



Memorandum

vancouver school board



DATE: May 6, 2011
TO: Board of Education
FROM: Steve Cardwell
RE: Approval of Local School Calendar

The process for creation and approval of a Local School Calendar is part of legislation. That legislation requires informing the public and schools of a proposed local calendar and then a subsequent motion to approve a local calendar by the Board at a public meeting one month later.

Included with this memo are documents that highlight the process of the development of a proposed local school calendar for the 2011-12 school year. At a special Committee I on April 11th, the Board and partners were presented with the results of the work of the Calendar Committee and a recommendation for the local school calendar for the 2011-12 school year. That recommendation presented at Committee I was to continue with a calendar similar to the one approved in 2010-2011.

We have adjusted the wording on the recommendation to reflect the proposal as originally presented at Committee I.

The proposed Local School Calendar is attached.

Recommendation:

That the Board approve the local school calendar for the 2011-2012 school year as presented.



VANCOUVER SCHOOL DISTRICT
SCHOOL YEAR CALENDAR (2011-2012)

Legend:		S - Statutory Holiday	V - Ministry Vacation	D - District Closure	N - Non-Instructional Day	A - Administrative Day																						
		1st Week					2nd Week					3rd Week					4th Week					5th Week						
Month	# Instructional Days	# District Closure Days	# Non-Instructional 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
August				1 S	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
September	18		1				1	2	5 S	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26 N	27	28	29	30
October	18	1	1	3	4	5	6	7 D	10 S	11	12	13	14	17	18	19	20	21 N	24	25	26	27	28	31				
November	19	1	1		1	2	3	4	7	8	9	10	11 S	14 D	15	16	17	18	21	22	23	24	25 N	28	29	30		
December	12						1	2	5	6	7	8	9	12	13	14	15	16	19 V	20 V	21 V	22 V	23 V	26 V	27 V	28 V	29 V	30 V
January	21			2 S	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
February	18	2	1			1	2	3 D	6 D	7	8	9	10	13	14	15	16	17 N	20	21	22	23	24	27	28	29		
March	12	5					1	2	5	6	7	8	9	12 D	13 D	14 D	15 D	16 D	19 V	20 V	21 V	22 V	23 V	26	27	28	29	30
April	18		1	2	3	4	5	6 S	9 S	10	11	12	13	16	17	18	19	20 N	23	24	25	26	27	30				
May	20	1	1		1	2	3	4	7	8	9 N	10	11	14	15	16	17	18 D	21 S	22	23	24	25	28	29	30	31	
June	20							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 A
July				2 S	3	4	5	6	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
Total	176	10	6																									

Instruction	Closure	NIDs	Admin	TOTAL	
88	2	3		93	Term 1
88	8	3	1	100	Term 2
176	10	6	1	193	TOTAL
	186	6	1	193	TOTAL

* NIDs are included for purposes of illustration only

COMMITTEE MEETING

MANAGEMENT CO-ORDINATING - COMMITTEE I
Monday, April 11, 2011 at 17:30 hours

Items Requiring Board Action/Motion

Presenter

- | | | |
|----|---|----------------|
| 1. | Local School Calendar | Steve Cardwell |
| | a) Recommendation for Local School Calendar for 2011-2012 | |
| | b) Estimated savings from 2010-2011 school year calendar | |
| | c) Data analysis from calendar survey | |
| 2. | New Business | |

Date and Time of Next Meeting

Monday, April 26th, 5:30 p.m.



April 7, 2011

To: Trustees

From: Steve Cardwell, Superintendent

Re: Local school calendar

The District Calendar Committee met today to review the recently conducted district calendar survey and written comments received to date about the calendar. Committee members also reported on feedback that they had gathered from their respective members. In addition, the current and projected savings gained from implementing the 2010-2011 calendar were also reviewed. Following a thorough discussion of the input received and the challenges and merits of the current school calendar, committee members reached a consensus with regard to a district calendar for 2011-2012.

Recommendation

THAT a District Calendar, similar to the one approved for 2010-2011, be continued for one more year.

Comments:

Committee members requested that the district seek even more specific feedback with regard to the placement of closure days within the calendar, and the impact of the closure days on employees, families and community agencies.

The committee will continue to explore the concept of a balanced calendar.

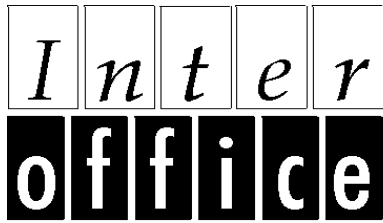


**VANCOUVER SCHOOL DISTRICT
SCHOOL YEAR CALENDAR (2011-2012)**

Legend:		S - Statutory Holiday	V - Ministry Vacation	D - District Closure	N - Non-Instructional Day	A - Administrative Day																							
		1st Week					2nd Week					3rd Week					4th Week					5th Week							
Month	# Instructional Days	# District Closure Days	# Non-Instructional 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	
August				1 S	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			
September	18		1				1	2	5 S	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26 N	27	28	29	30	
October	18	1	1					7 D	10 S	11	12	13	14	17	18	19	20	21 N	24	25	26	27	28	31					
November	19	1	1		1	2	3	4	7	8	9	10	11 S	14 D	15	16	17	18	21	22	23	24	25 N	28	29	30			
December	12						1	2	5	6	7	8	9	12	13	14	15	16	19 V	20 V	21 V	22 V	23 V	26 V	27 V	28 V	29 V	30 V	
January	21			2 S	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				
February	18	2	1			1	2	3 D	6 D	7	8	9	10	13	14	15	16	17 N	20	21	22	23	24	27	28	29			
March	12	5					1	2	5	6	7	8	9	12 D	13 D	14 D	15 D	16 D	19 V	20 V	21 V	22 V	23 V	26	27	28	29	30	
April	18		1		2	3	4	5	6 S	9 S	10	11	12	13	16	17	18	19	20 N	23	24	25	26	27	30				
May	20	1	1			1	2	3	4	7	8	9 N	10	11	14	15	16	17	18 D	21 S	22	23	24	25	28	29	30	31	
June	20							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 A	
July				2 S	3	4	5	6	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
Total	176	10	6																										

Instruction	Closure	NIDs	Admin	TOTAL	
88	2	3		93	Term 1
88	8	3	1	100	Term 2
176	10	6	1	193	TOTAL
	186	6	1	193	TOTAL

* NIDs are included for purposes of illustration only



Memorandum

vancouver school board

DATE: April 8, 2011

TO: Trustees

FROM: Paul Wlodarczak

RE: Calendar Savings

In order to inform your decision making regarding the possible use of an alternate calendar for the 2011-2012 school years the following information is provided.

Presented below is a table summarizing savings and projected savings that may be attributed to the local school calendar adopted for the 2010-2011 school year.

	Sept. to Feb	Estimated Year	Estimated Savings
Prin./V. Prin.	62	103	\$25 750
CUPE 15	559	932	\$186 400
IUOE (Operations)	315	525	\$105 000
ICW (Cafeterias)	-56	-93	(\$11 600)
ISUPV (Sup. Aides)	-154	-256	(\$12 800)
VTF (ETO days)	850	2109	\$527 250
VTF (Lower Abs.)	1217	2028	\$507 000
Total	2793	5697	\$1 326 950

The September to February column includes actual numbers up to 2011 February 28. The estimated year column includes the school closure days for Spring Break (March 28 to April 01 and the May long weekend day); and, based on ratio, the days that may be saved as a result of fewer illness days being utilized by staff for March through June. Actual numbers cannot be confirmed until well into July.

Estimated savings last spring, within the budget process, for the current local school calendar were \$1 200 000. From the projected savings of \$1 326 950 we must deduct the estimated cost of keeping our schools open, for daycares and other programs, of \$80 000 for a net estimated savings of **\$1 246 950**.



March 31st 2011

To: Trustees

From: Steve Cardwell, Superintendent

Re: Local school calendar

Prior to making a decision on the 2011-2012 calendar, the Board requested the District Calendar Committee to determine opinions with respect to the current calendar. The Calendar Committee decided to conduct a survey of staff, parents and students with regard to the current (2010-2011) calendar and the possibility of extending this for the 2011-2012 school year. The Calendar Committee, which included representatives from all stakeholder groups, has worked collaboratively on designing both a survey and the process for gathering feedback. The survey was conducted between March 8th and March 18th.

Using email addresses generated from BCeSIS, 25% of parents were randomly selected and received an email with a link to the survey. A random 25% of staff (excluding VESTA as per request) also received the survey link via email. A random sampling of secondary students was also surveyed. For the parent/guardian group, 6,473 individuals were randomly selected from a total population of 25,892 registered in the BCeSIS database. For the employee group, 1,220 individuals were randomly selected from a total population of 4,880 from the HRIS database. This included members of VSTA, CUPE 15, CUPE 407, IUOE, VASSA, VEPVA, PASA and the Trades Union. The survey response rate for the parent/guardian group was **25.5%**, representing approximately **6.4%** of the entire parent/guardian population. The survey response rate for the employee group was **30.7%**, representing approximately **7.7%** of the entire employee population (excluding VESTA members).

In order to provide an opportunity for parents for whom we do not have email addresses or who do not use a computer, we asked each school to make copies of the survey (one for elementary parents and one for secondary parents) available in the office for any parent who wanted to complete a paper copy of the survey.

A notice of the paper survey availability was posted on parent information boards and in bulletins along with some copies in each school office for parents to access.

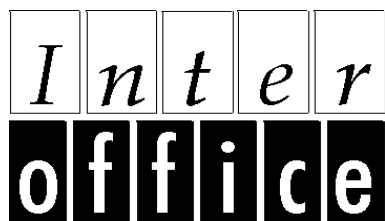
Attached is a report outlining the results of the survey for the Local School Calendar. Also attached are VEPVA's responses to their own survey. VSTA has already indicated support for the continuation of a local calendar that is similar to the 2010/2011 calendar.

Along with the survey, there was an opportunity to send in comments via email. We received 80 emails from parents/staff/citizens regarding the calendar: 15/80 (19%) of the feedback was positive. 41/80 (51%) of the feedback was negative. 24/80 (30%) was mixed. For example respondents liked the calendar, but didn't want the district days spread throughout the year and would rather see an extra week added in the summer. About 20 comments opposed the 45-minute lunch-hour at the elementary level.

A copy of the email comments has been placed in the Trustees' lounge.

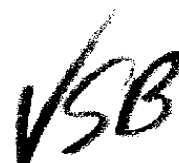
Timeline for Calendar decision by the Board

- April 7th - Calendar Committee met to consider and prepare information for Committee I
 - April 11th - Special Committee I - local calendar discussion
 - April 15th - The district sends out information and public notice of a proposed calendar to be voted on at the regular meeting of the Board on May 16th
 - April 18th - Public meeting of the Board
 - April 26th - Committee I available for further discussion of the calendar as needed
 - May 11th - Special public meeting of the Board for the calendar decision
 - May 16th - Public meeting of the Board
-
- May 30th - Public meeting of the Board
 - May 31st - Deadline for a local calendar to be adopted by Board (School Act/Calendar Regulation)



Memorandum

vancouver school board



DATE: April 8, 2011

TO: Steve Cardwell, Superintendent of Schools

FROM: Kabir Bhagaria, Health and Safety Support Advisory

RE: **Data Analysis of the Local School Calendar 2010/2011 Survey**

Introduction

To gauge the impact of The Local School Calendar 2010/2011 on various stakeholder groups throughout the district, the Vancouver School District Calendar Committee determined it beneficial to gather feedback to: 1). assist in the decision making process regarding the continuation of the Local School Calendar for the 2011/2012 school year; and 2). to provide an overall subjective account of stakeholders concerns and interests with the Local School Calendar 2010/2011. Based on a joint consensus from the Committee (excluding VESTA), a randomized survey was chosen as the appropriate method for obtaining information from stakeholder groups.

Survey Design/Method

A randomized survey was distributed to 25% of the population of each stakeholder group, namely, parents/guardians and employees. Students were also included as part of the survey, however, they were not limited to 25%. To provide a random cohort of each stakeholder group, an Excel formula was used to provide a random list of 25% of individuals from the entire population of each stakeholder group. For the parent/guardian group, 6473 individuals were randomly selected from a total population of 25,892 registered in the BCeSiS database. For the employee group, 1220 individuals were randomly selected from a total population of 4880 from the HRIS database and included members of VSTA, CUPE 15, CUPE 407, IUOE, VASSA, VEPVA, PASA and the Trades Union.

The survey method of delivery for both the parent/guardian and employee cohort groups was by an anonymous online link to the survey delivered to the recipients email address, which indicated that that they were randomly selected to complete the survey. Recipients were also made aware that the survey was completely voluntary and responses would be considered anonymous. Parents/guardians that were not part of the randomly selected cohort group were

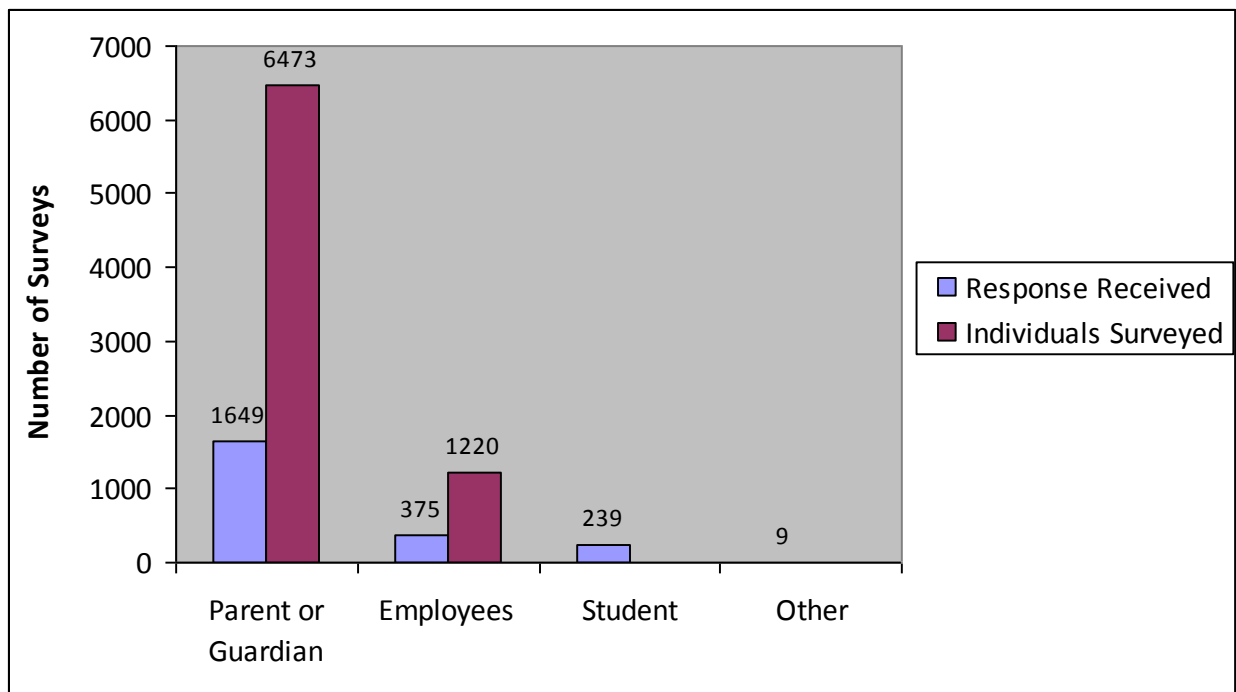
also provided with an opportunity to express their opinion regarding the Local School Calendar 2010/2011 through anonymous submission of a paper-copy survey available at schools throughout the district (results are provided in Appendix A). Students in Grades 8 to 12 at Kitsilano, Magee, David Thompson and Templeton, which represents the four quadrants of the district, were encouraged to provide feedback regarding the Local School Calendar through participation in an anonymous online link to the survey (results of have been included in the overall data).

Recipients of the survey were provided with a time period of 10 days to complete the survey (March 9, 2011 to March 18, 2011). Student and paper-copy responses were also included within this timeframe.

Data Results

To provide a concise analysis each survey question is analyzed separately. A graphical representation along with a brief synopsis of each question is also provided for further clarification; Questions 4 through 10 are not provided with an interpretation due to the results being self-explanatory. Of key importance to consider when reviewing the data is that it is largely based on feedback from the parent/guardian stakeholder group due to the large number of responses in relation to other stakeholder groups.

Question 1: Please identify yourself.

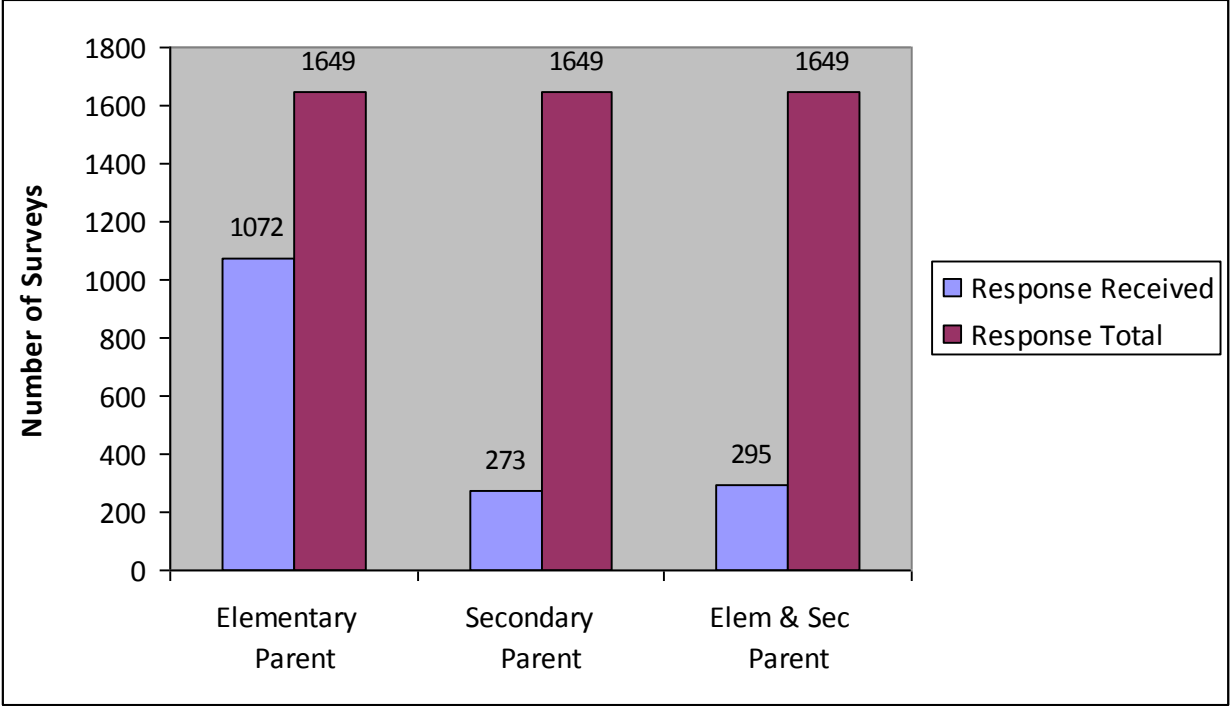


The graph above provides a snapshot of the response rate for both the parent/guardian and employee groups. Student feedback was also included in the graph, however, no comparison is identified since a cohort of students was not randomly surveyed.

The survey response rate for the parent/guardian group was **25.5%**, which represents approximately **6.4%** of the entire parent/guardian population.

The survey response rate for the employee group was **30.7%**, which represents approximately **7.7%** of the entire employee population (excluding VESTA members).

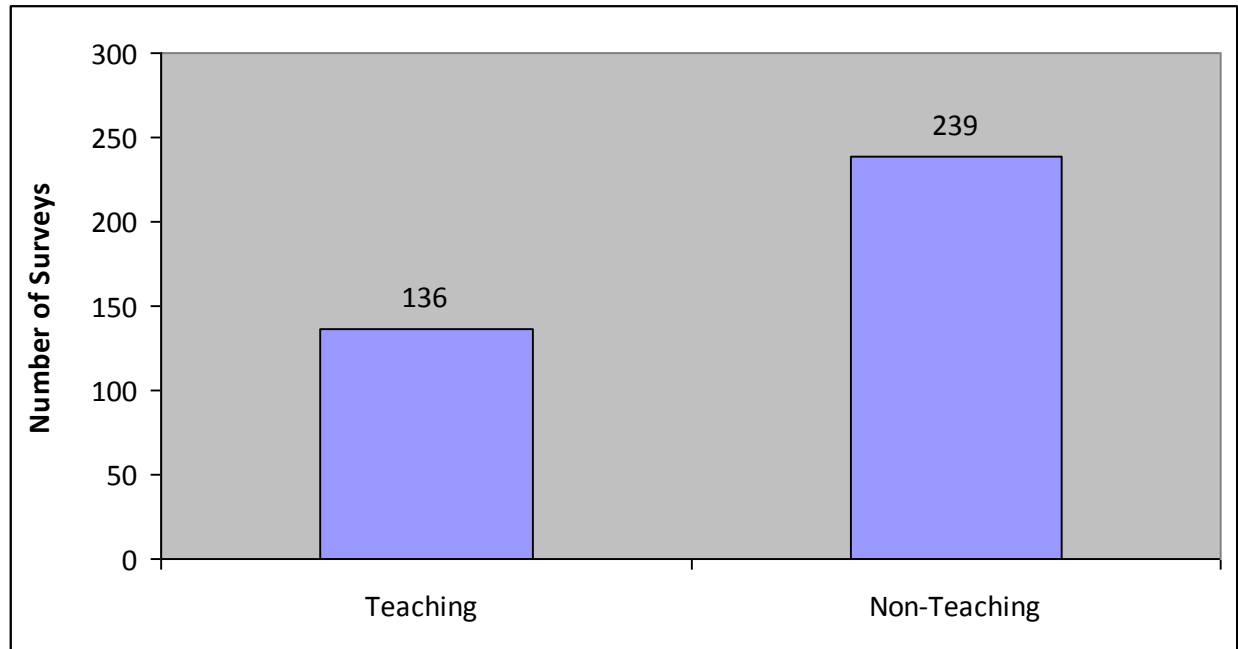
Question 2: If you are a Parent/Guardian, are you:



The graph above provides a breakdown of the responses received from the parent/guardian group. Of the **1649** parent/guardians that responded to the survey:

- **65.0%** were parents/guardians of an elementary student;
- **16.6%** were parents/guardians of a secondary student;
- **17.9%** were parents/guardians of both an elementary and secondary student.

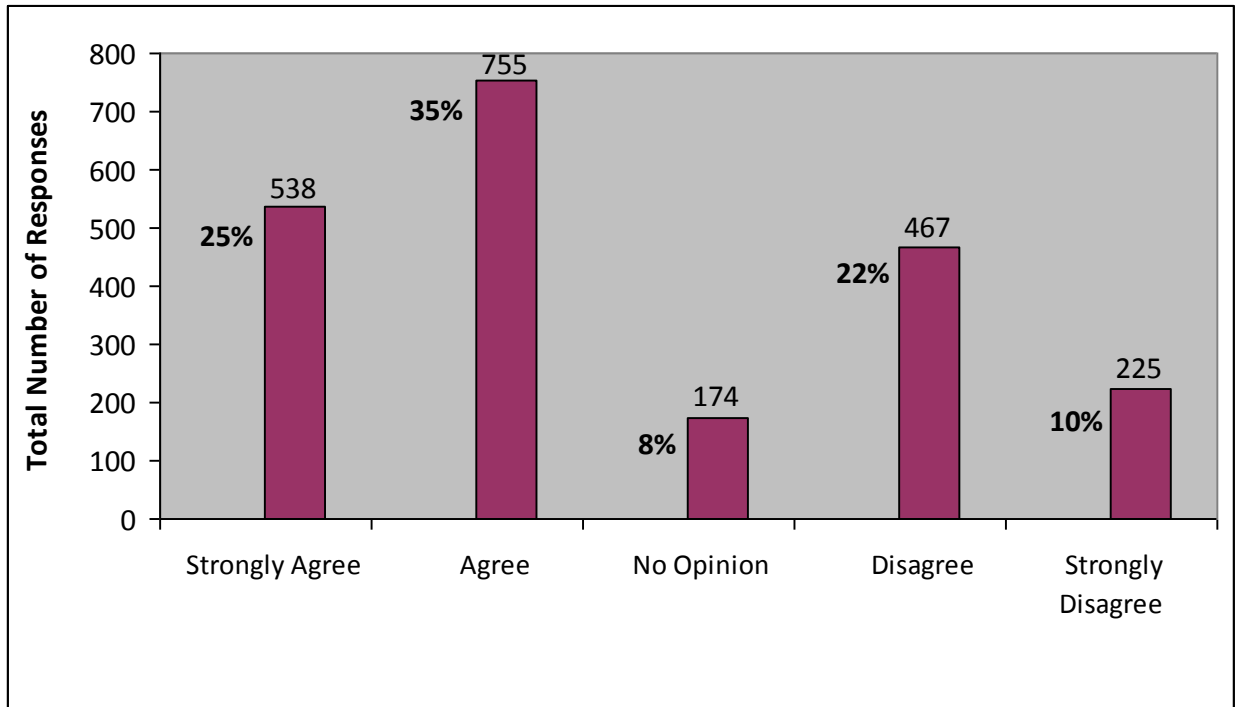
Question 3: If you are an employee, are you a:



The graph above provides a breakdown of the responses received from the employee group. Of the **375** employees that responded to the survey:

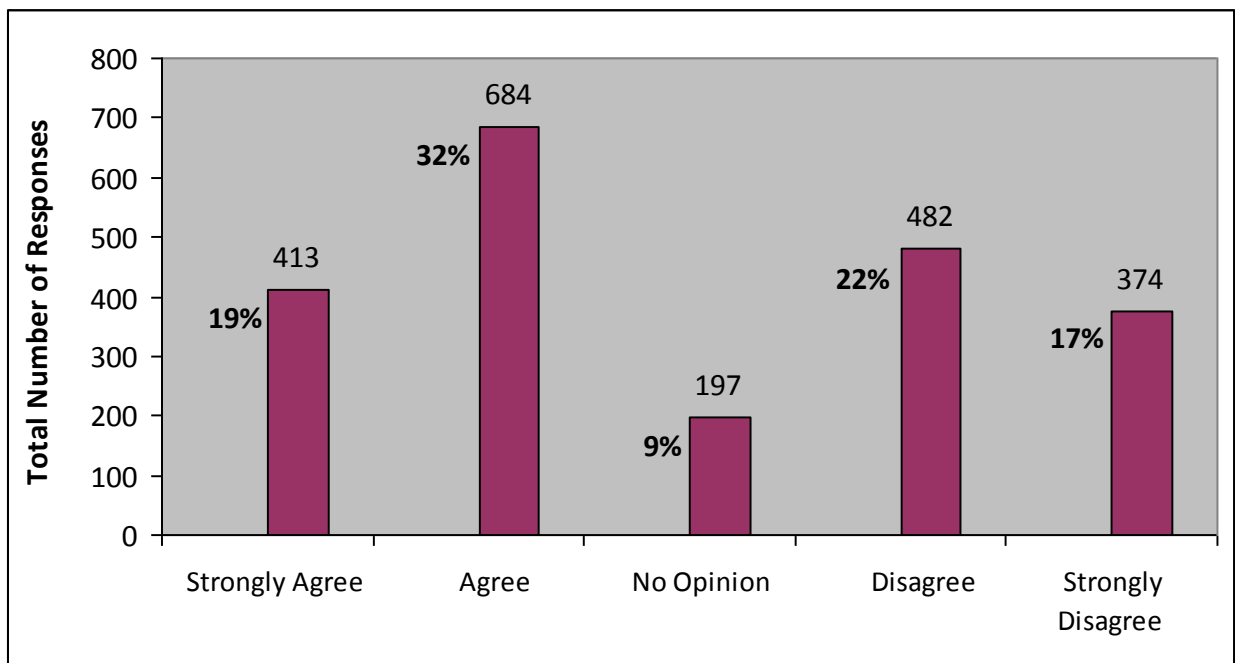
- **63.7%** were non-teaching employees;
- **36.3%** were teaching employees.

Question 4: I support the idea of continuing the model of the current (2010 – 2011) Local School Calendar.



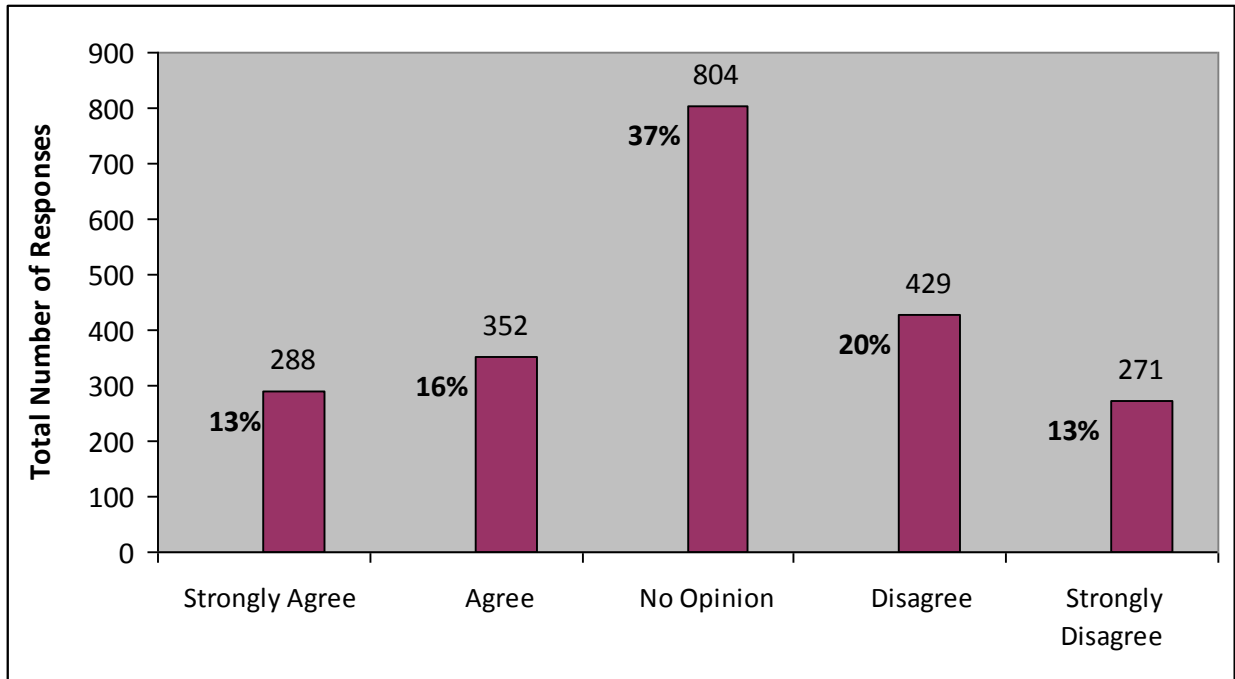
** The above graph is based on a total survey response rate of 2159 from parent, student and employee stakeholder groups.

Question 5: The addition of extra minutes of instruction each day (16 minutes for elementary, 17 for secondary) compensates for 10 fewer days in sessions.



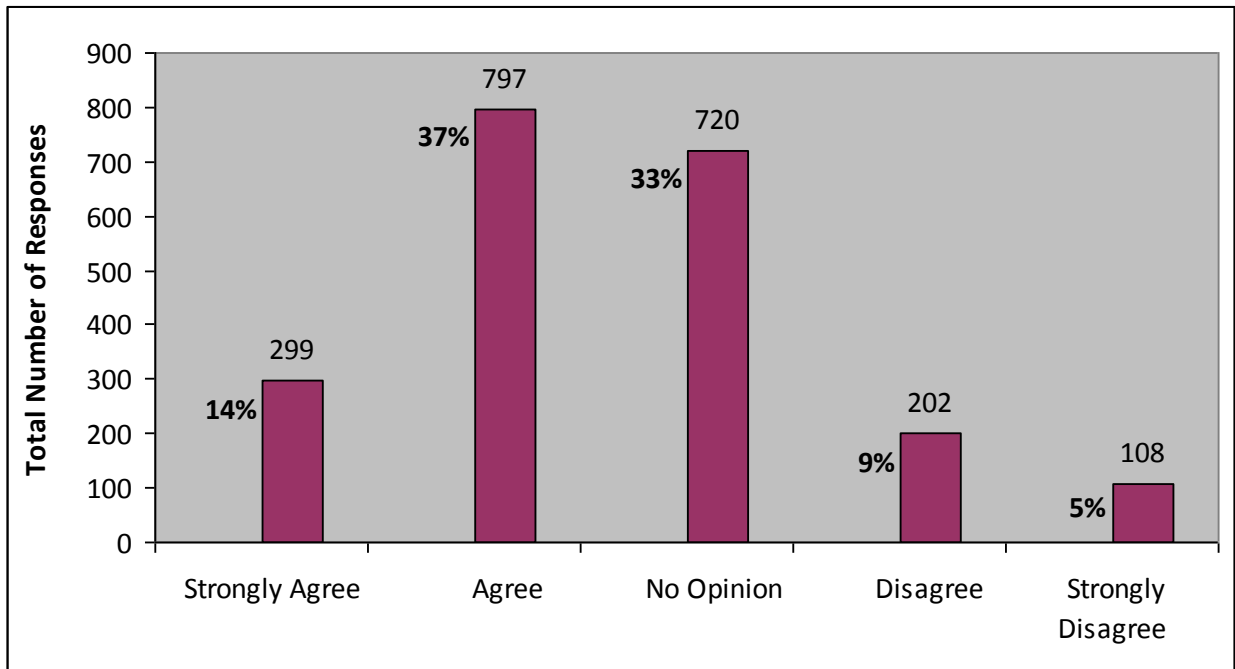
** The above graph is based on a total survey response rate of 2159 from parent, student and employee stakeholder groups.

Question 6: Currently secondary school classes begin at 8:35am and end at 3:07. Classes at secondary schools should start later and classes end later.



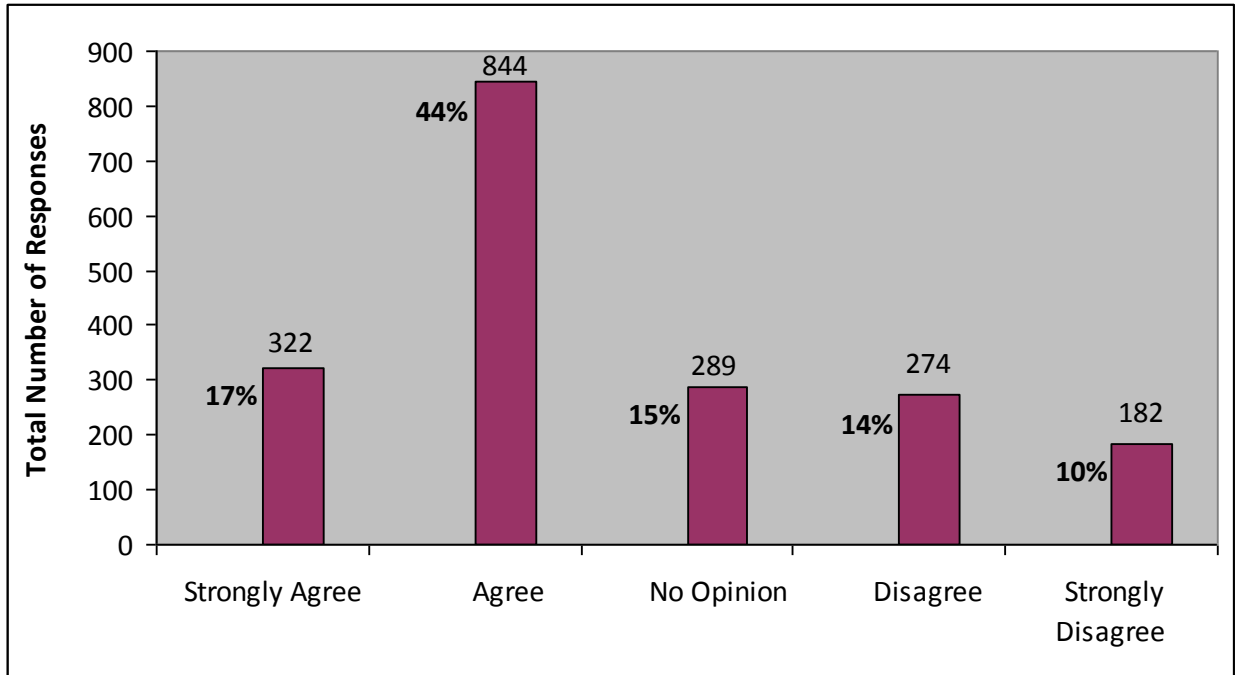
** The above graph is based on a total survey response rate of 2159 from parent, student and employee stakeholder groups.

Question 7: The length of lunch time at secondary schools (45 minutes) is satisfactory.



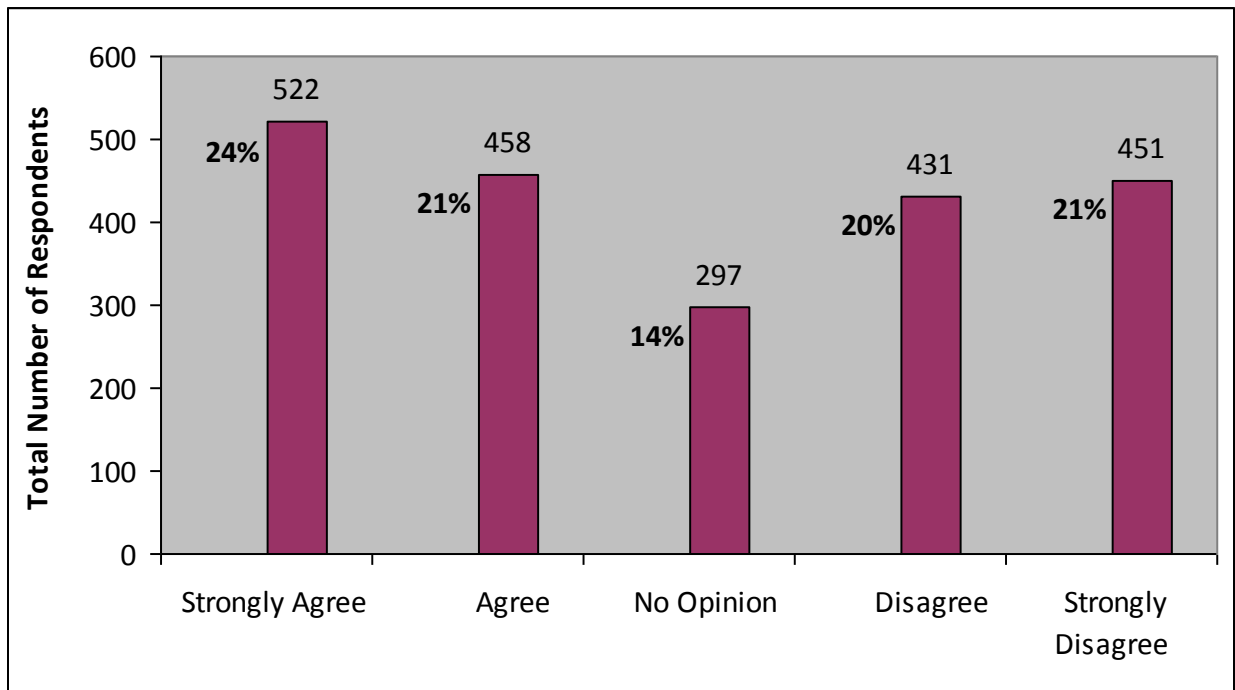
** The above graph is based on a total survey response rate of 2159 from parent, student and employee stakeholder groups.

Question 8: The length of lunch time at elementary schools (45 minutes) is satisfactory.



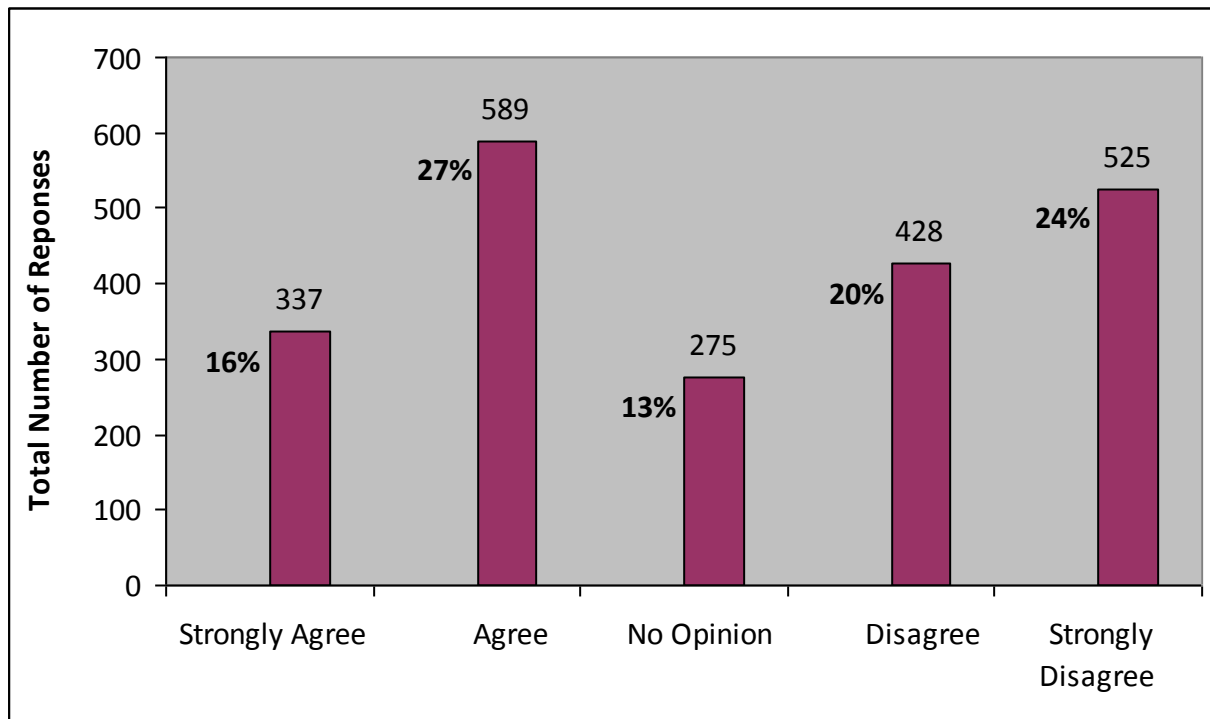
** The above graph is based on a total survey response rate of 2159 from parent, student and employee stakeholder groups.

Question 9: The 10 district closure days are beneficial/helpful for me.



** The above graph is based on a total survey response rate of 2159 from parent, student and employee stakeholder groups.

Question 10: Many school districts (including three schools in the Lower Mainland) have adopted a balanced school calendar. In a balanced school calendar students attend school throughout the year with regular holiday breaks between terms. For example, students might go to school for four ten week terms with three or four weeks of holidays between each term. I support the idea of the Vancouver School Board exploring a balanced school calendar.



** The above graph is based on a total survey response rate of 2159 from parent, student and employee stakeholder groups.

Conclusion

Based on the overall results of the survey, it appears that the general consensus is supportive of the Local School Calendar 2010/2011. Results of the survey indicate that **35%** of individuals are supportive of continuing the models of the current (2010 – 2011) Local School Calendar; see Question 4 in the Results section. In addition, **24%** of individuals surveyed ‘strongly agree’ that the 10 district closure days are beneficial/helpful for me; see Question 9 in the Results section. Interestingly, **27%** of individuals surveyed also ‘agreed’ to support the idea of the Vancouver School Board exploring a balanced school calendar; see Question 10 in the Results section.

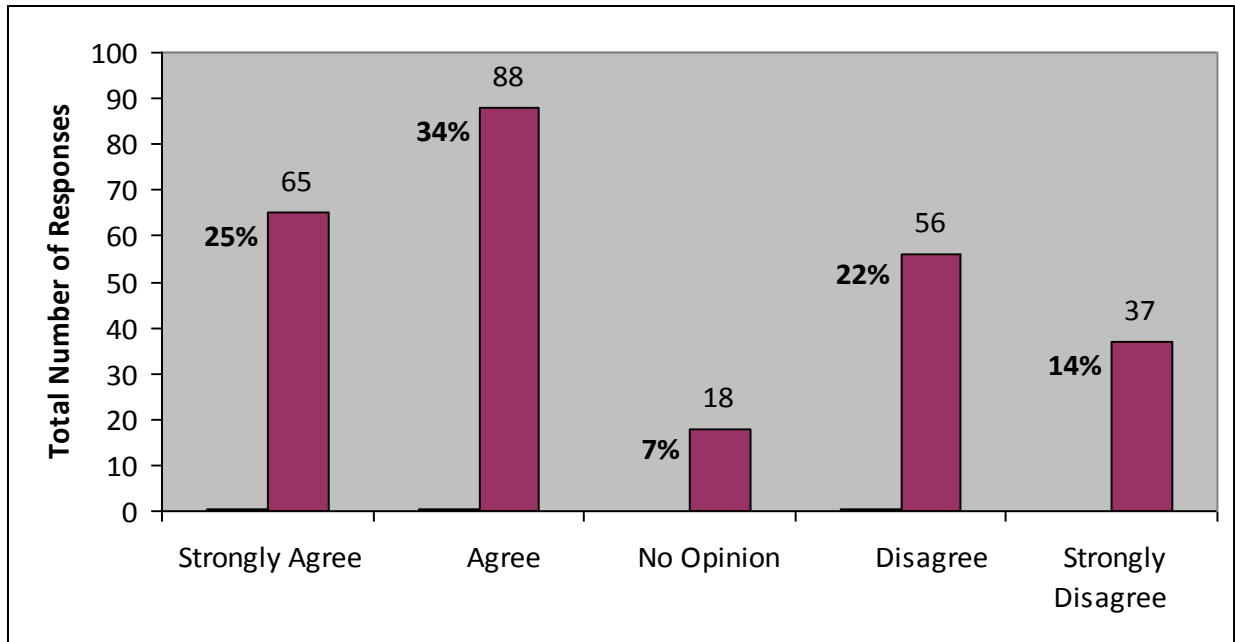
Although the general consensus is supportive, it is important to take into account that the individuals surveyed represent 6.4% of the entire parent/guardian population and 7.7% of the entire employee population (excluding VESTA members). Due to a high attrition rate, a benchmark of 10% of each stakeholder group was unattainable even with a high cohort selection of 25%.

Note: Interpretation of the data results is solely based on the author’s analysis and is not representative of any stakeholder group.

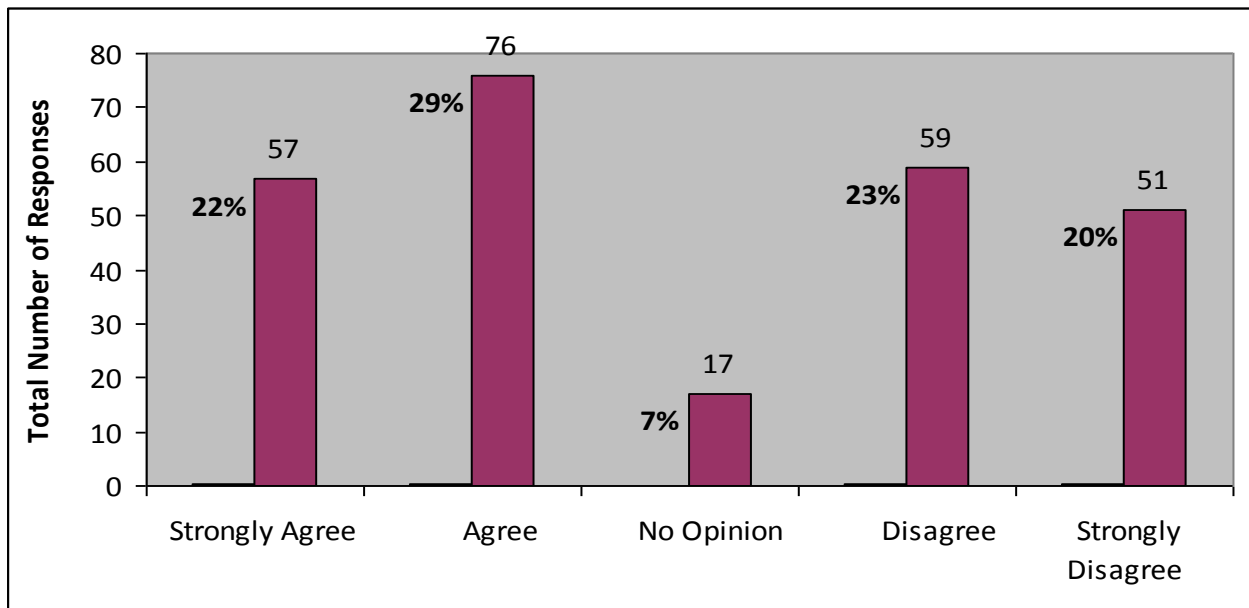
Appendix A

The following represents results of the paper-copy surveys available in schools throughout the district. A total of **260** parents/guardians responded of which **237** were elementary parents and **23** were secondary parents.

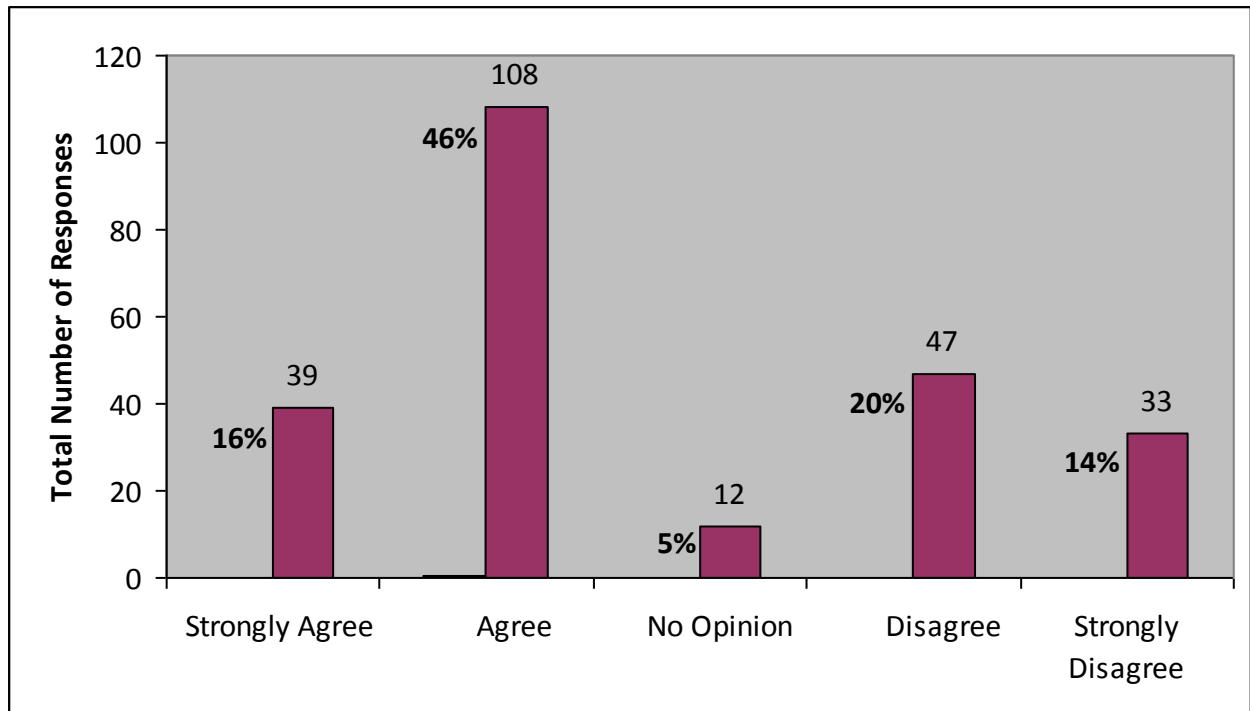
Question 1: I support the idea of continuing the model of the current (2010 – 2011) Local School Calendar.



Question 2: The addition of extra minutes of instruction each day (16 minutes for elementary, 17 minutes for secondary) compensates for 10 fewer days of instruction.

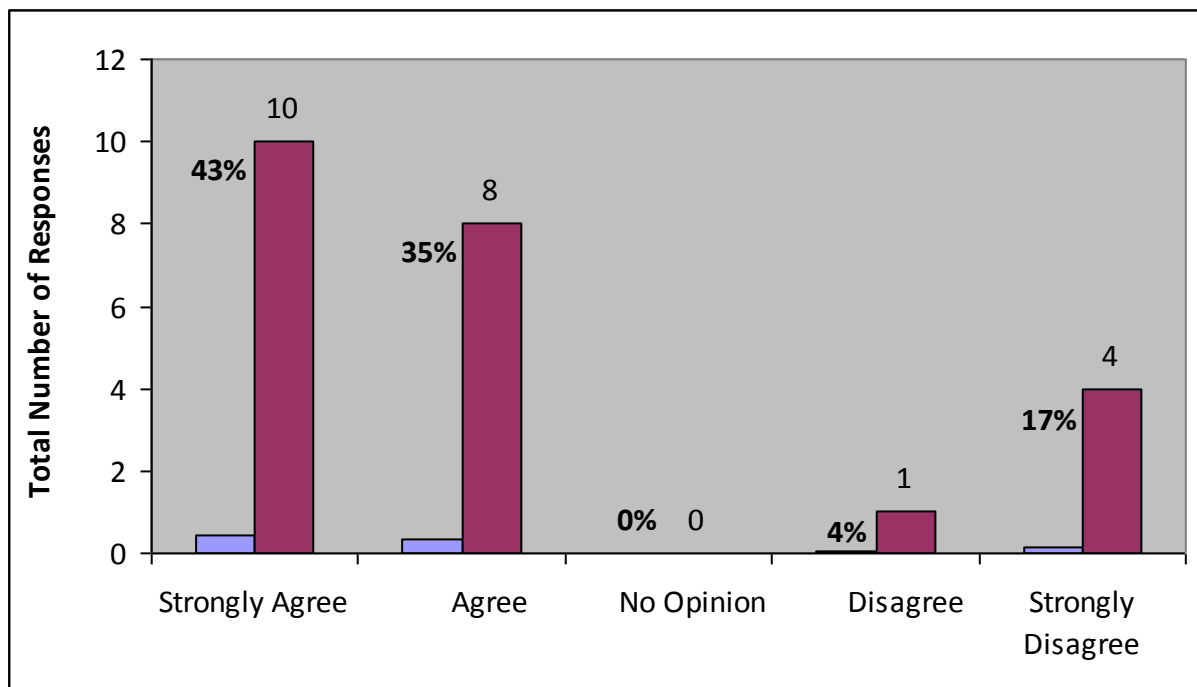


Question 3: The length of the lunch time at elementary schools (45 minutes) is satisfactory.



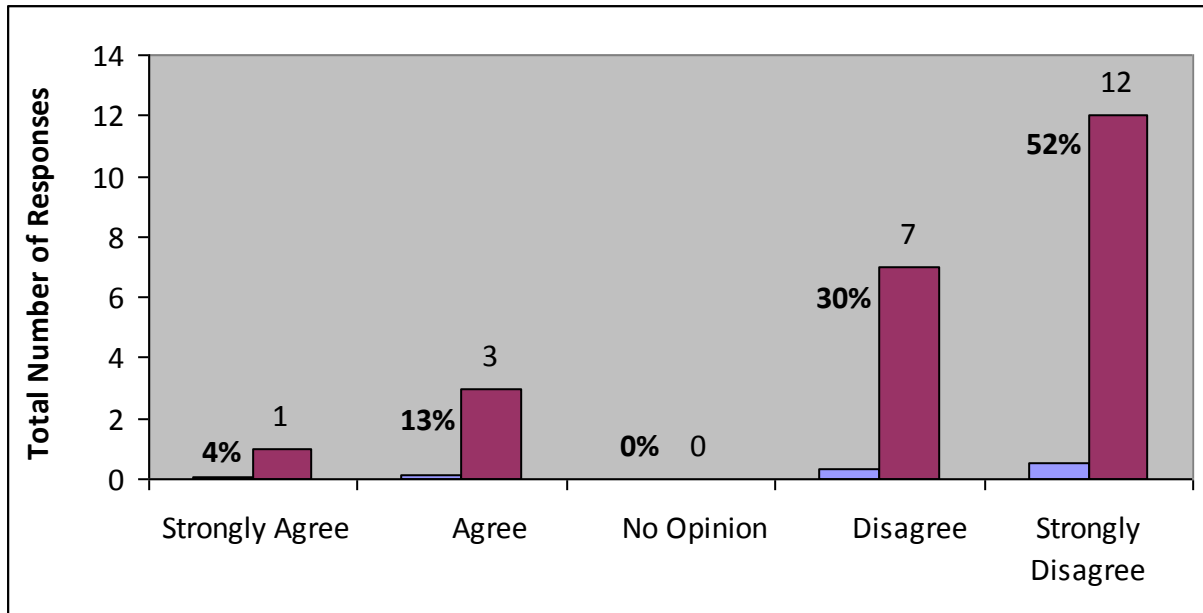
**Responses are based on elementary parents/guardians only.

Question 4: The length of the lunch time at secondary schools (45 minutes) is satisfactory.



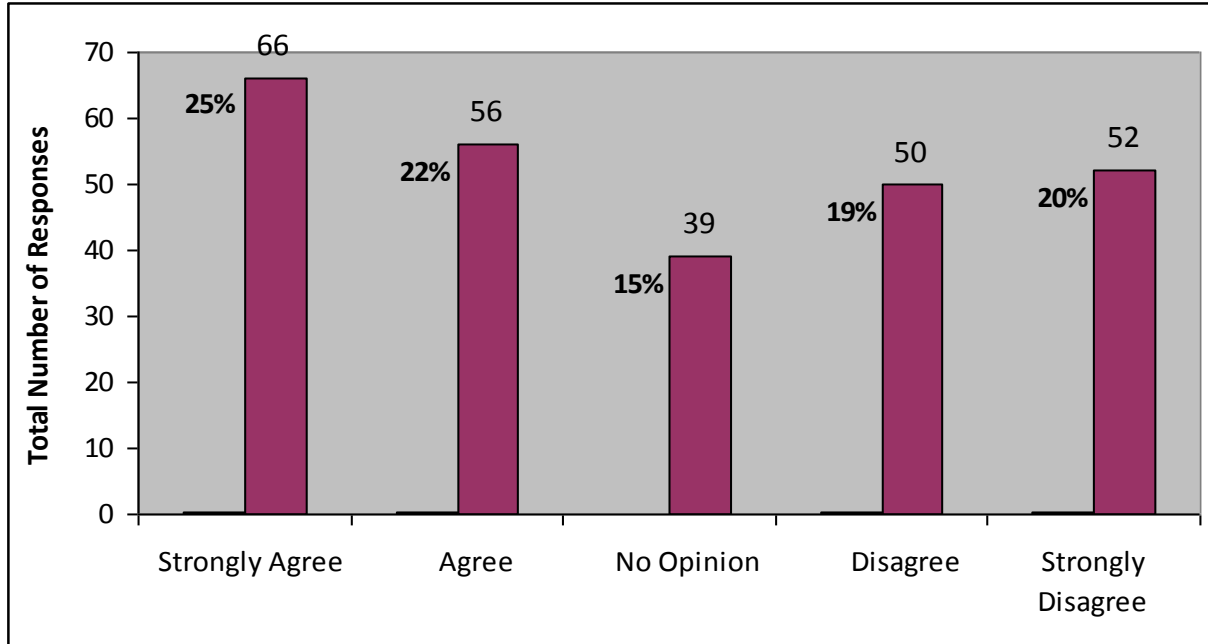
**Responses are based on secondary parents/guardians only.

Question 5: Currently secondary school classes begin at 8:35 a.m. and end at 3:07. Classes at secondary schools should start later and classes end later.



**Responses are based on secondary parents/guardians only.

Question 6: The 10 district closure days are beneficial/helpful for me.



Question 7: Many school districts (including three schools in the Lower Mainland) have adopted a balanced school calendar. In a balanced school calendar students attend school throughout the year with regular holiday breaks between terms. For example, students might go to school for four ten week terms with three or four weeks of breaks between each term. I support the idea of the Vancouver School Board exploring a balanced school calendar.

