

DECEMBER 2018					
M	T	W	TH	F	
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	4
24	25	26	27	28	0
31					0

December 20 - No School (CFC Only)
December 21-Jan 1.....No School - Winter Break

JANUARY 2019					
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

December 21-Jan 1.....No School - Winter Break
January 21.....No School - Teacher Staff Development Day
January 23-25.....Finals Schedule (HS)
January 25.....1st Semester/2nd Quarter Ends
January 28.....No School - Teacher Planning Day
January 29.....2nd Semester/3rd Quarter Begins

FEBRUARY 2019					
M	T	W	TH	F	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28		

February 15.....No School - Teacher Staff Development Day
February 18.....No School - Presidents' Day Break

MARCH 2019					
M	T	W	TH	F	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

March 13.....Early Release - Teacher Prof. Dev.
March 28.....3rd Quarter Ends
March 29.....No School - Teacher Planning Day

APRIL 2019					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

April 1-5.....No School - Spring Break
April 8.....1st Day of 4th Quarter
April 19.....No School
April 24.....Early Release - Teacher Prof. Dev.

MAY 2019					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

May 27.....Memorial Day
May 31.....Senior Class (12th grade) Last Day of School

JUNE 2019					
M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

June 4-6.....Finals Schedule (HS)
June 6.....Student Last Day of School
June 7.....Teacher Work Day
June 8.....Graduation

KEY	
#	No School - Students and Staff
#	No School - Students only
#	Early Release Days for Teacher PD
#	1st Quarter Student Contact Days
#	2nd Quarter Student Contact Days
#	3rd Quarter Student Contact Days
#	4th Quarter Student Contact Days

Student Contact Days			
Q1	Q2	Q3	Q4
45	39	45	42
S1	S2		
84	87		
Year			
171			

5	Staff Development Days
6	Work/Planning/Grading Days
2	Parent/Teacher Conference Days
171	Student Contact Days
184	TOTAL CONTRACT DAYS (Tenured)
4	New Teacher Workshop Days
188	TOTAL CONTRACT DAYS (Prob)



Shakopee PS | SEA | 2019-2020 School Calendar

Start after Labor Day - Out in first week of June



JULY 2019

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2019

M	T	W	TH	F
				1 2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 19-22.....New Teacher Fall Workshop
 August 26-29.....Teacher Fall Workshop

SEPTEMBER 2019

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

September 2.....No School - Labor Day
 September 3-4.....Elementary Asses/Connect Days
 September 3.....Student 1st Day of School (EC, Gr. 6-12)
 September 5.....Student 1st Day of School (Gr. K-5)
 September 25.....Early Release - Teacher Prof. Dev.

OCTOBER 2019

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

October 16.....No School - Teacher Staff Development Day
 October 17-18.....No School - Fall Break

NOVEMBER 2019

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 7.....1st Quarter Ends
 November 8.....No School - Teacher Planning Day
 November 11.....2nd Quarter Begins
 November 20.....Early Release - Teacher Prof. Dev.
 November 27-29.....No School - Thanksgiving Break

DECEMBER 2019

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

December 20.....No School (Early Childhood only)
 December 23 - January 1.....No School - Winter Break

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JANUARY 2020

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

December 23 - January 1.....No School - Winter Break
 January 20.....No School - Teacher Staff Development Day
 January 22-24.....Finals Schedule (HS)
 January 24.....1st Semester/2nd Quarter Ends
 January 27.....No School - Teacher Planning Day
 January 28.....2nd Semester/3rd Quarter Begins

FEBRUARY 2020

M	T	W	TH	F
				1 2
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

February 14.....No School - Teacher Staff Development Day
 February 17.....No School - Presidents' Day Break

MARCH 2020

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March 18.....Early Release - Teacher Prof. Dev.
 March 26.....3rd Quarter Ends
 March 27.....No School - Teacher Planning Day
 March 30 - April 3.....No School - Spring Break

APRIL 2020

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

March 30 - April 3.....No School - Spring Break
 April 6.....1st Day of 4th Quarter
 April 10.....No School
 April 22.....Early Release - Teacher Prof. Dev.

MAY 2020

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 25.....Memorial Day
 May 29.....Senior Class (12th grade) Last Day of School

JUNE 2020

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

June 2-4.....Final Schedule (HS)
 June 4.....Student Last Day of School
 June 5.....Teacher Work Day
 June 6.....Graduation

KEY	
#	No School - Students and Staff
#	No School - Students only
#	Early Release Days for Teacher PD
#	1st Quarter Student Contact Days
#	2nd Quarter Student Contact Days
#	3rd Quarter Student Contact Days
#	4th Quarter Student Contact Days

Student Contact Days			
Q1	Q2	Q3	Q4
45	43	41	42
S1		S2	
88		83	
Year			
171			

5	Staff Development Days
6	Work/Planning/Grading Days
2	Parent/Teacher Conference Days
171	Student Contact Days
184	TOTAL CONTRACT DAYS (Tenured)
4	New Teacher Workshop Days
188	TOTAL CONTRACT DAYS (Prob)

SHAKOPEE PUBLIC SCHOOLS CALENDAR REVISIONS

Dale J. Anderson | SEA President | Updated April 5, 2018

FULL DISCLOSURE on Secondary Student Contact Time

2017-2018 Calendar Change

Listing of snow days for 2017-2018 (so far):

- M Jan 22, 2018 – Snow Day – Teacher Grading day (not a student contact day – so no reduction in student time)
- Tu Jan 23, 2018 – Snow Day – Student contact day (1st) = 6.167 hrs (6 hrs, 10 min = 370 min = 6.167 hrs)
- M Mar 5, 2018 – Snow Day – Student contact day (2nd) = 6.167 hrs
- Tu Mar 6, 2018 – 2 hr Late Start (snow) = 2.0 hrs
- Tu Apr 3, 2018 – Snow Day – Student contact day (3rd) = 6.167 hrs

TOTAL LOST HOURS = 20.5 hours

Current Approved for ALL – Proposed E-5, TLC Student Contact Hours for 2017-2018

	172	Student contact days (without any snow day reduction)
Times	370	Minutes of student contact time per day (6 hours, 10 minutes – removing lunch)
Equals	63,640	Total student contact minutes for the year
<u>Divided by</u>	<u>60</u>	<u>Divided by 60 minutes/hour</u>
Equals	1060.67	Planned Total hours of secondary student contact time
<u>Lost hours</u>	<u>20.5</u>	<u>Snow Day time reduction</u>
Total Time	1040.17	Total annual hours of secondary student contact time after removal of snow days

Proposed 6-12 Student Contact Hours for 2017-2018 (with May 31 converted to move-out day)

	171	Student contact days (without any snow day reduction)
Times	370	Minutes of student contact time per day (6 hours, 10 minutes – removing lunch)
Equals	63,270	Total student contact minutes for the year
<u>Divided by</u>	<u>60</u>	<u>Divided by 60 minutes/hour</u>
Equals	1054.5	Planned Total hours of secondary student contact time
<u>Minus Lost hours</u>	<u>20.5</u>	<u>Snow Day time reduction</u>
Total Time	1034.0	Total annual hours of Grades 6-11 student contact time after removal of snow days
<u>Minus Early Out hours</u>	<u>12.33</u>	<u>Senior early out reduction (2 days) – Out Friday, May 25</u>
Total Time	1021.67	Total annual hours for Gr 12 contact time subtracting snow days & early out

2018-2019 Calendar Change

The reduction of two contract days (one student contact day, two ½ day Parent-Teacher Conference evenings) and the conversion (for this year only) of the first student contact day for teachers to unpack and move in to new locations at the secondary level means, essentially, that for this one year (2018-2019), secondary students would only have 170 traditional student contact days. Despite that temporary change, this still fits within the state’s requirements:

Proposed E-5, TLC Student Contact Hours for 2018-2019 (reduction of 1 student contact day)

	171	Student contact days
Times	370	Minutes of student contact time per day (6 hours, 10 minutes – removing lunch)
Equals	63,270	Total student contact minutes for the year
<u>Divided by</u>	<u>60</u>	<u>Divided by 60 minutes/hour</u>
Equals	1054.5	Total annual hours of student contact time

Proposed 6-12 Student Contact Hours for 2018-2019 (reduction of 2 student contact days)

	170	Student contact days
Times	370	Minutes of student contact time per day (6 hours, 10 minutes) – removing lunch
Equals	62,900	Total student contact minutes for the year
<u>Divided by</u>	<u>60</u>	<u>Divided by 60 minutes/hour</u>
Equals	1048.33	Total annual hours of Grades 6-11 student contact time
<u>Minus Early Out hours</u>	<u>24.67</u>	<u>Senior early out reduction (4 days) – Out Friday, May 31</u>
Total Time	1023.66	Total annual hours for Gr 12 contact time subtracting early out days

The state minimum requirements is 1020 hours for students in Grades 7 – 12.

2017 Minnesota Statutes

120A.41 LENGTH OF SCHOOL YEAR; HOURS OF INSTRUCTION.

- (a) *A school board's annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. The school calendar for a prekindergarten student under section 124D.151, if offered by the district, must include at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the commissioner under section 124D.126.*
- (b) *A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to section 120A.414.*

<https://www.revisor.mn.gov/statutes/?id=120a.41>

2018-04-09 School Board Vacancy Rating Information

Rate each applicant using 1/3/9 scale with 9 being the strongest							
Applicant	Board Member #1	Board Member #2	Board Member #3	Board Member #4	Board Member #5	Board Member #6	Totals
A	1	1	1	1	3	1	8
H	3	3	1	1	3	1	12
C	3	3	1	1	3	3	14
B	3	3	1	3	3	9	22
D	9	9	1	1	3	3	26
G	9	9	1	3	3	3	28
F	9	9	1	9	3	9	40
E	9	9	9	9	9	9	54

***Each applicant is rated a 1, 3 or 9. No other numbers are used. This scale creates a larger margin and establishes clear front runners.**

Policy 50X School Assignment and Transfer Requests

I. Purpose

It is the goal of Shakopee Public Schools to assign students to school buildings in a manner that recognizes the needs of every student and provides the best learning environment possible for all aspects of the educational community. The purpose of this policy is to ensure transfer requests are thoughtfully processed and to achieve alignment in practices across the district.

II. School Assignment

- A. Students attending Shakopee Public Schools are placed in the school with corresponding grade level within the pre-determined school boundary by primary home address.
- B. Families requesting student to attend a different school will follow district policy through the application process defined.
- C. Students with dual resident addresses must specify a primary address. The district will use the specified primary address to determine school assignment and transportation (when applicable).

III. Intra-District Transfer Requests

- A. Students wishing to attend a school other than the assigned school based on primary home address will need to submit an Intra-District Transfer Request Form (Appendix A/B).
- B. Determination of transfer request will consider class size limitations, school capacity, current enrollment, and available space at the school requested. Further considerations may include, but are not limited to, reasons for transfer request, enrollment projections, date request received, and feeder pattern of elementary schools to middle schools.
- C. Intra-District Transfer Requests must be submitted to the Shakopee Schools Welcome Center by April 15th for the following school year. Applications submitted after this date are less likely to be accommodated.
- D. District Superintendent and receiving school Principal will review applications through July so that decisions can be made and parents notified by August 1.
- E. Once determined, requesting families will be notified in written form of the decision on the transfer request. A copy of the correspondence will also be sent to the

building principals of both the school of initial placement, and the school of transfer request.

- F. Transportation will be the responsibility of the family. Busses will not transport students attending a school other than the initial school of placement based on boundaries.
- G. District Superintendent has final decision-making authority.
- H. An intra-district transfer may be rescinded based on the needs of the student as determined by the District Superintendent.

IV. District Initiated Transfers

- A. The district may initiate a student transfer to a different school within the district based on the needs of the student. Decisions are made in collaboration with the family and are made in the best interest of the student as determined by the Superintendent and/or Special Services Director.
- B. Such district initiated transfers are commonly based on specialized services as provided by our special education department.
- C. In the case of district initiated transfers due to specialized setting, transportation will be provided to the student when they reside outside of the walking boundary or have an accommodation for specified transportation.
- D. District initiated transfers for reasons other than specialized services may not result in the provision of transportation by the district. Cases will be individually reviewed.
- E. District initiated transfers may happen anytime during or between school years.
- F. The duration of the transfer will be as long as determined necessary by the district.

V. Length of Transfer Placement

- A. Accepted intra-district transfer requests will automatically continue for the duration of grade levels served at the receiving school site for both elementary and middle school settings. Students transferred in elementary will remain in that building through grade five. Students transferring to a middle school will remain at that building through grade eight. Students do not need to reapply each year to continue their intra-district transfer status while attending the same school.
- B. When moving to middle school, students are automatically enrolled in the middle school building as determined by residence and building boundaries. Students do need to submit a new intra-district transfer request form when moving from elementary to middle school if the middle school determined by boundaries is not the preferred choice.

VI. Specific Circumstances

- A. Move residence during the school year
 - i. Students moving outside of the district during the school year will need to submit forms for *open enrollment* and would continue to attend the school in which they attended as a Shakopee resident. Transportation would be the responsibility of the family.
 - ii. Students moving during the school year to a different school boundary area but remaining in the Shakopee School District may continue to attend the school of their former address for the remainder of the year. An intra-district transfer request form must be completed, and will be subject to all components of this policy. Transportation would be the responsibility of the family.
- B. Moving residence over the summer
 - i. Students moving outside of the district during the summer will need to submit forms for *open enrollment* and would continue to attend the school in which they attended as a Shakopee resident.
 - ii. Students moving over the summer to a different school boundary area but remaining in the Shakopee School District will be required to submit an intra-district transfer request form, and will be subject to all components of this policy. Transportation would be the responsibility of the family.
- C. Child care location
 - i. Consideration may be given to intra-district student transfer requests when their child care facility is within the boundaries of the requested school.
- D. Sibling attendance at a school
 - i. Consideration may be given to students to attend the same school as their sibling(s). Circumstances may include, but are not limited to, boundary changes that divide siblings, special programming of a sibling, or other family related circumstances.