



# Central Okanagan Public Schools MEMORANDUM

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**Date:** March 5, 2020  
**To:** Board of Education  
**From:** Kevin Kaardal, Superintendent of Schools/CEO  
(Prepared by Bob McEwen, Executive Director of Human Resources)

## **Action Item: 2020-2021 School Calendar**

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### **1.0 ISSUE STATEMENT**

On November 8, 2012, Bill 36, the School Amendment Act (School Calendar Regulation) was passed by the government of British Columbia. Bill 36 outlines regulations which eliminate the standard school calendar. The new regulation is intended to provide more flexibility for Boards of Education to offer more creative scheduling options to better meet the needs of the students.

### **2.0 RELEVANT BOARD MOTION/DIRECTION**

As per Board Policy 715 - Consultation with Partners in Education, and section 87.01 (7) of the School Act, the Board of Education is to take into consideration all partner group input in order to make a decision on the school calendar for the 2020-2021 school year.

### **3.0 BACKGROUND**

Previous to Bill 36, the School Act provided the framework in which the annual school calendar would be established. The School Act recognized a Standard School Calendar and the opportunity for school districts to develop a Local School Calendar. Over the past many years, the Central Okanagan Public Schools has deviated from the Standard School Calendar and has adopted a Local School Calendar while meeting the total number of instructional hours for students as outlined in the School Act. With the enactment of Bill 36, and to meet the requirements of Board Policy 715, the Calendar Committee met on three occasions (December 3, 2019, February 4, 2020, and March 3, 2020) to expedite the review of the calendar proposed for the 2020-2021 school year.

### **4.0 POINTS FOR CONSIDERATION**

For the 2020-2021 school year, the School Act prescribes:

1. A minimum hours of instruction must be offered for:
  - Kindergarten 853 hours
  - Grades 1-7 878 hours
  - Grades 8-12 952 hours
- *Note: The minimum hours requirement is lower for Kindergarten students to allow for the gradual entry process at the beginning of each school year.*

2. School Calendars must:

- Provide the number and dates of the days in session;
- The number and dates of each day of instruction;
- The vacation periods and the statutory holidays;
- The dates of each non-instructional day; and,
- The number of hours of instruction offered to students in each grade group (per year).

3. Consultation must:

- Provide opportunities for parents of students enrolled to provide input; and,
- Provide representatives of employees to provide input.

A Board must make public a proposed school calendar one month before submitting it to the Ministry of Education. During the consultation period, a Board must provide parents and employees the opportunity to comment on the proposed calendar. The proposed calendar was circulated to the community on February 3, 2020. The 2020-2021 school calendar must be submitted to the Minister of Education by March 31, 2020.

A Calendar Committee, with partner groups, was established with the following mandate:

- To consult with all partner groups on a proposed local school calendar for 2020-2021; and,
- To provide partner group information to the Board of Education for consideration when determining the 2020-2021 school calendar.

The following information regarding the proposed 2020-2021 local school calendar was provided by the partner groups:

- COPAC: In support of the proposed 2020-2021 school calendar. All schools were provided with an information letter which was sent to the community inviting input through the online survey.
- COTA: In support of the proposed 2020-2021 school calendar. Teachers were invited to complete an online survey.
- CUPE: Not in support of a two-week spring break (letter attached). CUPE members were invited to complete an online survey.
- COPVPA: In support of proposed calendar. Principals and Vice-Principals were invited to complete the online survey.

Most partner groups were in agreement to support the adoption of the Local School Calendar as proposed. CUPE does not support the proposed School Calendar due to the lost wages for 10 month employees that result from the additional one week layoff at spring break. CUPE expressed concern for the potential financial hardship on the single parent families and increased daycare expense. As in previous years, there are funds available to compensate clerical staff to perform meaningful work at their facility during the second week of spring break. The savings by having a two week spring break is estimated at approximately \$670,000 for 2020-2021.

Partner groups, parents and guardians, and community members were invited to participate in a four-question survey with the following results:

	Oppose or Strongly Oppose	Support or Strongly Support	Responses
To what degree do you support the continuation of a two-week spring break?	%	%	number
Parents/Guardians	26.43	73.57	551
CUPE	18.45	81.55	273
COTA	0.3	99.7	334
Administrators	0	100	68
Community Members/Others	6	94	15
To what extent do you support returning to a one-week spring break?	%	%	number
Parents/Guardians	61.28	38.72	551
CUPE	71.69	28.31	273
COTA	98.19	1.81	334
Administrators	100	0	68
Community Members/Others	94	6	15
To this point, a one-year calendar has been proposed. To what extent do you support the planning of a multi-year calendar to support planning over multiple years?	%	%	number
Parents/Guardians	18.03	81.97	551
CUPE	19.85	80.15	273
COTA	25.15	74.84	334
Administrators	2.94	97.06	68
Community Members/Others	26	74	15
To what extent do you support a non-instructional day with a holiday long weekend?	%	%	number
Parents/Guardians	9.98	90.01	551
CUPE	13.34	86.66	273
COTA	12.38	87.62	334
Administrators	8.82	91.18	68
Community Members/Others	6	94	15

## 5.0 OPTIONS FOR ACTION

1. Adopt the 2020-2021 Local School Calendar as proposed.
2. Propose an alternate recommendation for further consideration.

## 6.0 FOLLOW-UP/REVIEW

This is an annual process of consultation. Due to the change in timeline outlined in Bill 36, the cycle of review for the 2021-2022 school year will begin in September 2020. In addition, because of the overall data indicating the support of a multi-year calendar, the Committee will have a mandate to consider this for 2021-2022 for a two or three year calendar proposal submission to the Board of Education.

## **7.0 SUPERINTENDENT OF SCHOOLS/CEO'S COMMENTS**

The Superintendent of Schools/CEO recommends that the Board of Education adopt the Committee's proposed School Calendar for 2020-2021. The additional week of spring break saves the District approximately \$670,000. In addition, CUPE's objection to the two week spring break has centered on the economic impact to a relatively small number of employees. Survey results indicate that 81% of CUPE members surveyed favour the two week break.

The district does have opportunities for an additional week of meaningful work for some 10 month employees.

Over the past sixteen years that a two week spring break has been in place, community programs have developed to support parents in childcare such as sports camps, UBC/OC children's programs, and other week long community camps.

## **8.0 RECOMMENDATION**

**THAT: The Board of Education adopt a Local School Calendar for the 2020-2021 school year as identified in the attached calendar proposal and make the calendar available to the District and the Ministry of Education by March 31, 2020;**

**AND THAT:**

- 1. The Superintendent of Schools/CEO direct school Principals, in consultation with staff and parents, to establish a site-based calendar for the 2020-2021 school year.**
- 2. In establishing such calendars, principals must:**
  - a. Conform to the School Act and Regulations, applicable Collective Agreements, and School District No. 23 (Central Okanagan Public Schools) Board Policy.**
  - b. Schedule school parent/teacher conference times.**
  - c. Schedule their school's calendar and bell schedule.**

## **9.0 APPENDIX**

1. School Calendar Regulations
2. Letter Representing Partner Group Input: CUPE Local 3523
3. 2020-2021 Draft Local School Calendar Proposal
4. 2020-2021 Draft Calendar Table

## SCHOOL CALENDAR REGULATION

**Authority:** *School Act*, R.S.B.C. 1996, c. 412, ss. 87.01, 87.02 and 168.02

B.C. Reg. 314/12.....	Deposited November 8, 2012
Amended by B.C. Reg. 203/2015.....	Deposited November 4, 2015
Amended by B.C. Reg. 211/2016.....	Deposited August 3, 2016
Amended by B.C. Reg. 033/2018.....	Deposited February 1, 2018
Amended by B.C. Reg. 138/2019.....	Deposited April 17, 2019

NOTICE: The following regulation is not the official version. To obtain an official version of this regulation please contact Crown Publications, Queens Printer, Telephone (250) 387-6409, Fax (250) 387-1120 or Internet [www.crownpub.bc.ca](http://www.crownpub.bc.ca)

### Application of Regulation

**1** This regulation applies to the school calendar for the 2013/2014 school year and subsequent school years.

### Definitions

**2** In this regulation:

"**Act**" means the *School Act*;

"**day of instruction**" means, in respect of any school, a day in a school calendar year in which students receive instruction in an educational program;

"**days in session**" means, in respect of any school, the days in a school calendar year on which the principal, vice principals, directors of instruction and teachers of the school are scheduled to be available for instructional, non-instructional or administrative activities;

"**non-instructional day**" means, in respect of any school, a day in session in a school calendar year that is not a day of instruction;

"**non-instructional period**" means, in respect of any school, a period of time in a day in session in a school calendar year during which students do not receive instruction.

[am. BC Reg. 203/15, effective Nov 4/15]

### Prescribed minimum hours of instruction

**3** (1) Subject to subsection (3), the following are the prescribed minimum hours of instruction that a board must offer to students enrolled in the schools in its school district in each of the 2017/2018 and 2018/2019 school years:

- (a) 848 hours of instruction for students in kindergarten;
- (b) 873 hours of instruction for students in grades 1 to 7;
- (c) 947 hours of instruction for students in grades 8 to 12.

(2) Subject to subsection (3), the following are the prescribed minimum hours of instruction that a board must offer to students enrolled in the schools in its school district in the 2019/2020 school year and subsequent school years:

## SCHOOL CALENDAR REGULATION

- (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.

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

[en. BC Reg. 203/15, effective Nov 4/15; am. BC Reg. 033/18, effective Feb 1/18 ]

### Prescribed information in school calendars

**4** (1) For the purposes of section 87.01(3) (b) [*school calendar*] of the Act, the following information is prescribed in respect of a school calendar for a school that is not a distributed learning school:

- (a) subject to subsection (3), the number and dates of the days in session;
- (b) subject to subsection (3), the number and dates of each day of instruction;
- (c) the vacation periods and the dates of statutory holidays;
- (d) the dates of each non-instructional day;
- (e) the number of hours of instruction offered to students in each grade.

(2) For the purposes of section 87.01(3) (b) of the Act, the following information is prescribed in respect of a school calendar for a distributed learning school:

- (a) the number and dates of the days in session;
- (b) the dates on which the principal, vice principals, directors of instruction and teachers of the school are available for instruction;
- (c) the vacation periods and the dates of statutory holidays.

(3) A board is not required to include in a school calendar the information described in subsection (1) (a) and (b) if the days are for optional or remedial learning activities scheduled during vacation periods.

### Consultations

**5** (1) For the purposes of section 87.01 (7) [*school calendar*] of the Act, a board must make publicly available a school calendar that it proposes to submit to the minister under section 87.01 (5) or (6) of the Act at least one month before the date the school calendar must be submitted to the minister.

(2) The board must provide an opportunity to

- (a) the parents of the students enrolled in each school to which the proposed school calendar is to apply, and
- (b) representatives of employees of the board assigned to the school

to provide comments to the board with respect to the school calendar made publicly available under subsection (1).

## SCHOOL CALENDAR REGULATION

(3) For certainty, subsections (1) and (2) do not apply in respect of a school calendar that has been amended based on comments previously provided under subsection (2).

### Amending a school calendar

**6** (1) For the purposes of section 87.02 [*school calendar – amendment*] of the Act, a board must make publicly available proposed amendments to a school calendar at least one month before making the amendments.

(2) A board must, as soon as practicable and, in any event, within 30 days of amending a school calendar under section 87.02 of the Act, provide the minister with the amended school calendar.

(3) Subsections (1) and (2) do not apply to a board that reschedules a non-instructional day previously scheduled in a school calendar if the board gives notice of the change to

- (a) the parents of the students enrolled in the school to which the proposed change is to apply, and
- (b) the representatives of employees of the board assigned to the school.

[am. BC Reg. 203/15, effective Nov 4/15; am. BC Reg. 033/18, effective Feb 1/18]

### Form of school calendar

**7** A board must use the school calendar forms published by the minister to

- (a) submit one or more school calendars to the minister under section 87.01 [*school calendar*] of the Act, and
- (b) provide an amended school calendar to the minister under section 6 (2) of this regulation.

### Designation of purpose for non-instructional days and periods

**8** (1) A board must schedule the following in the 2018/2019 school year:

- (a) one or more non-instructional periods totalling 5 hours for the purpose of providing teachers with an opportunity to participate in discussions and activities that develop evidence-based approaches to the implementation of the curriculum documents listed in section 2 and Appendix 1 of the Educational Program Guide Order, M333/99, and
- (b) one non-instructional day for the purpose of providing teachers with an opportunity to participate in discussions and activities that, in the board's opinion, develop evidence-based approaches to one or more of the following:
  - (i) Indigenous education;
  - (ii) implementation of curriculum;
  - (iii) sexual orientation and gender identity;
  - (iv) student mental health.

## **SCHOOL CALENDAR REGULATION**

(2) In each of the 2019/2020, 2020/21, 2021/2022 and 2022/2023 school years, a board must schedule at least one non-instructional day for the purpose of providing teachers with an opportunity to participate in discussions and activities that focus on both of the following:

- (a) enhancing Indigenous student achievement;
- (b) integrating Indigenous world views and perspectives into learning environments.

(3) For certainty, the non-instructional periods referred to in subsection (1) (a) may be scheduled on different days.

(4) For certainty, nothing in subsection (1) or (2) prevents a board from providing an opportunity for parents of students attending schools in the district, other employees of the board and members of the community to participate in the non-instructional day or periods described in that subsection.

[en. BC Reg. 192/13, effective June 28/13; am. BC Reg. 80/14, effective July 1/14; am. BC Reg. 119/15, effective July 1/15; en. BC Reg. 203/15, effective Nov 4/15; am. BC Reg. 211/16, effective Aug 3/16; am. BC Reg. 033/18, effective Feb 1/18; am. BC Reg. 138/19, effective April 17/19]





CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 3523

CENTRAL OKANAGAN SCHOOL EMPLOYEES' UNION

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January 22, 2020

Mr. Bob McEwen  
Director of Human Resources  
Central Okanagan Public Schools  
1940 Underhill Street  
Kelowna, BC V1X 5X7

Dear Mr. McEwen

**RE: 2020-2021 School Calendar**

Further to our discussion at the Calendar Committee meeting, CUPE 3523's position remains that losing pay for the extra week of spring break is a serious hardship for our 10-month members and, thus, we cannot support the extra week of spring break unless School District 23 is willing to support extra minutes per working day to 10-month employees.

CUPE is well aware that the majority of our members who respond to surveys and questionnaires favour the two-week break. We will be encouraging all our members to take the survey. There are many 10-month employees who are single parents and work two or more jobs to support their families. When their children are not in school, parents may be unable to cover the cost of childcare so they can work elsewhere.

CUPE put out a survey a few years ago asking how many of our 10-month employees reach out for food bank help because of 2 weeks' Christmas break, 2 weeks' spring break, and 2 months summer break and over 40% said that they either used the food bank or went to their family members for help during layoffs. This is very concerning for the Union. Many of our 10-month employees are hesitant to voice their opinion about the extra week of spring break as it is popular with teachers, management and 12-month employees.

CUPE 3523 understands that School District 23 saves approximately \$300,000 per school year with the extra week off at spring break. Calculating the savings at a reduced approximation of \$250,000 per year for approximately 19 years, (the number of years the 2 week spring break has been in effect) the total savings to the school district has totaled more \$4,750,000. In previous years, most CEA assignments for middle and secondary schools finished working on the last day of school. In recent years, however, they finish work up to 2 weeks before schools close. This year, for example, many CEAs are laid off on June 19<sup>th</sup> but the last day of school is June 26<sup>th</sup> saving even more money for the district.

Some school districts in British Columbia have added extra minutes to each working day throughout the school year to 10-month employees' hours, allowing them to bank the extra time to cover the extra week of spring break. This eases their financial hardship considerably which CUPE 3523 supports.

The Union formally requests that our members be made whole by either cancelling one week of spring or adding minutes to every day for 10 month employees to cover the extra week of spring break.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Tether', with a long horizontal flourish extending to the right.

David Tether, President  
CUPE Local 3523

# SCHOOL CALENDAR FORM - GENERAL

2020/2021 CALENDAR

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
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27	28	29	30			

NOVEMBER						
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JANUARY						
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31						

MARCH						
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MAY						
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30	31					

AUGUST						
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OCTOBER						
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DECEMBER						
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APRIL						
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JUNE						
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27	28	29	30			

Instructional Non-Instructional Vacation Period Statutory Holiday



Ministry of Education

## CENTRAL OKANAGAN PUBLIC SCHOOLS 2020-2021 School Calendar

DESIGNATION	SCHOOL DISTRICT NO. 23 Local Calendar 2020/2021
Days in session	189 (3 summer Pro Days August 31 - September 2)
Number of days of instruction	182
Number of non-instructional days	7
Schools open	Tuesday, September 8
Administrative Implementation Day	Friday, October 9
Thanksgiving Day (schools closed)	Monday, October 12
Teacher Professional Day	Friday, October 23
Remembrance Day (schools closed)	Wednesday, November 11
Winter vacation period (schools closed)	Monday, December 21 – Friday, January 1
Statutory holiday (schools closed)	Friday, January 1
Schools reopen after Winter vacation	Monday, January 4
Teacher Professional Day (Support Staff In-Service Day)	Friday, February 12
Family Day	Monday, February 15
Spring vacation period (schools closed)	Monday, March 15 – Friday, March 26
Schools reopen after Spring vacation	Monday, March 29
Good Friday (schools closed)	Friday, April 2
Easter Monday (schools closed)	Monday, April 5
Victoria Day (schools closed)	Monday, May 24
Administrative Day (students do not attend)	Wednesday, June 30

The Calendar for 2020-2021 complies with Bill 36 - School Amendment Act (School Calendar Regulation).

The minimum hours of instruction are:

- Kindergarten 853 hours
- Grade 1-6 878 hours
- Grades 7-12 952 hours

Provides the:

- Number and dates of the days in session
- The number and dates of each day of instruction
- Vacation Periods and the Statutory Holidays
- The dates of each Non-Instructional Day
- The number of hours of instruction offered students in each grade group