

North Vancouver School District – School Calendar Steering Group

June 5, 2013 – Meeting Summary Notes

Facilitator Dorli Duffy

Steering Group Members

In Attendance:

Trustee Cyndi Gerlach
Trustee Christie Sacré
Karen Nordquist – NVPAC
Kathy Owens – NVPAC
Deb Wanner – NoVA - Elem
Kelly La Roue – NoVA - Elem
Greg Hockley – NoVA - Sec
Maureen Stanger – NoVA - Sec
Les Murata – CUPE
Joyce Griffiths – CUPE
Carol Nordby – CUPE
Mark Jefferson – District Staff – Asst Supt
Pius Ryan – District Staff – Asst Supt
Scott Stanley – District Staff – Human Resources
Greg Milner – District Staff
Rena Violato – District Staff – Payroll
Jana Ghimire – Student

Absent:

Dan Storms – NVTA
Carolyn Pena – NVTA
Melika Garpour – Student

1.0 Objectives

On June 5, 2013, the North Vancouver School District School Calendar Steering Group (SCSG) held their sixth meeting at the NVSD Education Centre. The meeting objectives were to:

- Review outcome of March 12, 2013 Board meeting
- Provide feedback regarding the School Calendar Steering Group process and outcomes
- Review and revise SCSG Terms of Reference as needed for next stage of work
- 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 [[link](#)]

2.0 Outcome of March 6, 2013 Board Meeting – School Calendar for 2013/14

Mark Jefferson provided a brief review of outcomes of the March 12, 2013 Board meeting where the NVSD Board of Education approved the 2013/14 School Calendar. The 2013/14 School Calendar is now the new baseline for the NVSD. As the School Calendar Steering Group considers calendars for the subsequent three to four school years, they will monitor the implementation of elementary collaboration during 2013/14 and 2014/15 to determine the efficacy of this collaboration and any potential ongoing impacts or concerns.

- Winter Break
- Spring Break
- Collaboration Time
 - Secondary
 - Elementary - (for 13/14 and 14/15 under review)
 - may need some tweaks for 14/15
- Curriculum Implementation Day
- Start Date
- End Date

3.0 Feedback on Steering Group Process

Steering Group members offered the following positive feedback from their constituents regarding the Steering Group process:

- The process reached out to and was inclusive of a wider variety of community members than usual.
- Constituents liked the January 24, 2013 Partner Representatives' Meeting.
- The Partner Meeting offered opportunities for participants to be educated about issues and considerations related to school calendars.
- Constituents appreciated the opportunity to consider a variety of calendar options.
- The Steering Group has a good cross-section of interests.

Process feedback also included the following weaknesses or concerns:

- The Partner Representatives' meeting space was too small and crowded, especially for breakout groups.
- The Partner Representatives' meeting was too long
- There is a need to communicate more about the context, rationale, and need for change prior to a Partner Representatives' meeting.

4.0 Feedback on Steering Group Outcome

Steering Group members offered the following positive feedback from their constituents regarding the Steering Group outcome: the 2013/14 School Calendar as approved by the Board of Education:

- Teachers like the early release for elementary collaboration time
- Support staff appreciate that all minutes are built into typical work day

Feedback regarding the 2013/14 School Calendar also included the following weaknesses or concerns:

- Early end to the school day for elementary collaboration time is a concern for some parents – how to manage with additional (7) early release dates
- Potential perceived changes to secondary exam schedules (These changes result from legislation that requires hours of instruction rather than days in session.)
- Some teachers expressed concern that they hadn't heard about potential changes to the school calendar in advance of the Board decision.
- Potential changes to Fun Day planning at one school (Also as a result of requirement for hours of instruction rather than days in session.)
- Work-days may be longer for some i.e., Teachers, support staff, etc. (Also as a result of requirement for hours of instruction rather than days in session.)
- Clerical understanding of hours of work with new calendar
- Steering Group recommendations did not consider all levels of impact for all groups (Focus of Steering Group discussions was on meeting needs of students and requirement for hours of instruction.)

Some Steering Group members offered additional feedback from constituents regarding measures to address concerns:

- One school plans to solicit feedback from parents following a few elementary collaboration sessions to distinguish between perceived impacts and actual needs that must be addressed.

5.0 Steering Group Roles, Responsibilities, Outcomes, Communications and Tentative Timeline

Steering Group members reviewed their guiding principles, roles, responsibilities, expected outcomes, communications and tentative timelines, and agreed to the following:

Guiding Principles:

- No dramatic changes to school calendar
- Look at students' best interests first
- Compliance with Ministry of Education requirements
- Compliance with Collective Agreement provisions

Steering Group Role:

- Provide advice on the consultation process regarding the School Calendars for the next 3-4 years
- Consider legislation, past feedback and other relevant information regarding school calendars
- Identify perspectives, values and considerations associated with school calendars
- Review and consider consultation feedback
- Make recommendations to the Executive Committee and the Board of Education regarding the 2014/15, 2015/16, 2016/17 and 2017/18 School Calendars

Steering Group Responsibilities:

- Attend Steering Group meetings (Future meet dates to be announced)
- Represent the membership of your organization or constituency
- Attend all meetings
- Keep your constituency informed of SCSG discussions
- Strive to be inclusive of the array of perspectives within your constituency when participating in Steering Group discussions
- Support in carrying out duties as required

Steering Group Expected Outcomes:

- Recommendations regarding a school calendar for 2014/15 (for Board adoption in February 2014)
- Recommendations for a three-year calendar (2015/16, 2016/17, and 2017/18) would ensue in Fall 2014 (for Board adoption in Feb 2015)

Steering Group Communications:

- A meeting summary will be generated after each Steering Group meeting and posted on the School District Website
- A Final Steering Group Summary will incorporate findings and recommendations for consideration by the Executive Committee and the Board of Education

Steering Group Timeline:

- October 2013 – Steering Group Meeting (date to be announced). Additional meeting dates will be set at that time.
- 2013/14 – Monitor implementation of elementary collaboration to identify the effectiveness of these initiatives and any residual concerns or impacts
- 2013/14 – Track plans to manage exam time changes in secondary school
- Final School Calendar Steering Group Meeting (Late January or Early February 2014 – date to be confirmed) to consider consultation information and confirm recommendations to Executive Committee and the Board of Education for 2014/15, etc.

The steering group expressed a need to monitor the 2013/14 calendar during the 2013/14 and 2014/15 calendar years. In light of the need to monitor the school district calendar, Steering Group members agreed that there will not be a public survey during

their deliberations for the 2014/15 school calendar. There needs to be an amount of implementation time available to assess the calendar in all regards, prior to making any further adjustments.

At the end of the meeting, Mark Jefferson reiterated the need for a paradigm shift and a change in our language regarding school calendars in the NVSD. As a result of changes to provincial legislation, there is no longer a “standard calendar.” Given the legislative requirement to meet hours of instruction, there is no longer “early release” or “make up time” or “changes to the standard calendar.” The Board of Education-approved School Calendar for 2013/14 is now the new baseline for the NVSD. Any potential future calendar changes will be considered relative to the 2013/14 baseline school calendar.

6.0 Summary of Next Steps

- Finalize June 5, 2013 meeting summary - post on website and circulate to email contacts
- Steering Group members to communicate progress to constituencies
- Trustee Cyndi Gerlach and DPAC representative Karen Nordquist to review existing literature and research regarding school calendars
- October 2013 (date to be announced) – Steering Group meeting

The objectives of the October 2013 Steering Group meeting will include:

- Review plans for collaboration time and review secondary schools plans and strategies for managing semester and year-end timelines including areas such as exam times and the like
- Set additional Steering Group meeting dates
- Clarify next steps including additional information needs and subsequent meetings