



CALENDAR DEVELOPMENT COMMITTEE

Terms of Reference

PURPOSE: *“To develop a school year calendar(s) which will be presented to the Board of Trustees for consideration.”*

I Membership

Voting Members

- i) Three (3) Trustees as appointed by the Board at each Organizational Board Meeting – 1 vote each member
- ii) Four (4) representatives appointed by the Alberta Teachers’ Association Local #35 (all levels represented – elementary, middle, multi level, high school) – 1 collective vote
- iii) Three (3) Rocky View Schools School-Based Support Staff Representatives (chosen at the February Support Staff Professional Learning Day) – 1 collective vote
- iv) Four (4) School Council Representatives – Chosen at joint Board/School Council Fall Meeting (all levels represented) – 1 collective vote

Advisory Member

- i) Superintendent of Schools/Designate

Ex-Officio Member

- i) Board Chair

II Meetings

- i) Superintendent of Schools/Designate will function as Committee Chair.
- ii) Meetings will be called by the Superintendent of Schools/Designate.
- iii) Notice of meetings will be sent to each member prior to each meeting by the Superintendent of Schools/Designate.
- iv) Approval of Motions (i.e. calendar(s) for Board consideration): three (3) votes are required for a motion to be approved.

III Remuneration

- i) Trustee representatives as per Board Policy.
- ii) Community representatives as per Board Policy DLD Honorarium and Expenses for Outside Personnel.

IV Mandate

- i) Determine the teacher start date
- ii) Determine the student start date
- iii) Determine the start and length of Christmas vacation
- iv) Determine date location for In Lieu Days (for Parent-Teacher Interviews)
- v) Determine the start and length of Spring/Easter vacation
- vi) Determine length of January / June examination break.
- vii) Determine last day of school year for students
- viii) Determine last day of school year for teachers
- ix) Determine number of, and dates for, Organizational Days
- x) Determine the number of, and dates for, Professional Learning Days required to address the goals of Rocky View Schools Three Year Education Plan.
- xi) Utilizing the aforementioned points create at least 2 draft calendars for each upcoming school year(s) for presentation to Board of Trustees by January 31.

V Next Steps

- i) Presentation of draft calendar(s) to the Board of Trustees by the Superintendent of Schools/Designate.
- ii) Notification to Rocky View Schools educational community of the posted draft calendar(s) and a request for feedback on the calendar(s).
- iii) Board approval of calendar(s) and notification of educational community of calendar(s) by Superintendent of Schools/Designate.