

## **North Vancouver School District – School Calendar Steering Group**

### **January 8, 2013 – Meeting Summary Notes**

**Facilitator** Dorli Duffy

#### **Steering Group Members**

In Attendance:

Trustee Cyndi Gerlach  
Trustee Christie Sacre  
Dan Storms - NVTA  
Carolyn Pena – NVTA  
Karen Nordquist – NVPAC  
Kathy Owens – NVPAC  
Jana Ghimire – SLC  
Deb Wanner – NOVA-Elem  
Liz Bell – NOVA-Sec  
Mark Jefferson – District Staff – Asst Supt  
Pius Ryan – District Staff – Asst Supt  
Scott Stanley – District Staff – Human Resources  
Michael Kee – District Staff – Human Resources  
Rena Violato – District Staff – Payroll  
Greg Milner – District Staff – Administrative Services

Absent:

Les Murata – CUPE  
Cathy McMahon – CUPE  
Melika Garbpour – SLC  
Kelly La Roue – NOVA- Elem  
Greg Hockley – NOVA-Sec

#### **1.0 Objectives**

On January 8, 2013, the North Vancouver School District School Calendar Steering Group (SCSG) held their second meeting at the NVSD Education Centre. The meeting objectives were to:

- Review findings from December 11 meeting
- Discuss the needs and considerations of students, families and staff in relation to the structure of a school calendar
- Confirm the objectives and process for the January 24, 2013 meeting
- Review the discussion framework, key questions, and calendar options for the January 24 meeting
- Review draft survey questions
- Clarify next steps including additional information needs, homework and subsequent meetings

This document provides a brief summary of discussions held during the meeting. A copy of the PowerPoint presentation is posted on the North Vancouver School District's website.

#### **2.0 Issues and Considerations**

Following a brief review of the December 11, 2012 meeting summary, Steering Group members worked in two breakout groups to review the issues and considerations identified at the December 11 meeting. The groups briefly discussed the issues and considerations as they relate to components of a school calendar: school day, school week, school year, and holidays and breaks. Participants acknowledged

the complexity of calendar related issues and considerations and expressed a preference for discussing these issues and considerations in response to concrete sample calendar options. The Steering Group also requested that the key issues and considerations contained in the December 11 summary be summarized for participants at the January 24 meeting.

**Action:** The facilitator will review the December 11 meeting notes to extract principles, assumptions, and research information requests, and to summarize the key issues, needs and considerations for presentation at the January 24 meeting. These will be circulated to the Steering Group prior to the January 24 meeting.

**Action:** Mark/ Pius will summarize the available research in response to the research requests and provide Steering Group members with links to relevant sites for the May and June Steering Group meetings. The calendar changes being considered for 2013-14 are smaller in focus than those being considered for 2014-15, 2015-16 and 2016-17. The research findings will be more relevant to discussions for calendar years after the 2013-14 calendar has been established.

### **3.0 Calendar Options**

Mark reviewed survey results from the 2010 and 2011 calendar review processes. These results, along with findings from the December 11, 2012 School Calendar Steering Group meeting, were used to prepare five sample calendar options. Mark acknowledged that the five calendar options are points on a spectrum ranging from the current 2012-13 calendar or “Status Quo” in the North Vancouver School District to a “Balanced Calendar” (please see Appendix 1 – Calendar Options).

All five sample calendar options were presented, but Mark clarified that only the first two options will be discussed for the 2013-14 calendar year. The Steering Group will have the opportunity to discuss the remaining calendar options more fully in May and June when we turn our attention to providing direction for the 2014-15 and 2015-16 calendar years.

### **4.0 Survey Questions**

Steering Group members were questioned regarding their thoughts for survey mechanisms to gauge calendar option preferences. Given a choice of questions to solicit anecdotal feedback, Likert scales, and “Yes/ No/ Don’t Mind” questions, participants expressed a preference for the “Yes/ No/ Don’t Mind” questions. They want to ensure that survey responses and preferences are clear rather than ambiguous. They acknowledged that the survey will require a preamble to provide a context for the calendar review as well as focused information to ensure that respondents can provide meaningful responses. Participants also discussed the challenge of crafting surveys that include contextual information without compromising survey responses and return rates.

Steering Group members acknowledged that survey respondents will need to understand the purpose and merit of collaboration time in order to offer meaningful feedback on Sample Calendar Option B. In addition, they suggested that the survey questions need to be address both general preferences regarding the Calendar options (e.g., Does this option work for you? Y/N/ Don’t Mind) as well as preferences if there were provisions in place to address concerns associated with any one option (e.g., If provisions were in place to alleviate your concerns, would you change your response?). Steering Group members also requested questions to address elements of the current calendar (e.g., 2 week Spring Break, 4 day weekends, 2 week Winter Break, etc.).

Steering Group members were asked to identify questions they would like to have answered or issues/ areas that require questions. Members were invited to submit survey questions or areas of inquiry to Mark Jefferson as soon as possible.

**Action:** Steering Group members are requested to submit sample survey questions to Mark Jefferson by January 14<sup>th</sup>. A draft survey will be then be developed and circulated to Steering Group members by January 18<sup>st</sup>. Steering Group feedback on the draft survey is required by January 21<sup>st</sup>.

## **5.0 January 24 meeting**

Steering Group members inquired about the invitation list for the January 24 meeting. It was clarified that the January 24 meeting is intended for NVSD Partners as well as organizations and groups that have interests directly related to the school calendar (e.g., program and service providers). The broader public will have an opportunity to provide their feedback through the public survey to be held between February 20 and March 3, 2013.

***Steering Group members are reminded that they are invited to attend the January 24th meeting.***

Steering Group members offered revisions to the content and order of the January 24 draft agenda. Suggestions were also made to use information boards and “parking lots” where participants will be able to record additional thoughts and suggestions.

## **6.0 Summary of Next Steps and Homework**

Meeting notes will be posted to the NVSD website and circulated to email contacts.

Homework for Steering Group members:

- 1) Review and circulate meeting notes from January 8, 2013 meeting
- 2) Submit sample survey questions or areas of inquiry for the survey to Mark Jefferson by January 14<sup>th</sup>.
- 3) Review sample survey questionnaire to be circulated on January 17<sup>th</sup>.
- 4) Provide feedback on sample survey questionnaire by January 21<sup>st</sup>.
- 5) Send any additional feedback, suggestions or information requests to Mark.

## **Next Meeting**

The objectives of the January 24, 2013 Representative Partners meeting will include:

- Provide an overview of relevant legislation, history and considerations related to the school calendar
- Review preliminary findings from School Calendar Steering Group
- Discuss needs of students, families and staff regarding the school calendar
- Provide feedback regarding sample calendar options, and
- Clarify next steps including additional information needs and subsequent meetings

Steering Group members are reminded that you have been asked to serve as representatives of your schools, group or organization. Please strive to be inclusive of the array of perspectives within your constituency when circulating information and participating in Steering Group discussions.

# 2013-2014 - PROPOSAL A

## (Status Quo, 2 Week Spring Break)

NOTE: Dates noted for ProD and Curriculum Impl Days are provided for illustrative purposes and have not yet been set

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- STAT HOLIDAY
- WINTER BREAK
- SPRING BREAK
- DISTRICT PRO D DAY (3)  
(Sample dates for illustration only)
- SCHOOL PRO D DAY (2)  
(Sample dates for illustration only)
- CURRICULUM IMPL DAY (1)  
(Sample date for illustration only)
- ADMIN DAY

# 2013-2014 - PROPOSAL B

(Status Quo, 2 week Spring Break plus Teacher Collab Time)

NOTE: Dates noted for ProD and Curriculum Impl Days are provided for illustrative purposes and have not yet been set

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- STAT HOLIDAY
- WINTER BREAK
- SPRING BREAK
- DISTRICT PRO D DAY (3)  
*(Sample dates for illustration only)*
- SCHOOL PRO D DAY (2)  
*(Sample dates for illustration only)*
- CURRICULUM IMPL DAY  
*(Sample date for illustration only)*
- LATE START ELEM (COLLAB)
- LATE START SEC (COLLAB)
- ADMIN DAY

# 2013-2014 PROPOSAL C

(Late Aug Start, 2 Week Spring Break, 3 Additional Vacation Days)

NOTE: Dates noted for ProD and Curriculum Impl Days are provided for illustrative purposes and have not yet been set

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	57	58	59	60	61	

DECEMBER 2013						
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JUNE 2014						
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	178	179	180	181	182	

- STAT HOLIDAY
- WINTER BREAK
- SPRING BREAK
- VACATION DAY
- DISTRICT PRO D DAY (3)  
*(Sample dates for illustration only)*
- SCHOOL PRO D DAY (2)  
*(Sample dates for illustration only)*
- CURRICULUM IMPL DAY  
*(Sample date for illustration only)*
- ADMIN DAY

# 2013-2014 PROPOSAL D

(Balanced Year with 3 Week Winter Break and 3 Week Spring Break)

NOTE: Dates noted for ProD and Curriculum Impl Days are provided for illustrative purposes and have not yet been set

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DECEMBER 2013						
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MARCH 2014						
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- STAT HOLIDAY
- WINTER BREAK
- SPRING BREAK
- DISTRICT PRO D DAY (3)  
*(Sample dates for illustration only)*
- SCHOOL PRO D DAY (2)  
*(Sample dates for illustration only)*
- CURRICULUM IMPL DAY  
*(Sample date for illustration only)*
- ADMIN DAY

# 2013-2014 - PROPOSAL E (Balanced Year-Round)

NOTE: Dates noted for ProD and Curriculum Impl Days are provided for illustrative purposes and have not yet been set

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OCTOBER 2013						
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DECEMBER 2013						
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APRIL 2014						
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STAT HOLIDAY	SPRING BREAK	DISTRICT PRO D DAY (3) <small>(Sample dates for illustration only)</small>	CURRIC IMPL DAY (1) <small>(Sample date for illustration only)</small>
WINTER BREAK	SUMMER BREAK	SCHOOL PRO D DAY (2) <small>(Sample dates for illustration only)</small>	ADMIN DAY