

**Minutes**  
**May 18, 2011**  
**Calendar Committee**

Handouts: Agenda, survey results, survey summary, draft calendars for 2012/2013

In attendance: Debbie Backus, Mary Blair, Mark Bruno, Debbie Carpenter, Todd Engels, Jill Fellman, Linda Forrester, Corinne Gray, Debbie Hamlin, CJ Hendrickson, Kailee Himes, Rob Hoover, Lynn Huizing, Pam Lindquist, Julie Plautz, Susan Settanni, Wendy Woodland

Not in attendance: Phyllis Albritton, Tonya Aultman-Bettridge, Linda Bravdica, Linda Choun, Mike Jagel, Alec Kochmann, Lisa Ritchey, Dave Ruppert, Joe Selvidio, Erin Settje

Guests:

Lynn Setzer, Communications Services  
Lorie Hirose, Communications Services  
David Bell, Human Resources  
Norm Alerta, Assessment and Research

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**Welcome and Reconnect**

Joyce Joyce reviewed the agenda and discussed the group work they would be doing. She explained that the 2012/2013 approved calendar would guide the work for the following two-year calendars.

She further talked about the great deal of time spent listening together now it was time to bring the learning together.

Joyce thanked Norm Alerta and the Assessment office for pulling together the survey data so quickly. The data is ready for the committee to review at today's meeting.

**Review Survey Data**

Joyce asked the committee to work in 3-cross representation groups to review the survey results and discuss the following questions:

1. What stands out for you?
2. How might the data support the decision we will be making today?
3. What other ways might we use this data to be helpful to our work?

Some of the thoughts were:

- Data supports conversations we've been having all along

- The current calendar or something like that is what we need to be mindful of
- 77% of people who took survey are happy with the current calendar - End as close to Memorial Day as possible - Get as close to Labor Day as possible.

The committee agreed that the goal now is to get as close to the current calendar as possible.

### **Approve 2012/2013 Calendar**

Joyce referenced the DRAFT 2012/2013 calendar currently 'on the table' developed at the April 5<sup>th</sup> meeting. It included changes recommended by The Chief Academic Officer and the Assessment department. The changes were based on the effective use of professional development days and the best times for reviewing data. The changes were:

1. Move non-student contact day from May 31, 2013 to August 10, 2012
2. Moved October 19, 2012 to October 12, 2012 to better review Acuity data
3. Move to only one nonstudent contact day in April, which would be April 19 and move the second non-student contact day in April to January 8, 2013.

The committee met in their groups to discuss/agree on the recommended changes to the draft 2012/2013 calendar. Joyce suggested that the committee use the 'Fist of Five' process to reach consensus. (5 fingers = totally agree, 4 fingers = agrees, 3 fingers = willing to support, 2 fingers = do not agree but will not openly seek alternative calendar, 1 finger = will openly seek alternative calendar) The committee ***agreed by consensus*** to the changes 1, 2 and 3 above.

The committee further discussed:

1. A start date of August 17<sup>th</sup> vs. August 16<sup>th</sup>
2. Two student contact days in November
3. A student contact day on Dec 21<sup>st</sup>

Using 'Fist of Five', the committee agreed to vote on items 1, 2 and 3 above. ***By consensus***, the vote did not pass and the recommendation for the 2101/2013 calendar would be as:

- August 16<sup>th</sup> start date
- A teacher comp day would remain on November 19<sup>th</sup>
- A non-student contact day would remain on December 21<sup>st</sup>

## **Group Work - 2013/ 2014, 2014/2015 Calendars:**

Using the 2012/2013 calendar as a template, the committee met in groups to review the 2013/2014 and 2014/2015 calendars.

They discussed:

- As the holiday shifts each year the start date also shifts
- The need to keep the day before winter break a teacher work day
- The perception of starting school on a single digit day vs. a double digit day
- Communication to parents needs to be clear that the committee attended to the following concerns:
  - that holidays shift each year
  - Winter Break drives the shifting of start date
  - teachers felt 5 full days of professional development in August was too much
  - start as close to the middle of August as possible

The following points were discussed to give to the Communications department for an effective communication to students, staff, parents and community

- The data guided the work
- The calendar was driven by the number of days we are not allowed to change due to mandates
- The calendar was greatly deliberated on in many different perspectives and with the stakeholders in mind
- The calendars required effort and compromise
- The committee had multiple representations
- Be clear about the role of the nonstudent contact days that also drive the calendar

To reach consensus on the 2013/2014 and 2014/2015 calendars...the committee voted using the 'Fist of Five.' The 2012-2015 calendars would be submitted to Dr. Stevenson for approval and then submitted to the Board of Education for final approval.

## **Determine Next Steps**

Joyce Joyce opened discussion on part 2 of the charge to the Calendar Committee, which is: to make a recommendation related to the amount of time in the school year and the use of instructional time for students and staff. She asked “Is this group (calendar committee) the right group to attend to part 2”

Using a Fist of Five....the committee agreed that it is not the right group to address part 2 but 10 members indicated they would assist with a different committee. Joyce Joyce agreed to communicate this outcome to Dr. Stevenson and would also recommend that this committee get first chance to serve on the committee.