

# BALANCED CALENDAR

## A TIMELINE FOR PLANNING

### YEAR 1

#### Winter/Spring

- Organize a calendar committee and identify local, regional or national experts
- Prepare presentations and informational resources
- Conduct introductory staff, parent, and community surveys/meetings
- Conduct an impact study that includes a financial analysis

### YEAR 1

#### Summer/Fall

- Continue research
- Present findings from surveys and impact studies to the leadership and Board
- Seek Board approval to continue to study a calendar change
- Make site visits to other schools
- Identify a list of supporters (bargaining unit members, parents/guardians, students, community leaders, and more)

### YEAR 2

#### Fall/Winter

- Develop draft calendars for consideration
- Continue building capacity by holding community meetings
- Finalize calendar recommendations
- Form an Intersession Study committee
- Engage your District Directors and conduct a SWOT Analysis (Transportation, Facilities, Child Care, Food Service, Finance)
- Engage your community partners (YMCA, Child Care, Boys and Girls Club, etc.) to inform them of the potential change

### YEAR 2

#### Spring

- Present the final recommendations to the Board of Education
- Board Approval
- Transition/Intersession Committees formed to finalize the master schedule including adjustments to payroll, transportation, food service delivery, and cleaning plans

### YEAR 2

#### July/August

- First Day of School
- Adjust as needed

Learn more at:

[HTTPS://WWW.WAESD.ORG/SERVICES/CALENDAR/](https://www.waesd.org/services/calendar/)

