



Standing Committee

Monday, April 10, 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
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: April 10, 2017

PREPARED BY: Jeff Gillies, Superintendent of Student Achievement

RE: 2017-18 School Year Calendars

Action X Monitoring

Recommended Action:

That the 2017-18 School Year Calendars be approved.

Rationale/Benefits:

The 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. As per the requirements of O. Reg 304, the deadline for submission of regular school calendars is May 1, 2017.

As directed by the Board, a 30-Day Public Consultation was undertaken from February 1 to March 3, 2017. The results were compiled by E-BEST and are available for review (Appendix – 2).

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. Of those, school boards must dedicate three (3) Professional Activity (PA) days to provincial education priorities and up to four (4) additional PA days per school year. A board may also designate up to 10 school days as examination days.

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 School Year Calendar Advisory Committee met in December to review the directions provided by the Ministry and develop draft elementary and secondary calendars for consideration. The committee met

again in March to review feedback through the public consultation process and provide further input. In accordance with the regulation, consultation also took place with other school boards including: Hamilton-Wentworth Catholic DSB, Halton DSB, DSB of Niagara and Grand Erie DSB.

Executive Council and the School Year Calendar Advisory Committee supports the 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, 2018

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, 2018

Professional Activity Days: 3

March 2, June 28, June 29

Professional Activity Days

Dates for Professional Activity (PA) days have been carefully determined through Executive Council to prioritize timely professional learning opportunities for staff that adhere to provincial requirements and maximize influence on student learning, achievement and well-being. These dates have been endorsed by the School Year Calendar Advisory Committee that includes representation from all employee groups as well as HWDSB Parent Involvement Committee and Council of Home and School Association.

	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
X	June 8	Evaluation & Reporting	C	June 28	Transition/Promotion
X	June 29	Improvement Process	X	June 29	Improvement Process

C=HWCDSD PA Day

X=Joint elementary and secondary PA Day

Board-wide Professional Activity Days (September 22, March 2, June 29) will focus on school-level continuous learning and improvement work aligned with HWDSB Annual Plan and Strategic Directions. Educators will engage in professional learning at the beginning, middle and end of the school year to review, reflect and refine School Annual Plans to improve student well-being and achievement.

The coterminous board was consulted to establish alignment of PA days wherever possible to reduce costs and disruption. HWCDSD has identified Thursday June 7, 2018 as a PA day to coincide with the Ontario general election scheduled on this day. The HWDSB draft school year calendars remain unchanged, with Thursday June 7, 2018 scheduled to be a regular school day. As always, school and system staff will collaborate with Elections Ontario staff to support the voting process without compromising student safety or learning.

Required School Year Holidays (based on O. Reg. 304 (4))

Labour Day	September 4
Thanksgiving	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

The summary of consultation can be found attached to this report as Appendix B.

DRAFT - HWDSB 2017-2018 SCHOOL YEAR CALENDAR - ELEMENTARY

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							
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	23	24	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
DRAFT - HWDSB 2017-2018 SCHOOL YEAR CALENDAR - SECONDARY

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	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
Sept.	18	1						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	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			
Nov.	21	1				1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
Dec.	15	1						1	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		
Feb.	18	1					1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28		
Mar.	15	1					1	2	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				
May	22				1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
June	19	2	5					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			
	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.

A. Purpose of 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 six Professional Activity Days) between September 1 and June 30 with up to 10 days designated as examination days for secondary schools.

The Hamilton-Wentworth District School Board (HWDSB) asked members of the public to comment on the Draft 2017-2018 School Year Elementary and Secondary Calendars through the completion of an online survey, and/or by mailing or emailing written correspondence to HWDSB.

B. Respondent Characteristics

The online survey ran from February 1st to March 3rd, 2017 and garnered a total of **1,323** responses (1,323 submitted via the online survey and 0 submitted through the mail). The majority of the responses came from parents/guardians (N=1,006, 76%), 14% (N=185) from HWDSB staff members, 7% (N=98) from HWDSB students, and 3% (N=34) from community groups/members.

86% (N=1,056) of responses were received from respondents who indicated they had children attending an HWDSB school, and 14% (N=168) of responses were from respondents who indicated they did not have children in an HWDSB school. Of the responses received from stakeholders with children attending an HWDSB school, 66% (N=694) of responses were received from parents/guardians of elementary students, 16% (N=167) from parents/guardians of secondary students while 18% (N=194) from parents/guardians with both secondary and elementary students.

C. Limitations of the Consultation

Several limitations of the consultation are noteworthy. First, it is unknown whether the consultation respondents are representative of HWDSB and the Hamilton community. Therefore, it is unclear whether the responses summarized accurately reflect the opinions of members of the Hamilton and HWDSB communities. Second, the total number of responses should not be equated with total number of unique respondents as it is possible that the same person may have submitted the survey multiple times. It is therefore recommended that the results summarized herein are interpreted within the bounds of these limitations.

D. Summary of Findings

Members of the public were invited to provide feedback on each of the significant key dates of the elementary and secondary calendar. Following is a summary of the feedback received across each significant date.

E. Summary

- Respondents were asked to indicate agreement/ disagreement with each of the significant key dates for the DRAFT Elementary and Secondary School Year Calendar.

Elementary Dates	Agree	Disagree	N
Start date for Students: September 5, 2017	96.8%	3.2%	938
End date for Students: June 28, 2018	91.1%	8.8%	938
PA Day 1: September 22, 2017 Improvement Process & Mandatory Occupational Health & Safety Training	84.1%	15.9%	924
PA Day 2: November 3, 2017 Parent Reporting	95.5%	4.4%	922
PA Day 3: December 1, 2017 Improvement Process	91.8%	8.2%	916
PA Day 4: January 26, 2018 Evaluation & Reporting	93.8%	6.2%	920
PA Day 5: March 2, 2018 Improvement Process	83.8%	16.2%	920
PA Day 6: June 8, 2018 Evaluation & Reporting	93.9%	6.1%	923
PA Day 7: June 29, 2018 Improvement Process	91.2%	8.8%	919
Secondary Dates Semester 1	Agree	Disagree	N
Semester 1 Start Date for Students: September 5, 2017	95.2%	4.8%	544
Semester 1 End Date for Students: January 24, 2018	93.5%	6.5%	537
Semester 1 Examinations: January 25 - 31, 2018	91.9%	8.1%	528
PA Day 1: September 22, 2017 Semester 1 Improvement Process & Mandatory Occupational Health & Safety Training	84.9%	15.1%	530
PA Day 2: November 3, 2017 Semester 1 Improvement Process	96.0%	4.0%	520
PA Day 3: December 1, 2017 Semester 1 Improvement Process	92.6%	7.4%	524
PA Day 4: February 1, 2018 Semester 1 Transition/Promotion	95.4%	4.5%	527
Secondary Dates Semester 2	Agree	Disagree	N
Semester 2 Start Date for Students: February 2, 2018	88.7%	11.2%	480
Semester 2 End Date for Students: June 20, 2018	95.2%	4.8%	477
Semester 2 Examinations: June 21-27, 2018	92.2%	7.8%	472
PA Day 5: March 2, 2018 Semester 2 Improvement Process	88.4%	11.6%	467
PA Day 6: June 28, 2018 Semester 2 Transition/Promotion	96.3%	3.7%	463
PA Day 7: June 29, 2018 Semester 2 Improvement Process	94.6%	5.4%	464

Continued

Respondents were asked to enter comments about the key dates for the DRAFT Elementary and Secondary School Year Calendar. Only comments that were provided 15 or more times are included below.

ELEMENTARY DATES

Start Date: September 5, 2017

- No comments from 15 or more respondents

End Date: June 28, 2018

- End date for the school year is too late, would like it earlier (n=41)

PA Day 1: Improvement Process & Mandatory Occupational Health & Safety Training: September 22, 2017

- PA Day is too early in the school year (n=45)
- PA Day is same day as Education Day at the Ancaster Fair. Students will miss out on the opportunity to visit the fair with their school (n=29)
- PA Day should be scheduled during the summer months/before the start of school (n=17)

PA Day 2: Parent Reporting: November 3, 2017

- Too early in the school year. Teachers need more time to get to know their students (n=16)

PA Day 3: Improvement Process: December 1, 2017

- PA Day is unnecessary. It is too close to holiday break (n=24)

PA Day 4: Evaluation & Reporting: January 26, 2018

- Not necessary. Students recently returned to school after holiday break (n=26)

PA Day 5: Improvement Process: March 2, 2018

- PA Day is scheduled too close to March Break. There are too many days off in March (n=58)
- Reschedule PA Day so that it is an extra day for March Break or Family Day weekend (n=43)
- Reschedule PA Day to a date in April or later in the year (n=19)

PA Day 6: Evaluation & Reporting: June 8, 2018

- Reschedule PA Day in April or May so it is not so late in the year (n=30)

PA Day 7: Improvement Process: June 29, 2018

- Question whether it is beneficial to schedule a PA Day on the last day of school (n=15)

SECONDARY DATES

Semester 1 Start Date: September 5, 2017

- No comments from 15 or more respondents

Semester 1 End Date: January 24, 2018

- No comments from 15 or more respondents

Semester 1 Examinations: January 25 - 31, 2018

- Schedule a day for students to review for exams before writing and/or a day to review exams with teachers afterwards (n=19)

PA Day 1: Improvement Process & Mandatory Occupational Health & Safety Training: September 22, 2017

- PA Day is scheduled too early in the school year (n=32)

PA Day 2: Improvement Process: November 3, 2017

- No comments from 15 or more respondents

PA Day 3: Improvement Process: December 1, 2017

- PA Day is not necessary with holiday break in the same month (n=15)

PA Day 4: Transition/Promotion: February 1, 2018

- No comments from 15 or more respondents

Semester 2 Start Date: February 2, 2018

- Start semester 2 on a Monday (n=34)

Semester 2 End Date: June 20, 2018

- No comments from 15 or more respondents

Semester 2 Examinations: June 21 - 27, 2018

- Schedule an exam review day for students (n=15)

PA Day 5: Improvement Process: March 2, 2018

- Move PA Day to the Friday before March Break (n=17)
- Not necessary to have a PA Day in March with March Break in the same month (n=16)

PA Day 6: Transition/Promotion: June 28, 2018

- No comments from 15 or more respondents

PA Day 7: Improvement Process: June 29, 2018

- No comments from 15 or more respondents

Respondents were asked to provide any additional comments about the DRAFT School Year Calendar. Only comments that were provided 15 or more times are included below.

Disagree with holiday break from December 22, 2017 to January 8, 2018 (n=43)

Offer exam review days to students at the secondary level (n=27)

Consider scheduling PA Days in connection with holiday weekends and breaks (n=23)

Agree with holiday break from December 22, 2017 to January 8, 2018 (n=22)

Overall the calendar looks good (n=22)

Change the September PA Day so students can attend the Education Day at the Ancaster Fair as a school trip (n=20)

This report was prepared by the Evidence-Based Education and Services Team (E-BEST).