

Board Meeting of  
September 30, 2015

TO: Board of Education

FROM: Randall Booker, Superintendent  
Song Chin-Bendib, Assistant Superintendent, Business Services

SUBJECT: **REVIEW 2016-2017 INSTRUCTIONAL CALENDAR DEVELOPMENT  
PROCESS**

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I. **SUPPORT INFORMATION**

The Instructional Calendar is a negotiated “working condition” as included in the collective bargaining process between the District and Association of Piedmont Teachers (APT). As part of the Interest Based Bargaining (IBB) process the calendar is negotiated separately from the annual openers each year. The current Collective Bargaining Agreement (CBA) is in force through June 30, 2016, but discussion of the 2016-17 Instructional Calendar has begun.

Although subject to negotiations, the District and APT gives consideration to input from CSEA and parents. Parents and students (grades 6-12) have an opportunity to provide input on the 16-17 Instructional Calendar by participating in the following surveys:

Parent Survey: <https://www.surveymonkey.com/r/BGXCM8S>

Student Survey: <https://www.surveymonkey.com/r/NHC6G65>

As of Friday, September 25<sup>th</sup>, the parent survey has 572 responses and the student survey has 200 responses. We encourage all parents and students to participate in the survey. On Thursday, October 1<sup>st</sup>, the District will send a reminder to all parents and students (grades 6-12) to participate. The survey will close on October 6<sup>th</sup>.

The Instructional Calendar includes setting the first and last day of school for students, non-school days for students that are either vacation or designated professional development days for staff. The setting of the semester length, report card grading periods, minimum days, conference days, and testing schedules are not subject to negotiations and are set after the Instructional

Calendar is voted and approved by the APT membership and the Board of Education.

The Instructional Calendar has strict requirements from the State that must be addressed:

- 180 school attendance days – a day must be at least 325 minutes to count as a day. Funding from the State is calculated based on the attendance rate of students on the designated 180 student days in the calendar.
- Each grade level must also offer a specified total minimum number of minutes in the 180 days.
- Each grade level at each school must offer the equal amount of total minutes in the school/District (e.g., all third grades in each of the three elementary schools must offer same total minutes per year).
- Prescribed holidays included as part of the calendar with some flexibility when scheduled, except November 11, which is an “immovable holiday” and must be a non-school day if falls between Monday and Friday.
- Per local agreement, the APT base work year of 185 days that includes 180 student days, 3 professional development days and 2 work days.
- The start and end of the school year varies in districts throughout the State. Recent discussions have included the possibility of setting a calendar that allows for the semester to end prior to the traditional winter break at the end of December that goes through the beginning of the New Year.

It is important for staff, community and parents to understand the rationale that supports this calendar as a consideration. The start and end of the school year has a direct effect on the schedule of holiday/breaks through out the school year to meet State requirements and District agreements. In addition to the State and local requirements, the Instructional Calendar is designed to support students by considering the following factors that affect all:

- A schedule that supports optimal learning and long-term retention of academic material for students in grades pre-K through grade 12.
- Balance of student workload and high stakes stressors (e.g., testing and college applications).
- Balance of work/school/family time for students, parents, and staff.
- Decision timeline that allows for planning for staff and families.
- Professional development schedule that supports teaching and learning.

The timeline is for APT to vote in October and to bring it to the Board for consideration at the Board meeting either on October 28, 2015 or November 10, 2015.

The purpose of the discussion this evening is to provide the community with an opportunity to provide input for consideration.

## II. **RECOMMENDATION: REVIEW**

Review 2016-17 Instructional Calendar development process.