

Calendar Task Force Meeting Minutes

AustinISD Headquarters

4000 S IH35, Frontage Road, Austin, Texas 78704

Thursday, October 3, 2019

The Charge of the AISD Calendar Task Force: “The AISD Calendar Task Force is charged with developing and recommending an instructionally sound and calendar for Strategic Plan. The Task Force shall place the needs of all student’s first and foremost, but shall also consider the needs of parents, the community and district staff.

Attendees: Rick Bartel, Tammy Caesar, Cinda Christian, Mike Rios, Heidi Langan, Adelina Miller, Jennifer Moore, Vera Muniz, Diane Newberry, Jarell Routt, Debra Ready, Les Ready, Beatriz Rice, John Rocha, Kathy Ryan, Claudia Santamaria, Timika Mitchell, Jim Wetter, Margarita Reyna, Letty Casiano, Dr. Gloria Williams

Dr. Gloria Williams called the 2020-2021 Calendar Task Force Meeting to order at 4:03 p.m.

I. Welcome/Introductions

Dr. Williams, Calendar Task Force Chair, welcomed and thanked the member for their willingness to serve on the 2020-2021 Calendar Task Force. Members were asked to introduce themselves

II. “What’s in Your Packet”

Dr. Williams reviewed the contents of each of the documents in each member’s packet.

Handouts included the following:

- Meeting Agenda
- AISD Task Force Charter
- “Let’s Create a Calendar Activity”
- Calendar A Comparison (2019-2020 and 2020-2021)
- 2019-2020 AustinISD Calendar
- Draft 2020-2021 Calendar A
- Blank Calendar
- 2020-2021 Austin Community College Calendar
- 2020-2021 Student Assessment Testing Calendar

III. AISD Calendar History/ Parameters

In creating the calendar, Dr. Williams recommended the committee refer to the “Let’s Create A 2020-2021 Calendar”. This document lists the parameters to keep in mind when generating the calendar.

- #Teacher Contract Days (187 days)
- Instructional minutes in the school year (75,600)
- First day of work for teachers (Flexible)
- Teacher Exchange Days (Flexible 2 days)
- First week of class for students (Third week in August)
- High School Final Exams (Before Winter Break)
- Traditional Holidays- Students/Staff
 - Independence day- July 4, 2020
 - Labor Day- September 7, 2020
 - Thanksgiving Day- Week of November 23-27, 2020
 - Winter Break- New Year’s Day January 1, 2021
 - MLK day- January 18, 2021
 - Spring Break- March 15-19, 2021 (UT)
 - Memorial Day- May 31, 2021
- Elementary Conference Days
 - Fall- Columbus Day, October 12, 2020
 - Spring- President’s Day, February 15, 2021
- Staff Development Days
- Staff Development Days (student holiday)
- Staff Planning and Prep (August/May)
- Bad Weather Days (2 days)
- Number of Staff holidays cannot exceed 23 days.

IV. District of Innovation Update

Dr. Williams updated the committee regarding the AISD district 5-year District of Innovation Waiver, that will end 2021-2022.

V. Attendance Standards

Debra Ready, Executive Director of Accountability & Assessment, shared the two ways to accrue the required 75,600 instructional minutes, as well as the minutes that should be banked for the two required bad weather make-up days and/or the 2-hour delays due to inclement weather.

Professional Development waiver eligible minutes:

1. Waiver PD must occur between the first and last day of school.
2. A waived PD day may not exceed 420 minutes.
3. Lunch and breaks may not be included in the total minutes claimed.
4. Campuses must retain documentation that high quality PD was provided for the number of minutes claimed.
5. PD exchange days cannot be counted toward the 75,600

Assuming 2 waiver eligible PD days that fall between the first day and last day of school, and assuming that 7 hours of PD is provided on both days (excluding lunch and break) then elementary schools must have 433 minutes per day in their bell schedule.

Minutes accrued assuming 433 minutes per day	
433 minutes x 175 days	75775
Plus 2 PD days (7 full hours each)	840
Total Accrued	76615
Minutes needed	
State required	75600
Plus 866 minutes - 2 bad weather closures	866
Total Needed	76466

VI. STAAR/EOC Test Dates

Margarita Reyna went over the STARR/EOC Dates as referenced in the 2020-2021 Student Assessment Testing Calendar.

VII. “Let’s Begin to Create a Calendar”

The members formed into four groups and continued developing their version of a 2020-2021 calendar draft. Each chairperson presented their draft calendar.

All drafts were collected to be reviewed and printed for the October 10, 2019 meeting. The committee will review, discuss and vote on three calendar drafts to be presented to Dr. Paul Cruz.

The next Calendar Task Force Meeting is scheduled for 4:30 p.m. Thursday, October 10, 2019, AISD Headquarters 4000 S IH 35, room 235.

Thursday, October 17, 2019 (optional)

Meeting adjourned at 5:30pm.

Minutes submitted by Margarita Reyna, and Letty Casiano