

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

**Calendar Committee – Process and Timeline  
October 2008 – January 2009**

Date	To Be Accomplished	
Meeting #1 10/22/08	<ul style="list-style-type: none"> <li>• Review calendars for any unusual circumstances regarding holidays, etc.</li> <li>• Preference survey of essential elements (start date, December break, spring break) -- Draft and timeline due dates</li> </ul>	
10/23-10/27/08	<ul style="list-style-type: none"> <li>• Review draft communication and survey by e-mail</li> </ul>	
10/29/08	<ul style="list-style-type: none"> <li>• Set up survey (certificated, classified, and administrative staff; families) – (Human Resources Dept)</li> </ul>	<i>on-line survey</i>
11/14-11/17/08 11/18-12/3/08	<ul style="list-style-type: none"> <li>• Get back feedback; process and tabulate results</li> <li>• Prepare feedback for review – (Human Resources Dept)</li> </ul>	
Meeting #2 12/4/08	<ul style="list-style-type: none"> <li>• Analyze feedback and develop two options for final choices</li> <li>• Prepare draft materials</li> </ul>	
12/5/08	<ul style="list-style-type: none"> <li>• Review and approve draft e-mail</li> </ul>	
1/5/09	<ul style="list-style-type: none"> <li>• Send out survey options and feedback materials to all certificated staff – (Human Resources Dept)</li> </ul>	
1/12/09	<ul style="list-style-type: none"> <li>• Get back feedback</li> </ul>	
1/12-1/13/09	<ul style="list-style-type: none"> <li>• Process Scantrons and tally results (Stan Kreft – BEA)</li> </ul>	
Meeting #3 1/14/09	<ul style="list-style-type: none"> <li>• Review results, prepare recommendation, and draft letter to Ken Vedra and Shirley Potter</li> </ul>	
1/21/09	<ul style="list-style-type: none"> <li>• Review draft, finalize, and send to Ken Vedra and Shirley Potter for review</li> </ul>	
1/29/09	<ul style="list-style-type: none"> <li>• Ken Vedra reports to Board. Board determines calendar.</li> </ul>	