

NANAIMO LADYSMITH PUBLIC SCHOOLS  
EDUCATION COMMITTEE  
PUBLIC MEETING  
ACTION SHEET

DATE: December 7, 2022  
TO: Education Committee  
FROM: Laura Tait, Deputy Superintendent  
SUBJECT: Local Three-Year Calendar

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**Recommendation:**

***The Education Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) make the attached three-year draft Local School Calendar for 2023/24, 2024/25 and 2025/26 available to the public for 30 days utilizing the consultation process as per Board Governance, Section 1, 2.17 and to report back at the February Education Committee meeting with recommendations.***

**Information**

Under the *School Act*, Boards have the authority to set calendars for the schools in their districts, following consultation with parents and Board employees. Once this is complete, Boards submit their proposed calendars to the Ministry of Education and Child Care for review.

The Ministry sets the minimum number of instructional hours under the School Calendar Regulation, but it is up to Boards to determine the following, subject to the applicable legislation:

- the beginning and the end of the school year
- the length of school days
- the number of non-instructional days
- the timetable

Boards are required to submit their calendars to the Ministry of Education and Child Care for review and may submit calendars for up to 3 consecutive years at one time. A Board must, in accordance with the regulations, prepare a school calendar for each school in its school district for each school calendar year. Each school calendar should cover the school year and, where the school calendar is not based on the school year, it must cover a period of 12 consecutive months. The school calendar must cover a period of more than 12 consecutive months, if necessary, to ensure that it applies immediately on the expiration of the previous school calendar. This means that for the majority of school districts, 2022/23 school calendars will begin on July 1, 2023.

School calendars must include all of the information prescribed by the Minister and may include variations for one or more groups of students in a school, and may include any other information that the board considers necessary.

School calendars are submitted using forms prescribed by the Ministry and must be received no later than March 31, 2023. This means that the school calendars must be made available to the parents of the schools and employees of the board assigned to the schools, for feedback, at least one month before March 31, 2023.

Under the School Calendar Regulation, the following information is prescribed for a school that is not a distributed learning school:

- the number and dates of the days in session;
- the number and dates of each day of instruction;
- the vacation periods and the dates of statutory holidays;
- the dates of each non-instructional day;
- the number of hours of instruction offered to students in each grade.

The following information is prescribed in respect of a school calendar for a distributed learning school:

- the number and dates of the days in session;
- the dates on which the principal, vice principals, directors of instruction and teachers of the school are available for instruction;
- the vacation period and the dates of statutory holidays.

A Board may amend a school calendar made available to the public, if the amendment is necessary. Such amended school calendar must be made available to the public within 30 days of the amendment.

The following are the prescribed minimum hours of instruction that a board must offer to students enrolled in the schools in its school district:

- (a) 853 hours of instruction for students in kindergarten;
- (b) 878 hours of instruction for students in grades 1 to 7;
- (c) 952 hours of instruction for students in grades 8 to 12.

There are no prescribed minimum hours of instruction that a board must offer to students enrolled in a distributed learning school.

### Background

In December 2019 the Board of Education formed an advisory ad hoc local School Calendar Committee to develop and recommend a local school calendar to the Education Committee and Board of Education.

The School Calendar Committee has met on 5 occasions to create a three-year local school calendar to begin in 2023/24 school year. The recommendations from the School Calendar Committee were brought forward to the Joint Professional Development Committee for discussion early fall 2022.

## Discussion

Considerations for the placement of spring/winter breaks and non-instructional days include:

- Balancing the needs of families with the need for supportive professional development structures; meaning that some Pro D days are back to back and some are single days
- Consideration for Statutory Holidays
- Alignment with neighboring districts

The following are the types of non-instructional days:

- **School-based Pro D Days (3):** All teachers (and sometimes CUPE) are at the school learning together; NDTA purview.
- **District Pro D Day (1):** A Pro D Day that is organized by the NDTA Pro D Committee, where all teachers gather at one school to learn together; NDTA purview.
- **Provincial Specialist Association (PSA) Day – BCTF (1):** All teachers have the option of attending events offered by various provincial teacher associations; those teachers not attending a PSA gather at one place to learn individually or in small groups; BCTF chooses this date every year; NDTA purview.
- **Curriculum Implementation Day (1):** All teachers (and sometimes CUPE) focus on the same topic as prescribed by the Ministry of Education & Child Care; District purview
- **Administrative Day (1):** All staff are at their school sites focusing on myriad administrative topics; Principal purview.

CUPE Pro D Days/Non-Instructional Days (4) fall on the same dates as NDTA Pro D Days.

Professional learning is paramount to teacher practice. Research, technology and practice often change at a fast rate. Educators need to stay abreast of wise practices in education to best serve the students in their care. Educators model a growth mindset, when they themselves are students with their own learning.

## Spring Break

The current Letter of Understanding – Two Week Spring Break is in place for the 20-21, 21-22 and 22-23 school years. The Calendar Committee has proposed a two-week Spring Break for the next three years. This proposal needs to be negotiated separately with the NDTA. These negotiations are currently in progress. The Calendar Committee is also prepared to make a recommendation of a one-week spring break, if necessary.

In accordance with the *School Act* and based upon discussions with the Joint Professional Development Committee, the School Calendar Committee is recommending the attached three-year Local School Calendars beginning in 2023/24.

### Next Steps

Should the Education Committee recommend above motion for Board approval, and once passed by the Board, the draft calendars will be available to the public for 30 days utilizing the consultation process as per Board Governance, Section 1, 2.17. Staff will report on community feedback at the February Education Committee meeting together with a recommendation for the local three-year calendars.

It should be noted that the calendar will likely have to be amended late spring to recognize September 30, the National Day for Truth and Reconciliation. We are still awaiting direction from the Ministry of Education and Child Care as to how this day will be commemorated in future years.

### Appendix A: Draft Local Three-Year Calendars for 2023/24, 2024/25 and 2025/26

