

## AISD CALENDAR TASK FORCE CHARTER

*The Task Force is charged with developing and recommending instructionally sound calendars for the 2012-2013 and 2013-2014 school years that focus squarely on the district's academic mission and Strategic Plan. The Task Force shall place the needs of all students first and foremost, but shall also consider the needs of parents, the community, and district staff.*

### **Establishment**

- The Task Force is established by and serves at the will of the Superintendent, under provisions of district policy BDF(Local).
- The Superintendent assigns the Director of School, Family, and Community Education and the Director of Human Resource Services as Task Force Co-Chairs, and as primary staff support for the Task Force.
- The Superintendent delegates development of the Task Force Charter to the Co-Chairs, in consultation with the Coordinator of District Advisory Bodies.

### **Membership**

- The membership of the Task Force shall include parents and students, with a diversity of geographic representation.
- The membership of the Task Force shall also include district-level staff and campus level staff, with representation of appropriate district programs, as well as professional and certified staff organizations.
- The Co-Chairs will select members of the Task Force based on consideration of applications received by the Coordinator of District Advisory Bodies, and responses to solicitations to the Austin Council of PTAs, professional and certified staff organizations, campuses, and district offices and departments.
- Regular attendance by members is expected, and is important to representativeness, thorough discussion, and decision-making.
- Members are expected to conduct themselves with courtesy at all times. Members shall not use their position on the Task Force to gain or attempt to gain an undue advantage for themselves or anyone else. Members shall not speak for the Task Force unless otherwise authorized by the Task Force; members shall not speak for the district unless otherwise authorized by the district.

### **Meetings**

- The first meeting of the Task Force shall be on September 21, 2011. Unless otherwise directed by the Superintendent, the work of the Task Force shall conclude by no later than January 31, 2012.
- The Task Force will hold a minimum of four meetings, as scheduled by the Co-Chairs.
- Agendas of Task Force meetings shall be posted on the Task Force website at least 72 hours in advance. Meetings of the Task Force shall be open to the public. The Co-Chairs shall ensure that guidelines for citizens communications and visitors provided by the Coordinator of District Advisory Bodies are applied.
- Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote of members present. The Co-Chairs may determine whether proxy votes or email votes are allowed.

### ***Responsibilities***

- The Task Force Co-Chairs shall: develop the Task Force schedule and agendas; make arrangements for Task Force meetings; preside over Task Force meetings; coordinate the gathering and analysis of input from individual stakeholders and appropriate stakeholder groups; and coordinate administrative and Board review.
- The Co-Chairs shall appoint a member to serve as Secretary to take basic minutes of meetings and to maintain the Task Force website. The Co-Chairs shall review and approve minutes.
- The Task Force shall: inform development of opportunities for stakeholder input; develop calendar drafts for the 2012-2013 and 2013-2014 school years; revise and adjust the calendar drafts as necessary or appropriate based on input from stakeholders and guidance from the administration and Board; and prepare final draft calendars with a ranking of preference.
- In conducting its work, the Task Force must consider: all applicable statutory and regulatory requirements; testing schedules; payroll and budgetary implications to the district; and the inter-relationships of actions.
- In conducting its work, the Task Force may consider: previous district calendars; numbers of instructional, professional development, and staff planning and preparation days; bad weather makeup days; holidays, breaks, and long weekends; semester lengths and grading periods; start and end of school dates; and community, organizational, religious, and other calendars.
- The Superintendent and Senior Cabinet shall review calendar drafts, revisions, and the recommendations of the Task Force, and the Superintendent shall make a calendar recommendation to the Board.
- The Board shall approve the final calendars for the 2012-2013 and 2013-2014 school years.