

**Spring Branch Independent School District  
Agenda Item Information**

**Date of Board Meeting:** August 25, 2008

**Subject:** Request for Approval of the Board's Parameters and Resolution for the  
2009-2010 Calendar Development Process

**Administrator Responsible:**

**Name:** Jennifer Blaine, Ed.D.

**Position:** Associate Superintendent for Curriculum and Instruction

**Purpose of Agenda Item:**

Information only       Action needed       Report

**Additional Information and/or Back-Up:**

Copies of the SBISD 2009-2010 Calendar Committee Parameters and the 2009-2010 Calendar Committee Resolution are included.

# SBISD 2009-2010 Calendar Committee Parameters

## Considerations

### Factor

Factor	Considerations
<b>Top Priority</b>	<ul style="list-style-type: none"> <li>Calendar should be based on what is educationally best for students.</li> <li>School calendar should first and foremost represent what best supports instruction and academic achievement, and then to take into account parent and staff considerations.</li> </ul>
<b>State Law</b>	<ul style="list-style-type: none"> <li><b>Start Date:</b> State Law states that school <b>must</b> begin the fourth Monday in August and <b>no</b> waiver provisions exist.</li> <li><b>Number of School Days:</b> State law requires 180 days, however districts may obtain waivers for up to five fewer days for professional development purposes. SBISD has had 178 days in recent years.</li> <li><b>Number of Teacher Days</b> – State law requires 187 days for teachers – 175 instructional days (minimum) and 12 staff development/prep days (maximum).</li> <li><b>Bad Weather Days</b> -- State law requires two bad weather days included; though the Board recommends four (4) bad weather days, with two (2) in each semester.</li> </ul>
<b>Semesters</b>	<ul style="list-style-type: none"> <li><b>Balancing of Semesters</b> – Number of days in each semester should be fairly close (impact on single semester courses).</li> <li><b>First Semester Exams</b> – Timing of first semester exams (before or after winter break) impacts one semester courses, dual credit courses, graduation/college start for students graduating in December, and potentially college application requirements for first semester grade reporting. Also to be considered are impact on student success on exams and instructional program were exams to be after Winter Break and January enrollment/withdrawal data.</li> <li><b>University Summer School</b> --The start of University summer school sessions is a factor for graduating seniors and teachers who wish to take summer courses. (Example: UT '09 Summer School – June 1 Orientation &amp; Testing. Class begins June 4).</li> </ul>
<b>Professional Development Days</b>	<ul style="list-style-type: none"> <li><b>Timing of Professional Development/Work Days</b> – Professional Development Days should be strategically placed in order to maximize positive impact on instruction, alignment with testing schedules, and appropriate balance throughout the school year.</li> <li><b>Flex Days</b> – Consideration should be given to reducing or eliminating flex days. If flex days remain, consideration should be given to monitoring at campus level, rather than district level.</li> </ul>
<b>Testing Schedules</b>	<ul style="list-style-type: none"> <li><b>Consideration of Testing Days</b> – The calendar design should take into account state TAKS days and other test timing, such as Advanced Placement tests. Also to be considered is whether there should be a holiday or staff development day the week of TAKS testing (i.e. Presidents Day).</li> </ul>
<b>Holidays</b>	<ul style="list-style-type: none"> <li><b>Religious Holidays and National Holidays</b> – The calendar design should consider religious holidays as well as national holidays (Labor Day, Thanksgiving, New Year's Day, MLK Day, Memorial Day, Independence Day).</li> </ul>
<b>Parent Teacher Conferences</b>	<ul style="list-style-type: none"> <li><b>Elementary Parent Teacher Conferences</b> -- Consideration should be given to timing and allocation (half vs full day) for parent teacher conferences. Staff Development days may not be used for conferences.</li> </ul>
<b>Surrounding District Calendars</b>	<ul style="list-style-type: none"> <li><b>Examination of Employee Zip Codes</b> – Consideration should be given to examination of employee zip codes to gain awareness of potential conflicts in spring break/other holidays (impacts substitute costs, teacher conflict with family schedules).</li> </ul>
<b>Student Attendance Data</b>	<ul style="list-style-type: none"> <li><b>Examination of Student Attendance Data</b> – Consideration should be given to examination of student attendance patterns at the start of each semester and in December (for example, how many more students are enrolled the week after Labor Day vs. the first day of school).</li> </ul>
<b>Summer Programs</b>	<ul style="list-style-type: none"> <li><b>Summer Programs</b> – Consideration should be given to timing of summer programs.</li> </ul>

## 2009-2010 Calendar Committee

### Resolution

#### I. Official Designation

The SBISD Calendar Committee will be designated with the responsibility to develop and recommend to the Superintendent an academic calendar for the 2009-2010 school year.

#### II. Purpose and Scope

- A. *Purpose*--The purpose of the Committee is to develop and recommend to the Superintendent an academically sound 2009-2010 SBISD Academic Year Calendar. The Superintendent will review the recommendations of the committee and will in turn make a recommendation to the Board of Trustees.
- B. *Scope*--The Task Force is requested to review current practices of SBISD related to the calendar development process, and be guided by the SBISD Board of Trustees Calendar Parameters. The Committee will have from September, 2008 to December, 2008 to complete its work.

#### III. Membership

Chair of the Committee will be Dr. Jennifer Blaine who will designate up to 40 representatives representative of each elementary feeder pattern and division within the district. The Task Force shall comprise a balanced representation of staff and parents.

#### IV. Meetings and Procedures

- A. The Committee will begin activities during September 2008. The Chair will announce the date, time, and location of each meeting in advance. The Committee recommendations are due to the SBISD Superintendent of Schools by December 1, 2008.
- B. Representatives to the Committee will receive no pay, allowances, or benefits by reason of their service on the Committee.
- C. As part of Calendar development process, the Committee will seek community and staff input in the form of at least one survey and at least one community forum. The Committee will also designate an individual to monitor and respond to community comments received through the [calendar@springbranchisd.com](mailto:calendar@springbranchisd.com) email address.
- D. The Committee will appoint a member to take minutes which will be distributed to the committee and posted together with Calendar FAQs, the Board Parameters and any other pertinent information on the SBISD website.

#### V. Products

- A. A compilation of Committee meeting summaries and summary of survey and/or community and staff input.
- B. One or more recommended calendars for the 2009-2010 school year, together with any related written recommendations provided to the SBISD Superintendent of Schools.

## SBISD 2009-2010 Calendar Committee Charge

### I. Official Designation

The SBISD Calendar Committee will be designated with the responsibility to work collaboratively and cooperatively with the Superintendent, administrative designees, and resource personnel in developing and educationally sound 2009-2010 academic year calendar for recommendation to the Superintendent and, in turn, the Board of Trustees.

### II. Purpose and Scope

- A. *Purpose*--The purpose of the Committee is to develop and recommend to the Superintendent an educationally sound 2009-2010 SBISD Academic Year Calendar. The Superintendent will review the recommendations of the committee and will in turn make a recommendation to the Board of Trustees.
- B. *Scope*--The Task Force is requested to review current practices of SBISD related to the calendar development process, and be guided by the SBISD 2009-2010 Calendar Committee Parameters. The Committee will have from September, 2008 to December, 2008 to complete its work.

The committee should refrain from focus on recommendations regarding specific instructional arrangements and/or educational pedagogy and district policy as the calendar is developed.

### III. Membership

- A. Chair of the Committee will be Dr. Jennifer Blaine who will designate up to 40 representatives representative of each elementary feeder pattern and division within the district. The Task Force shall comprise a balanced representation of staff and parents.

### IV. Meetings and Procedures

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## SBISD 2009-2010 Calendar Committee Charge

### E. **Products**

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- One or more recommended calendars for the 2009-2010 school year, together with any related written recommendations provided to the SBISD Superintendent of Schools.