

# 2024-2025 Allen County Schools Calendar Committee

Selection Process:

In accordance with **KRS 158.070** the committee membership is to be at the minimum:

## Committee Make-up:

1. One (1) school district principal: Will rotate each year from Principal of lowest grade level to highest (Shane Humphrey - ACSHS)
2. One (1) school district office administrator: Will be DPP(Shane Davis)
3. One (1) member of the local board of education: Board members will select from among themselves or selected by chair (Billy Turner)
4. Two (2) parents/guardians of students attending this school district: Will be nominated by school principals (at least 5 from each school) from schools not represented previous year and chosen by random draw. People selected will be contacted to see if they would be willing to serve. If the chosen participant declines, continue the same process until selections are made..(Erica Todd- ACIC & Tracy Holland -JEBMS)
5. One (1) school district elementary school teacher: Will be selected by building principal of building that was not represented in previous year (Julia Grothe - ACPC)
6. One (1) school district middle or high school teacher: Will be selected by building principal of building that was not represented in previous year (Todd Stamps - ACSHS)
7. Two (2) school district classified employees: District Directors will nominate 2 classified employees from each category (Maintenance/Custodian Dept., HR Dept.{for administrative assistant}, Food Service Dept., Transportation Dept, ECE Dept., Technology Dept., We will use a random draw from the pool of nominees and contact to verify willingness to serve. If the chosen participant declines, continue the process until selections are made. (Lauren Larimore - SFS & Jeron McGuire - Attendance Clerk JEBMS)
8. Two (2) community members from the local chamber of commerce, business community, or tourism commission: Request Board President of Allen County Chamber of Commerce to nominate 5 members for random draw. Members selected will be contacted to see if they would be willing to serve. If the chosen participant declines, continue the process until selections are made. (Adam Tabor - Edmonton State Bank & Chris Nelson - WVLE/WLCK)

***Please observe the following when working with the school calendar:***

*From KRS 158.070:*

*\*\*Beginning with the 2018-19 school year, and each year thereafter, a local school board of education that adopts a school calendar with the first student attendance day in the school term starting no earlier than the Monday closest to August 26 may use a variable student instructional year. Districts may set the length of individual student attendance days in a variable instructional schedule, but no student day shall contain more than seven (7)*

hours of instructional time unless the district submitted and received approval from the commissioner of education for an innovative alternative calendar.

*-The only time we have utilized the above option was in 2020-21 due to COVID-19 Pandemic*

### **Allen County Schools Calendar Essentials - must be included in the calendar:**

1. 172 instructional days is where we landed last year and amended to 171 in December.
  - a. 170 days is what we are looking at for 2024-25 (this means adding 2 more **planning days**)
  - b. **-Statute says must have a minimum of 170 days/ 1062 hours of instructional time**
2. **4 Holidays** - These are the holidays that normally fall within the school calendar the we normally observe:
  - Labor Day - (9/2/2024 - Monday)
  - Thanksgiving - (11/28/2024)- normally have **day before** and **day after** as non school days
  - Christmas Day - aligned with bank holiday if it falls on a weekend- (12/25/2024 - Wednesday)- normally 2 week (10 weekdays) break that included Christmas Day & NYD
  - New Year's Day - aligned with bank holiday if it falls on a weekend- (1/1/2025 - Wednesday)
3. **4 Professional Development Days**
4. **1 Opening Day - must be included**  
**1 Closing Day- must be included**
6. **MLK day** cannot be used as day of instruction -KY Statute- (1/20/2025)
7. **Good Friday** falls the week after the normal spring break schedule (4/18/2025)

### **186 Contract days for certified employees - this is a must**

**\*\* Other considerations**

3 Teacher Planning Days & 1 District Training day (\*we will add 2 teacher planning days with a 170 day calendar)

- Each local board of education shall use four (4) days of the minimum school term for professional development and collegial planning activities for the professional staff without the presence of students. Last year our local board included **three (3) additional planning days** and **one (1) additional training day**.  
**\*\*This committee could present a different recommendation regarding these planning days\*\***

**Elections**

- A district may be open on the day of an election if no school in the district is used as a polling place (**We now have a school that is utilized as polling place so we must be closed to students**). This does not apply to Presidential election years. **(This is a presidential election year so we will have to be closed on 11/5/23)**
- All schools must be closed for Martin Luther King Day. This day must either be a holiday or a day outside of the minimum school term and may not be used as a makeup day or a PD day. **(We do a non school day for this)**

**Make-Up Days**

- We do have to include 1 **make-up days** in the 2024-25 calendar