



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Meeting Agenda

### Animal Shelter Advisory Committee

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Wednesday, February 11, 2026

10:00 AM

Animal Services Training Room

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After determining that a quorum is present, the Animal Shelter Advisory Committee will convene in a meeting on Wednesday, February 11, 2026 at 10:00 a.m. in the Animal Services Training Room at the Linda McNatt Animal Care & Adoption Center, 3717 N. Elm Street, Denton, Texas at which the following items will be considered:

#### 1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

This section of the agenda permits a person to make comments regarding public business on items not listed on the agenda. This is limited to two (2) speakers per meeting with each speaker allowed a maximum of four (4) minutes. Such person(s) shall have filed a "blue card" requesting to speak during this period prior to the calling of the agenda item.

#### 2. ITEMS FOR CONSIDERATION

- A. [ASAC26-001](#) Receive nominations and elect a Chair and Vice-Chair for the Denton Animal Shelter Advisory Committee for 2026.  
*Attachments:* [Exhibit 1- Agenda Information Sheet](#)
- B. [ASAC25-015](#) Consider approval of the minutes for September 10, 2025  
*Attachments:* [Minutes September 10, 2025](#)
- C. [ASAC25-013](#) Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.  
*Attachments:* [Exhibit 1 - Agenda Information Sheet](#)  
[Exhibit 2 - Presentation](#)
- D. [ASAC25-014](#) Receive a report and hold a discussion, and give staff direction regarding the Denton Animal Shelter Advisory Committee 2026 meeting schedule.  
*Attachments:* [Exhibit 1 - Agenda Information Sheet](#)  
[Exhibit 2- Ordinance 19-2865](#)  
[Exhibit 3 - Animal Services Advisory Board 2026 Meeting Schedule](#)

#### 3. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Animal Shelter Advisory Committee or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

#### CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on February 4, 2026, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

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#### OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Animal Services

**DCM:** Cassey Ogden, Deputy City Manager

**DATE:** February 11, 2026

**SUBJECT**

Receive nominations and elect a Chair and Vice-Chair for the Denton Animal Shelter Advisory Committee for 2026.

**BACKGROUND**

The Denton Animal Shelter Advisory Committee elects a chairperson and vice-chairperson from its members annually. The Boards, Commissions, and Council Committees Handbook requires:

**Election of Officers**

*Procedures for the election of officers for appointed boards are established to ensure consistency with the City Council's goals and policies in making board appointments. Except where otherwise provided by state law, federal law, City Charter, or City ordinances or resolutions, election of officers for City of Denton council-appointed boards will be as follows:*

- *The chair and vice-chair will be elected by voting board members.*
- *Election of officers shall be annually as soon as practicable after the annual appointment process. If, for any reason, the chair or vice-chair vacates their seat, a special election should be held to fill the unexpired term. A temporary chair may be selected by the board pursuant to Roberts Rules of Order.*

Members of the board are asked to elect those individuals to fulfill the roles of Chair and Vice-Chair of the Denton Animal Shelter Advisory Committee for the 2026 calendar year.

**OPTIONS**

Elect a Chair and Vice-Chair, postpone election

**RECOMMENDATION**

Staff recommends electing a Chair and Vice-Chair.

**EXHIBITS**

Exhibit 1- Agenda Information Sheet

Respectfully submitted:  
Nikki Sassenus, Director of Animal Services

**City of Denton Animal Shelter Advisory Committee**  
**Minutes**  
**September 10, 2025**

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After determining that a quorum of the City of Denton, Texas, Animal Shelter Advisory Committee was present, the Committee convened in a Regular Meeting on Wednesday, September 10, 2025, at 10:00 a.m. in the training room at Linda McNatt Animal Care and Adoption Center, 3717 N. Elm Street, Denton, Texas.

**Present:** Chair Lara Tomlin, Members Emily McComas, Jonathan Birden, Wanda Coonce, Charles Hunter.

**Absent:** Member Kathleen Duffy

**1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC**

- Diane Beck regarding government corruption and animal services management concerns.

**2. ITEMS FOR CONSIDERATION**

**A. ASAC25-012:** Consider approval of the minutes for May 14, 2025

The item was presented, and discussion followed.

Following discussion, Member Hunter moved to adopt the item as presented; Member Birden seconded. Motion carried.

AYES (5): Chair Lara Tomlin, Jonathan Birden, Wanda Coonce, Charles Hunter, Emily McComas

ABSENT (1): Member Kathleen Duffy

**B. ASAC25-011:** Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.

The item was presented, and discussion followed.

**3. CONCLUDING ITEMS**

With no further business, the meeting was adjourned at 10:42 a.m.

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LARA TOMLIN  
CHAIR  
CITY OF DENTON, TEXAS

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MARK JACKSON  
ADMINISTRATION MANAGER  
CITY OF DENTON, TEXAS

MINUTES APPROVED ON: \_\_\_\_\_



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Animal Services

**DCM:** Cassey Ogden, Deputy City Manager

**DATE:** February 11, 2026

### **SUBJECT**

Receive a report and hold a discussion regarding Animal Services Department programs, metrics, shelter, and field operations.

### **BACKGROUND**

The purpose of this agenda item is for the Animal Services Department staff to provide periodic updates to the Animal Shelter Advisory Committee regarding programs, metrics, shelter, and field operations.

### **EXHIBITS**

Exhibit 1: Agenda Information Sheet

Exhibit 2: Presentation

Respectfully submitted:  
Nikki Sassenus  
Director of Animal Services



# Animal Services Department Update

February 11, 2026



ASAC25-013, February 11, 2026

# Animal Services Performance Metrics FY 25

Measure	2023-24 Actual	2024-25 Actual	2025-26 Actual
Live Animal Intakes	5,608	4,274	956
Animal Adoptions	2,888	2,674	779
Animal Transfers	280	162	95
Calls for Service	6,175	5,722	1,496
Live Release Rate (Average Cats and Dogs)*	87.8%	93.1%	90.7%
Volunteer Hours Worked**	-	6,400**	2,786**
Volunteer Impact***	-	\$213,707**	\$97,510**
Foster Homes	-	1,451	356
Spay/Neuter performed	2,341	2,232	650
Microchips	3,225	2,410	506

\*Data collected for this measure is from April 2023 forward.

\*\*Data collected for this measure is from October 2024 forward.

\*\*\*Data collected for this measure is from November 2024 forward.

- [Website Link to Performance Scorecard Dashboard](#)

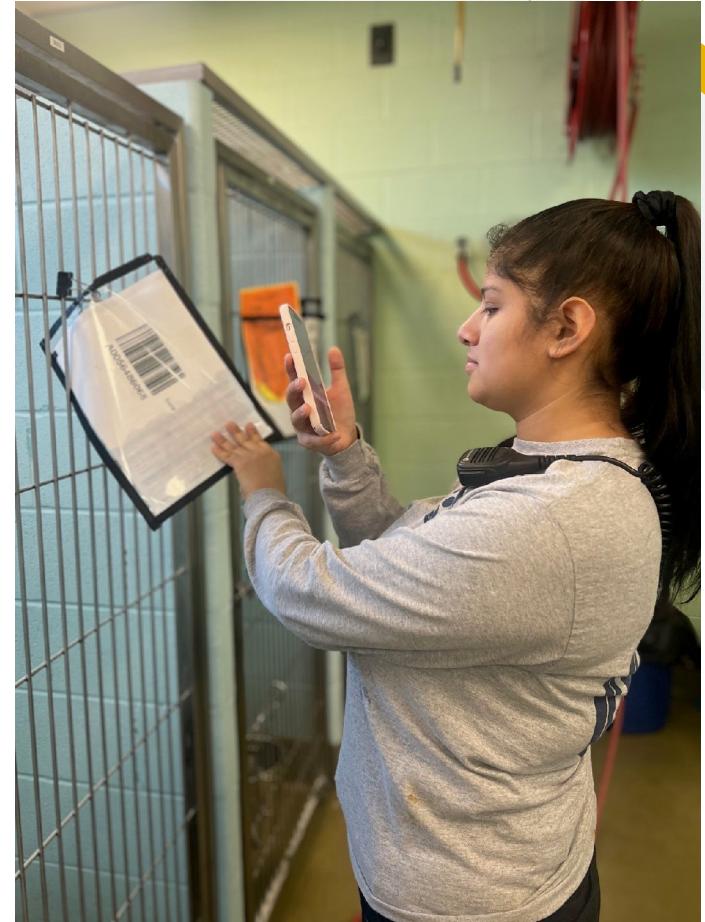
# Fiscal Year 25 in Review

- FY 25 Accomplishments

- Developed Robust Animal Services Volunteer Program to Expand Capacity, Community Engagement, and Animal Welfare
- Expanded Community Outreach and Education to Strengthen Public Engagement with Animal Services
- Expanded Foster Care Program to Improve Animal Welfare and Shelter Efficiency
- Initiated Comprehensive Staff Training Program to Enhance Animal Care and Operational Excellence
- Developed Responsible Euthanasia Policy to Ensure Humane, Transparent End-of-Life Decisions
- Implemented Daily Health and Wellness Monitoring System to Improve Animal Care and Operational Efficiency
- Updated Interlocal Agreement with County to Reflect Modern Practices and Operational Needs

- FY 26 Initiatives

- Develop and Implement a Thorough Intake Diversion Program
- Develop a Community Cat Program



# January 2025 Audit Follow Up

- Presented to Council on 10/14/25
  - ID 25-1537
- Progress update on audit recommendations from January 2025
- Audit project evaluated animal care activities, officer response, asset management, and fee accuracy and appropriateness
- Follow up review found significant animal monitoring and live outcome improvements; most recommendations in progress
- Second follow up review likely in FY 27

## Animal Services Follow-Up Summary: Significant Improvements Made; Add'l Refinement Needed

Audit Area	Recommendations	Implemented	In Progress	Not Implemented
Daily Care Activities	4	25%	75%	0%
Medical Care	5	0%	80%	20%
Education & Outreach*	6	0%	100%	0%
Euthanasia Procedures	2	0%	100%	0%
Officer Response	5	0%	100%	0%
Asset Management	7	29%	71%	0%
Fees	3	67%	33%	0%
All:	34	15%	82%	3%

### Recommendation Not Implemented:

9. Work with the veterinary care contractor to establish inventory management procedures over non-euthanasia drugs to reduce the risk of loss or theft.

# Updated Fee Structure Impacts

- Updated Schedule of Fees
  - Approved 6.17.25
  - Effective 7.1.25
- Notable changes
  - Reduced adoption fee
  - Owner surrender fee

	FY 24	FY 25	FY 26 (YTD)
Owner Surrender Intakes	1,072	691*	204

\*Increased LOS = decreased space for owner surrender intakes

Revenue Type	FY 24	Prior to Fee Update (Oct 24-June 25)	Post Fee Update (July 25- Nov 25)	FY 25 (Oct 24-Sep 25)
Adoption Fees	\$134,185	\$88,085	\$32,052	\$109,083
Impound/Holding Fees	\$17,211	\$6,702	\$4,435	\$9,637
Owner Surrender Fees	\$200	\$0	\$6,060	\$3,525
TOTAL Revenue	\$272,111	\$132,875	\$61,116	\$175,663

# Bond Project Update

## Projected Project Timeline

- 1/27/26- Architect issues 100% Bid Documents- drawings and specs
- 2/1/2- Bid Advertisement
- 2/11/26- Pre-Bid meeting at Shelter
- 2/26/26 Bid date
- 3/23/26- Final GMP presented
- 4/7/26-Contract to Council
- 4/17/26-Notice to Proceed issuance
- 4/29/26-Groundbreaking

## Considerations

- Budget dollars and value opportunities
  - Kennel replacements
  - Solo tubes
  - Noise buffering

### **Linda McNatt Animal Care & Adoption Center**

#### PROJECT INFORMATION:

##### Project Description

- Expand shelter capacity
- Replace heating & air system
- Relocate veterinary services
- Relocate/Add exercise yards

##### Status: Design

Architect: Quorum Architecture Inc

Construction Manager: Steele & Freeman

#### BUDGET RECAP:

FY 2023-24: \$15,850,000

FY 2025-26: \$ 4,500,000

Total: \$20,350,000



#### ACHIEVEMENTS:

- ✓ GeoTechnical Survey
- ✓ Design Development Documents
- ✓ Design Development Estimate
- ✓ Development Review

#### NEXT STEPS:

- Construction Documents
- GMP Approval from Council
- Construction Begins

#### RISKS/ NEEDS:

- 100% Operational
- Regulations
- Long lead items
- Budget / Schedule impacts
- Phased Construction



1/1/2026

# Shelter Events & Community Engagement

## Community Cat Program

- Recommendation from the audit
- Sept 2025- Updated TNR SOP
  - Outlines process for intake, vetting, examination, & return
- Free spay/neuter of feral and community cats for Denton residents
- Wednesdays beginning in November
- Targeting high prevalence areas
  - Officers handing out fliers and knocking on doors
- Goal of reducing abandoned/unwanted kitten litters and overpopulation



**COMMUNITY CAT SPAY/NEUTER ASSISTANCE**

**Requirements:**

- Proof of Residency
- Cats must be in humane trap or hard sided carrier
- All cats must weigh a minimum 2 pounds
- Scheduled Appointment with Denton Animal Shelter

**Services include:**

- Spay / Neuter & Ear Tip
- Microchip
- Rabies & FVRCP Vaccine
- Dewormer & Flea/Tick Prevention

940-349-7594  
animal.services@cityofdenton.com  
To schedule your free appointment call or email today!

\*Free-roaming cats only.  
\*Humane traps strongly preferred. Service not guaranteed to cats in carriers if our staff cannot safely handle.

# Rescue Placements and Notable Adoptions

- 28 animals transferred out in January. Starting 2026 off strong!
- Pup Smoke transported by staff to Austin Bulldog Rescue in Austin, TX. He had some medical concerns, and now he is receiving tons of love, treats, and medical aid.

## Outcome Summary Report

Print Date Thursday, January 29, 2026

Outcome StartDate	1/1/2026 12:00 AM	Outcome Type	Transfer Out
Outcome EndDate	1/29/2026 11:59 PM	Outcome SubType	All
Species	All	Jurisdiction	All
Age Group	All	TransferOut Reason	All
Site	All	Outcome Status	Completed

Animal#	Name	Species	Primary Breed	Age	Sex	Alter	Outcome Type	Outcome SubType	Outcome By	Recorded By	Mobile Checkout
ARN#	Secondary Breed	Danger	Danger Reason	Jurisdiction	TransferOut Reason	Outcome Date/Time					
	Transfer Out						Total Outcomes: 28		Total Unique Animals: 28		

ASAC25-013, February 11, 2026



# Volunteer Program Update

- Collaborated with the behavior program to develop and launched a volunteer-led in-kennel enrichment program, enhancing animal welfare and increasing volunteer engagement
- Engaging with local schools and civic groups to expand group and team-building volunteer opportunities
- Initiated research to develop an improved volunteer program focused on enhancing training and the overall volunteer experience.
- Partnered with local businesses, including a photographer and groomer, to secure ongoing donations of professional services for shelter animals
- Worked with volunteers to develop engaging, personalized profiles for adoptable dogs, enhancing their appeal to potential adopters





# Questions?



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Animal Services

**ACM:** Cassey Odgen, Deputy City Manager

**DATE:** February 11, 2026

**SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding the Denton Animal Shelter Advisory Committee 2026 meeting schedule.

**BACKGROUND**

Ordinance 19-2865 (**Exhibit 2**) was adopted by City Council on January 28, 2020 and amended Section 2-29(h) of the Denton City Code to require Boards, Commissions, and Committees adopt a regular meeting schedule each year.

The requirement can be found in Section 2-29(h)(4)(c) and reads as follows:

*Unless otherwise provided by law, each board, commission, or committee, shall adopt a regular meeting schedule by no later than the body's first meeting of the calendar year. All regular meeting schedules shall be sent to the City Secretary's Office for official record keeping purposes upon adoption. Regular meeting schedules should include all planned meetings the body intends to have during the calendar year.*

As such, the Denton Animal Services Advisory Committee will discuss adopting the proposed meeting schedule for 2026 (**Exhibit 3**).

Per **Texas Health and Safety Code, § 823.005**, the animal shelter advisory committee must meet at least three times per year.

Because it is understood that the start time and meeting location can vary based on room availability, that information is not included as part of the proposed schedule. The requirement for an annual schedule was to clearly define the day/month. If at any point in time a meeting cannot/will not be held, a cancellation notice will be duly posted in coordination with the City Secretary's Office. There will be no need to amend the meeting schedule should a meeting have to be cancelled.

**OPTIONS**

Approve, deny or make revisions

**RECOMMENDATION**

Approve meeting schedule as presented.

**ESTIMATED SCHEDULE OF PROJECT**

N/A

**EXHIBITS**

Exhibit 1- Agenda Information Sheet

Exhibit 2- Ordinance 19-2865

Exhibit 3- Proposed 2026 Meeting Schedule

Respectfully submitted:  
Nikki Sassenus, Director of Animal Services

AN ORDINANCE OF THE CITY OF DENTON AMENDING THE CITY OF DENTON CODE OF ORDINANCES (CODE) SECTION 2-29 (CITY COUNCIL RULES OF PROCEDURE) SUBSECTION (H) (CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS) REQUIRING BOARDS, COMMISSIONS, AND COMMITTEES TO ESTABLISH A REGULAR MEETING SCHEDULE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Denton creates various boards, commissions, and committees to participate in the City's governmental process, and give input on topics of community importance; and

WHEREAS, the City Council recognizes that board, commission, and committee membership is a significant time commitment for Denton residents; and

WHEREAS, the City Council desires to help members of boards, commissions, and committees better understand the time commitment and meeting schedule of their respective seat by requiring the adoption of regular meeting schedules annually; and

WHEREAS, Denton City Council meetings are conducted in accordance with the Council Rules of Procedure set forth in Section 2-29 of the Denton City Code of Ordinances; NOW THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. That Section 2-29 (h) of the Denton Code of Ordinances, known as the Denton City Council Rules of Procedure, is hereby amended to read as follows:

(h) *Creation of committees, boards and commissions.*

(1) *Council committees:* The council may, by resolution and as the need arises, authorize the appointment of council committees. Any committee so created shall cease to exist when abolished by resolution of the council. Council committees shall comply with the Texas Open Meetings Act.

(2) *Citizen boards, commissions, and committees:* The council may create other citizen boards, commissions, and committees to assist in the conduct of the operation of the city government with such duties as the council may specify not inconsistent with the City Charter or Code. Creation of such boards, commissions, and committees and memberships and selection of members shall be by council resolution if not otherwise specified by the City Charter or Code. Any board, commission, or committee so created shall cease to exist when abolished by a resolution approved by the council. No committee so appointed shall have powers other than advisory to the council or to the city manager, except as otherwise specified by the Charter or Code. All citizen boards, commissions, and committees shall comply with the procedural requirements of the Texas Open Meetings Act. Any reference in this article to "citizen boards, commissions,

and committees" includes citizen task forces and citizen ad hoc boards, commissions, and committees unless otherwise indicated herein.

(3) *Appointments:*

- a. Individual city council members making nominations for members to citizen boards, commissions, and committees will consider interested persons on a citywide basis.
- b. The city council will make an effort to be inclusive of all segments of the community in the board, commission, and committee appointment process. City council members will consider ethnicity, gender, socio-economic levels, and other factors to ensure a diverse representation of Denton citizens.
- c. The city council will take into consideration an individual's qualifications, willingness to serve, and application information in selecting nominations for membership to each board, commission, and committee.
- d. In an effort to ensure maximum citizen participation, city council members will continue the general practice of nominating new citizens to replace board members who have served three (3) consecutive terms on the same board per the provisions of Denton Code of Ordinances, section 2-65. This provision does not apply to citizen task forces and citizen ad hoc committees.
- e. Each city council member will be responsible for making nominations for board, committee, and commission places assigned to him or her, which shall correspond to the city council member's place. Individual city council members will make nominations to the full city council for the governing body's approval or disapproval.

(4) *Rules of procedure:*

- a. All board, commission, and committee members, including citizen board, commission, and committee members, shall comply with the provisions of article II of chapter 2 of the Code of Ordinances. All board, commission and committee members, including citizen board, commission, and committee members, shall be provided a copy of these rules of procedure and a copy of the City of Denton Handbook for Boards, Commissions and Committees, which shall govern operational procedures of all boards, commissions and committees, including citizen boards, commissions, and committees. All boards, commissions, and committees, including citizen boards, commissions and committees, shall comply with these rules as to the preparation of minutes of meetings, and such minutes shall be prepared in accordance with the policies and procedures of the city secretary.
- b. All citizen board, commission, and committee members shall comply with the procedural requirements of the V.T.C.A., Texas Government Code Chapter 551, also known as the "Texas Open Meetings Act" as they appear now or may be amended in the future. Notice of all meetings shall be posted in compliance with the Texas Open Meetings Act and minutes and records will be maintained in accordance with requirements of the city secretary's office. Each citizen board, commission, and committee member shall be provided a copy of the Texas Open Meetings Act. Penalty provisions of the Texas Open Meetings Act shall only

apply to citizen boards, commissions, and committees with rule making or quasi-judicial power, as set forth in the Texas Open Meetings Act and as interpreted by Texas Courts.

c. Unless otherwise provided by law, each board, commission, or committee, shall adopt a regular meeting schedule by no later than the body's first meeting of the calendar year. All regular meeting schedules shall be sent to the City Secretary's Office for official record keeping purposes upon adoption. Regular meeting schedules should include all planned meetings the body intends to have during the calendar year.

SECTION 2. The provisions of this Ordinance are severable, and the invalidity of any phrase, clause, or part of the Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

SECTION 3. This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by PAUL MELTZER and seconded by KEELY BRIGGS, the ordinance was passed and approved by the following vote [6 - 0]:

	Aye	Nay	Abstain	Absent
Chris Watts, Mayor:	✓	—	—	—
Gerard Hudspeth, District 1:	✓	—	—	—
Keely Briggs, District 2:	✓	—	—	—
Jesse Davis, District 3:	✓	—	—	—
John Ryan, District 4:	—	—	—	✓

Deb Armintor, At Large Place 5: ✓ \_\_\_\_\_

Paul Meltzer, At Large Place 6: ✓ \_\_\_\_\_

PASSED AND APPROVED this the 28th day of January, 2020.

  
CHRIS WATTS, MAYOR

ATTEST:  
ROSA RIOS, CITY SECRETARY

BY: 

APPROVED AS TO LEGAL FORM:  
AARON LEAL, CITY ATTORNEY

BY: 



# Animal Services Advisory Committee

## 2026 Meeting Schedule

**NOTE: Start times and locations vary from meeting to meeting. Also, dates and times could be changed due to any unforeseen circumstances.**

\*\*Dates and times may be changed due to any unforeseen circumstances.

**2026**

January							
Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

February							
Su	Mo	Tu	We	Th	Fr	Sa	
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22	23	24	25	26	27	28	

March							
Su	Mo	Tu	We	Th	Fr	Sa	
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22	23	24	25	26	27	28	
29	30	31					

April							
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12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

May							
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24	25	26	27	28	29	30	
31							

June							
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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

July							
Su	Mo	Tu	We	Th	Fr	Sa	
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26	27	28	29	30	31		

August							
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23	24	25	26	27	28	29	
30	31						

September							
Su	Mo	Tu	We	Th	Fr	Sa	
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27	28	29	30				

October							
Su	Mo	Tu	We	Th	Fr	Sa	
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25	26	27	28	29	30	31	

November							
Su	Mo	Tu	We	Th	Fr	Sa	
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15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

December							
Su	Mo	Tu	We	Th	Fr	Sa	
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6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			