

HWDSB

Standing Committee

Monday January 23, 2017

Trustee Board Room

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

AGENDA: Immediately following Board Meeting

1. Call to Order
2. Approval of the Agenda
3. Declarations of Conflict of Interest

Reports from Staff:

4. School Year Calendar 2017-18 (draft for consultation)
5. Adjournment

Meeting times and locations are subject to change. Please refer to our website for the latest information.

<http://www.hwdsb.on.ca/trustees/meetings/>

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EXECUTIVE REPORT TO STANDING COMMITTEE

TO: STANDING COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: January 23, 2017

PREPARED BY: Jeff Gillies, Superintendent of Student Achievement

RE: 2017-18 Draft School Year Calendars

Action Monitoring

Recommended Action:

That the Draft 2017-18 School Year Calendars be approved for public consultation.

Rationale/Benefits:

The Draft 2017-18 School Year Calendars (Elementary and Secondary) have been prepared in consultation with the School Year Calendar Advisory Committee and endorsed by Executive Council.

The calendars comply with *Regulation 304, School Year Calendars and Professional Activity Days*.

The Ministry of Education requires that school boards submit approved school year calendars for the subsequent year by May 1.

A 30-Day Public Consultation is to be undertaken prior to final approval of the calendars.

Background:

Regulation 304, "School Year Calendar, Professional Activity Days" sets the requirements for preparation and submission of school year calendars to the ministry. This includes a minimum of 194 school days between September 1 and June 30; up to 10 days designated as examination days; a minimum of 3 and up to 7 days designated as Professional Activity Days with 3 PA Days dedicated to provincial education priorities; and specified school holidays.

Development of the 2017-18 school year calendar has been undertaken in consultation with the School Year Calendar Advisory Committee that consists of members representing: Elementary and Secondary Principals (HWPC); Elementary and Secondary Teachers (HWETL, OSSTF, HWOTL); Parents (Home & School; PIC); Educational Assistants (COPE), Early Childhood Educators (HWDECEL), and School Office Assistants (OCTU). The committee met in December to review the directions provided by the Ministry and developed draft elementary and secondary calendars for Executive Council's consideration.

In accordance with the regulation, consultation is taking place with other school boards, including: Hamilton-Wentworth Catholic DSB, Halton DSB, DSB of Niagara and Grand Erie DSB.

Executive Council supports the draft school year calendars (Appendix A) that include:

Elementary

Start date for Students: Tuesday September 5, 2017

End date for Students: Thursday June 28, 2018

Professional Activity Days: 7

September 22, November 3, December 1, January 26, March 2, June 8, June 29

Secondary – Semester 1

Start date for Students: Tuesday September 5, 2017

End date for Students: Wednesday January 24, 2018

Examination Days: (5) Thursday January 25 to Wednesday January 31

Professional Activity Days: 4

September 22, November 3, December 1, February 1

Secondary – Semester 2

Start date for Students: Friday February 2, 2018

End date for Students: Wednesday June 20, 2018

Examination Days: (5) Thursday June 21 to Wednesday June 27

Professional Activity Days: 3

March 2, June 28, June 29

Professional Activity Days

	ELEMENTARY	FOCUS		SECONDARY	FOCUS
XC	September 22	Improvement Process & Mandatory Occupational Health & Safety Training	XC	September 22	Improvement Process & Mandatory Occupational Health & Safety Training
XC	November 3	Parent Reporting	XC	November 3	Improvement Process
XC	December 1	Improvement Process	XC	December 1	Improvement Process
C	January 26	Evaluation & Reporting		February 1	Transition/Promotion
XC	March 2	Improvement Process	XC	March 2	Improvement Process
C	June 8	Evaluation & Reporting	C	June 28	Transition/Promotion
X	June 29	Improvement Process	X	June 29	Improvement Process

C=HWCD SB PA Day

X=Joint elementary and secondary PA Day

Board-wide Professional Activity Days (September 22, December 1, March 2 and June 29) will focus on school-level continuous learning and improvement that is aligned with HWDSB Annual Plan and Strategic Directions. Educators will engage with school and system leaders to review, reflect and refine School Annual Planning to improve outcomes for student achievement and well-being.

School Holidays (Labour Day to June 30)

Labour Day	September 4
Thanksgiving Day	October 9
Winter School Holiday Break	December 25, 2017 to January 5, 2018
Family Day	February 19
March School Holiday Break	March 12 to March 16, 2018
Good Friday	March 30
Easter Monday	April 2
Victoria Day	May 21

Public Consultation

The Draft 2017-18 School Year Calendars along with an overview/rationale of proposed PA Day topics will be posted on the HWDSB website from February 1 to March 3 for public feedback (Appendix B). Results of the consultation will be analysed by E-Best and provided for review by Executive Council and the Board of Trustees prior to final approval of the calendars for submission to the Ministry of Education.

4-4 HWDSB 2017-2018 ELEMENTARY SCHOOL YEAR WORKING CALENDAR

Appendix A

Month	Instr. Days	PA Days	Exam Days	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Aug.					1	2	3	4	7 H	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
Sept.	18	1						1 B	4 H	5 FD	6	7	8	11	12	13	14	15	18	19	20	21	22 PA	25	26	27	28	29
Oct.	21			2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
Nov.	21	1				1	2	3 PA	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
Dec.	15	1						1 PA	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 H	26 H	27 B	28 B	29 B
Jan.	17	1		1 H	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 PA	29	30	31		
Feb.	19						1	2	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28		
Mar.	15	1					1	2 PA	5	6	7	8	9	12 B	13 B	14 B	15 B	16 B	19	20	21	22	23	26	27	28	29	30 H
Apr.	20			2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
May	22				1	2	3	4	7	8	9	10	11	14	15	16	17	18	21 H	22	23	24	25	28	29	30	31	
June	19	2						1	4	5	6	7	8 PA	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 PA
July				2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
	187	7																										

P - PROFESSIONAL ACTIVITY DAY
 B - SCHOOL HOLIDAY
 H - STATUTORY HOLIDAY
FD - FIRST DAY FOR STUDENTS
 LD - LAST DAY OF INSTRUCTION FOR STUDENTS
System PA Day

- As per the requirements of O. Reg 304, the school year shall commence on or after September 1 and will end on or before June 30.
- The minimum number of school days required in a school year calendar is 194. Any school days not designated as professional activity days are to be regarded as instructional days. As a result, the minimum number of instructional days per school year is 187.
- School boards may designate up to seven professional activity (PA) days per school year. Three of those PA days must be devoted to provincial education priorities identified by the Minister.
- A board may designate up to ten instructional days as examination days.
- The deadline for submission of regular school calendars is May 1, 2017.

4-5 HWDSB 2017-2018 SECONDARY SCHOOL YEAR WORKING CALENDAR

Appendix A

Month	Instr. Days	PA Days	Exam Days	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Aug.				M	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	F
Sept.	18	1		M	T	W	T	1 B	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22 PA	25	26	27	28	29
Oct.	21			2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	W	T	F
Nov.	21	1		M	T	1	2	3 PA	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	F
Dec.	15	1		M	T	W	T	1 PA	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
Jan.	18		5	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	W	T
Feb.	18	1		M	T	W	1 PA	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	W	T
Mar.	15	1		M	T	W	1	2 PA	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
Apr.	20			2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	W	T	F	S
May	22			M	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	F
June	19	2	5	M	T	W	T	1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
July				2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	W	T	F
	187	7	10																									

P - PROFESSIONAL ACTIVITY DAY
 B - SCHOOL HOLIDAY
 H - STATUTORY HOLIDAY
 E - EXAMINATION DAY
FD - FIRST DAY FOR STUDENTS
 LD - LAST DAY OF INSTRUCTION FOR STUDENTS
System PA Day

- As per the requirements of O. Reg. 304, the school year shall commence on or after September 1 and will end on or before June 30.
- The minimum number of school days required in a school year calendar is 194. Any school days not designated as professional activity days are to be regarded as instructional days. As a result, the minimum number of instructional days per school year is 187.
- School boards may designate up to seven professional activity (PA) days per school year. Three of those PA days must be devoted to provincial education priorities identified by the Minister.
- A board may designate up to ten instructional days as examination days.
- The deadline for submission of regular school calendars is May 1, 2017.



DRAFT School Year Calendar 2017/2018
Consultation

Every year, school boards across Ontario must submit school year calendars to the Ministry of Education. According to Regulation 304, school boards must develop a school year calendar for elementary and secondary schools that includes 194 school days (including seven Professional Activity Days) between September 1 and June 30 with up to 10 days designated as examination days for secondary schools.

Currently, HWDSB is involved in the process of developing its calendars (Elementary and Secondary) for the 2017-2018 school year.

The school year will begin for students and staff on Tuesday September 5, 2017 following Labour Day.

In line with other school districts within our area, HWDSB is planning for a modified December Winter Break that places the last day for students prior to the Break on Friday December 22, 2017 with students returning to school on Monday January 8, 2018.

We are seeking public input regarding the DRAFT calendars (Elementary and Secondary) and would appreciate your participation in this survey. It should take about five minutes to complete.

Please complete this survey by 4:00 PM on March 3, 2017
All mailed surveys must be received by this date.

Please mail the completed survey to:

Hamilton-Wentworth District School Board
Attention: Research Officer (E-BEST)
PO Box 2558, Hamilton, Ontario L8N 3L1

Based on stakeholder input, the calendar will then be finalized by the Board of Trustees and submitted for approval to the Ministry of Education.

If you have any questions or concerns, please contact Jeff Gillies, Superintendent of Student Achievement at 905-527-5092, extension 2361 or jgillies@hwdsb.on.ca.



DRAFT School Year Calendar 2017/2018
Consultation

Part A - About You

1. Please indicate which group you belong to (check only one):

- Parent/Guardian
- Community Group/Member
- HWDSB Student → if yes, Elementary or Secondary?
- HWDSB Staff Member

2. If you selected “Community Group/Member”, if applicable, please complete the following.

a. Your organization or affiliation (if applicable):

b. Your position in the organization (if applicable):

c. If you’re completing this survey in a group, please indicate the number of individuals in the group that have provided this feedback:

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3. Do you have children in an HWDSB school?

(Please note: if you are completing this questionnaire on behalf of a community group please enter 'Not Applicable' – please do not enter the number of children your group members have collectively).

- Yes
- No
- Not applicable

a. If yes to above, please indicate the number of children you have in an HWDSB school:

- 1
- 2
- 3
- 4
- 5+

b. Please indicate whether your children attend Elementary and/or Secondary school:

- Elementary
- Secondary
- Both

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Part B – DRAFT School Year Calendar (Elementary)

Please comment on each of the significant key dates for the DRAFT **Elementary** School Year Calendar. The PA Day Focus is determined by Executive Council as directed by the Ministry of Education.

ELEMENTARY	DATES	Agree	Disagree	N/A	Comments
Start Date for Students	September 5, 2017				
End Date for Students	June 28, 2018				
PA Days - Focus					
Improvement Process & Mandatory Occupational Health & Safety Training	September 22, 2017				
Parent Reporting	November 3, 2017				
Improvement Process	December 1, 2017				
Evaluation & Reporting	January 26, 2018				
Improvement Process	March 2, 2018				
Evaluation & Reporting	June 8, 2018				
Improvement Process	June 29, 2018				

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Part C – DRAFT School Year Calendar (Secondary)

Please comment on each of the significant key dates for the DRAFT Secondary School Year Calendar.
The PA Day Focus is determined by Executive Council as directed by the Ministry of Education.

SEMESTER 1	DATES	Agree	Disagree	N/A	Comments
Start Date for Students	September 5, 2017				
End Date for Students	January 24, 2018				
Examinations	January 25 - 31, 2018				
PA Days - Focus					
Improvement Process & Mandatory Occupational Health & Safety Training	September 22, 2017				
Improvement Process	November 3, 2017				
Improvement Process	December 1, 2017				
Transition/Promotion	February 1, 2018				

SEMESTER 2	DATES	Agree	Disagree	N/A	Comments
Start Date for Students	February 2, 2018				
End Date for Students	June 20, 2018				
Examinations	June 21 - 27, 2018				
PA Days - Focus					
Improvement Process	March 2, 2018				
Transition/Promotion	June 28, 2018				
Improvement Process	June 29, 2018				

Part D – ADDITIONAL COMMENTS

Please enter any additional comments that you would like to share about the DRAFT School Calendar 2017-18.

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Consultation



Thank you for your time and help in this matter.