

## PROGRAM AND PLANNING COMMITTEE

**Tuesday, February 7, 2017  
6:00 p.m.  
Grimsby-Lincoln Room**

1. Call to Order
2. Approval of the Agenda
3. Approval of the minutes of November 1, 2016
4. Business arising from the minutes
5. New Business

### INFORMATION SESSION

- Educational Research Committee .....P. MacKinnon
  - Secondary School Program Review for the Current School  
Year 2016-2017.....H. McGregor
  - Secondary School Program Review for for Subsequent School  
Year 2017 – 2018.....H. McGregor
  - Online OSSLT Pilot.....H. McGregor
  - School Year Calendar.....J. Roberto
6. Other business
  7. Adjournment
  8. Next Meeting – Tuesday, March 7, 2017 at 6:00 p.m. – Grimsby-Lincoln Room



**DISTRICT SCHOOL BOARD OF NIAGARA**  
**EDUCATIONAL RESEARCH COMMITTEE**  
**PROPOSAL REPORT AND SUMMARIES**  
**PROGRAM AND PLANNING COMMITTEE**

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**Date:** Thursday, November 17, 2016  
4:00 pm

**Location:** Education Centre  
Fort Erie Room

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**BACKGROUND:**

On Thursday, November 17, 2016 the Educational Research Committee met to review three newly proposed research projects.

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**PROPOSAL #1 Summary**

- a) **Title of Research:** *The 2017 Ontario Student Drug Use and Health Survey* -- Principal Investigator(s): Dr. Robert Mann, Senior Scientist, Centre for Addiction and Mental Health (CAMH)
- b) **Objectives/Rationale/Purpose:** *The Ontario Student Drug Use and Health Survey (OSDUHS) is an ongoing epidemiological study of Ontario students, conducted every two years since 1977 by the Centre for Addiction and Mental health (CAMH). It is the longest ongoing school survey in Canada and one of the longest in the world.*
- c) **Number of Schools:** 2 elementary, 5 secondary, one class per grade per school
- d) **Age of Student Participants:** grades 7-12 (12-18 years old)
- e) **To Commence/Conclude:** November 2016-May or June 2017
- f) **Time Requirements:** about 40 minutes

We, the Educational Research Committee, recommend this research be APPROVED with the following condition(s):

- that the teachers need to be present during the survey.

**APPROVED**

*Recommendation:*

The report of the Educational Research Committee of November 17, 2016 be received.

Submitted by:

Paula MacKinnon  
Ann Kennerly, Chair

**Next Meeting:**  
**February 16, 2017**



**DISTRICT SCHOOL BOARD OF NIAGARA**  
**Secondary School Program Review for the Current School Year 2016-17**  
**Program and Planning Committee**  
**February 7, 2017**

**Introduction and Background**

In accordance with Administrative Procedure 4-3, in the fall of 2016, school data has been gathered by the Superintendents of Area 6 Schools for the District School Board of Niagara working in association with the Student Achievement Leader (9-12). The following summary has been developed, based on this data, to indicate Board-wide trends in the secondary school course offerings for the 2016-17 school year.

**Adherence to Guaranteed Minimum Offerings at School, Program Area & System Levels**

For the current school year, all 19 Secondary schools that were surveyed have demonstrated 100% adherence to the guaranteed minimum course offerings. As well, all five program areas were 100% successful in meeting the minimum requirements for their program area.

**Breadth of Program in DSBN Secondary Schools**

- There is a net decrease of 32 courses across all 19 secondary schools
- Some of the decrease is related to the change/removal of Ministry course codes
- Courses with University, University/College and Academic destinations have the largest overall net decrease in courses running
- There is minimal to no change in the net number of courses running in all subject areas. Canada and World Studies has the greatest decrease (-9) and Science has the greatest increase (+2)

**Statistics of Courses Running in 2016-2017 compared to 2015-2016**

<b>Grade</b>	<b># of Cancellations</b>	<b># of New Courses</b>	<b>Net Difference</b>
9 and 10	7	3	-4
11 and 12	40	12	-28
Total	47	15	-32

<b>Course Destination</b>	<b># of Cancellations</b>	<b># of New Courses</b>	<b>Net Difference</b>
University / Academic / University-College	25	8	-17
College	5	3	-2
Open	14	3	-11
Applied / Workplace	3	1	-2

<b>Course Destination</b>	<b># of Cancellations</b>	<b># of New Courses</b>	<b>Net Difference</b>
Arts	4	1	-3
Business	4	0	-4
Canada & World Studies	12	3	-9
Classical & Int'l Languages	1	0	-1
Computer Studies	0	0	0
English	7	0	-7
French	1	0	-1
Guidance / Career Ed.	2	0	-2
Health & Physical Ed.	2	1	-1
Interdisciplinary Studies	0	0	0
Math	0	0	0
Native Studies	2	2	0
Science	1	3	2
Social Science & Humanities	4	3	-1
Technological Studies	7	2	-5

### **Combined Classes**

- There are a total of 49 newly combined courses this school year, a decrease compared to last year's 94 newly combined courses
- The percentage of newly combined courses in Grades 9 & 10 this year is 31%, compared to 45% from last year
- Arts (18%) and Math (16%) had the highest percentages of newly combined classes for this year
- Almost all of the combined classes consist of students drawn from 2 different grades or destinations
- Only 2 classes across DSBN consisted of students drawn from 3 or 4 different grades or destinations

### **Newly Combined Classes for 2016-17**

<b>Classes by Division</b>	<b># of Combined</b>	<b>% of Combined</b>
Intermediate (Grades 9 & 10)	15	31
Intermediate/Senior (Grades 9-12)	7	14
Senior (Grades 11 and 12)	27	55

<b>Classes by Subject Area</b>	<b># of Combined</b>	<b>% of Combined</b>
Arts	9	18
Business	2	4
Canada and World Studies	3	6
Classical and International Languages	0	0
Computer Studies	1	2
English	3	6
French	4	8
Guidance and Career Education	0	0
Health and Physical Education	3	6
Interdisciplinary Studies	0	0
Mathematics	8	16
Native Studies	0	0
Others	4	8
Science	3	6
Social Science and Humanities	4	8
Technological Studies	5	10

### **School Administrator's View of School Program Needs and Concerns**

The review process provides an opportunity for Principals to express their needs and concerns relative to program and staffing for their individual schools. The most common comments submitted by principals include:

- Concerns at smaller schools with SSTW programming being able to provide enough University (U) and University/College (M) courses for senior students
- A continued increase in the number of combined classes due to enrolment changes
- An increased number of teachers shared between schools is creating scheduling difficulties which is creating conflicts for students who are then having difficulty taking the courses they need

### **Summary**

The 2016-17 courses offered in the secondary schools of the District School Board of Niagara continue to provide a wide range of offerings for students participating in all destination areas. There has been little change in the total number of course offerings, courses in each subject area, courses for each destination and in the number of courses offered in the Intermediate and Senior Divisions. Schools are to be commended for their efforts in maintaining their breadth of program offerings in the face of ongoing declining enrolment to meet their students learning needs.

### **Recommendation**

*“That the Board receive the Secondary School Program Review for the Current School Year”*

Respectfully submitted, Helen McGregor - Superintendent of Education

For further information, please contact Helen McGregor or the Director of Education



**DISTRICT SCHOOL BOARD OF NIAGARA**  
**Secondary School Program Review for Subsequent School Year 2017-18**  
**Program and Planning Committee**  
**February 7, 2017**

### **Introduction**

In accordance with Administrative Procedure 4-3, in the fall of 2016, school data has been gathered by the Superintendents of Area 6 Schools for the District School Board of Niagara working in association with the Student Achievement Leader (9-12). The following summary has been developed, based on this data, to indicate Board-wide trends in the secondary school course offerings for the 2017-18 school year. This Program Review attempts to provide a forecast of the overall program available to students for the next school year across the Board's secondary schools.

### **Detailed Summary of Review**

In the fall of every year, our secondary schools make decisions regarding which courses need to be added to / deleted from option sheets for the following school year. Principals are guided by the Board's *Minimum Course Offerings at School, Program Area and System Levels*, changes to Ministry of Education curricula, as well as by the needs of the students in each school.

#### **Key findings:**

- majority of the increases and decreases are a direct result of new curriculum offerings
- net course offerings will increase minimally for the 2017-2018 school year by a total of 29 courses across the 19 secondary schools
- the change in number of proposed courses in each subject area shows little change
- net number of additional proposed course offerings has increased most significantly for Open level courses

#### **Statistics by Grade: Course Deletions and Additions**

<b>Grade</b>	<b># of Deletions</b>	<b># of Additions</b>	<b>Net Difference</b>
9 and 10	1	8	+7
11 and 12	8	30	+22

#### **Statistics by Course Destinations: Course Deletions and Additions**

<b>Course Destination</b>	<b># of Deletions</b>	<b># of Additions</b>	<b>Net Difference</b>
University/Academic/University-College	7	12	+5
College	0	4	+4
Open	2	14	+12
Applied/Workplace	0	8	+8
Other	0	0	0

## Statistics by Subject Area: Course Deletions and Additions

Subject Area	# of Deletions	# of Additions	Net Difference
Arts	0	4	+4
Business	1	4	+3
Canadian and World Studies	3	6	+3
Classical and Inter. Lang.	0	0	0
Computer Studies	0	0	0
English	0	3	+3
French	0	1	+1
Health and Physical Education	0	4	+4
Interdisciplinary Studies	0	0	0
Mathematics	0	1	+1
Native Studies	0	0	0
Science	0	3	+3
Social Science & Humanities	0	2	+2
Technological Studies	5	10	+5

## Identified Program Developments and Problematic Areas

The following were the most commonly cited comments by principals in the 19 secondary schools as they look at the year ahead:

- Declining enrolment poses a significant problem in maintaining programs in some subject areas and for students pursuing certain destinations
- More staff are teaching outside their main area of expertise
- A growing number of combined/split classes pose challenges for both students and staff
- Smaller school enrollments result in timetable challenges especially when there are many single sections and classes at maximum size
- Increase in teachers shared between schools makes scheduling of courses difficult

## Adherence to the DSBN Guaranteed Minimum Offerings

Based on the data submitted under this Review, there is no reason to doubt that the secondary schools and program areas of DSBN will continue to demonstrate strong adherence to the Board's Policy on Guaranteed Minimum Offerings in the 2017-2018 school year. As a result, students of all destinations will have an appropriate range of course offerings to meet their needs as set out in this Policy.

**Summary**

The proposed 2017-18 course offerings in the secondary schools of the District School Board of Niagara continue to provide a broad range of course offerings for students of all destinations. There has been little change in the total number of proposed course offerings, in the number of proposed courses in each subject area, in the number of proposed courses for each destination and in the number of proposed courses for each of the Intermediate and Senior Divisions. Schools are to be commended for their efforts in maintaining their breadth of program offerings in the face of ongoing declining enrolment

**Recommendation:**

*“That the Board receive the Secondary School Program Review for the Subsequent School Year 2017 - 18”*

Respectfully submitted

Helen McGregor  
Superintendent of Education

For further information, please contact Helen McGregor or the Director of Education





## **DISTRICT SCHOOL BOARD OF NIAGARA**

### **On-Line OSSLT Pilot Update**

### **Program and Planning Committee, February 7, 2017**

#### **Background**

EQAO offered an on-line Ontario Secondary School Literacy Test (OSSLT) pilot on October 20, 2016. DSBN students from all of our secondary schools participated in that assessment. The cyberattack that disrupted the online administration of the OSSLT, meant that not all of our students were able to complete the test. EQAO determined that it would score and report for the following groups of students: 1) students for whom they received complete responses for both sessions one and two and 2) students for whom they received a number of responses and a mix of different question types from both sessions one and two substantial enough to allow for a result to be determined. Students who were not able to access the testing site, who did not have the opportunity to complete the test or who were not successful will still be considered first-time eligible for the regularly scheduled OSSLT in March 2017. In addition, students who attempted the trial will be eligible for the Ontario Secondary School Literacy Course at the principal's discretion. The results for those students who were successful will be included with our results from the March test. The results for these students will not be separately reported on by EQAO.

#### **DSBN Preparation**

The DSBN on-line OSSLT Team, which included IT4Learning, Secondary Curriculum and Special Education, worked collaboratively to prepare, administer and provide post-test analysis for the pilot. Students and staff were well prepared and a large number of students were able to complete the sessions despite the technical disruptions caused by the cyberattack.

#### **DSBN Results**

EQAO shared preliminary results with our schools on January 18, 2017. Students received one of three possible outcomes: "successful", "made an attempt" and "registered". For the "made an attempt" classification, EQAO was not able to differentiate for us which students scored a result of "unsuccessful" and which logged in but did not have sufficient evidence to receive a result. We had 1505 students successfully complete their OSSLT requirement for graduation.

#### **Next Steps**

School literacy teams are currently reviewing each of the students classified as "made an attempt" to see who would be best suited to either re-write the test in March, or enroll in the Ontario Secondary School Literacy Course (OSSLC) to satisfy their literacy graduation requirement. EQAO stated that students classified as "registered" who were present at school on October 20<sup>th</sup>, but unable to log in, may be provided the opportunity to enroll in the OSSLC as well. School teams will identify these students and make a determination as to the appropriateness of the OSSLC for them as well. School literacy teams with the support of the Secondary Literacy Team are using their results to develop school-specific literacy plans moving forward to prepare their remaining students for the pen and paper version of OSSLT occurring on March 30, 2017.

At the system level, we have created letters to assist our schools in sharing the results with their students, parents and guardians.

#### **Summary**

Our students and staff exhibited tenacity, professionalism and perseverance in coping with the technical challenges during the October 20<sup>th</sup> pilot. We are pleased with the success of our students.

#### **Recommendation**

*"That the Board receive the On-Line OSSLT Pilot Update"*

Respectfully submitted,  
Helen McGregor - Superintendent of Education

For further information, please contact Helen McGregor or the Director of Education



## DISTRICT SCHOOL BOARD OF NIAGARA

### Report to Program and Planning Committee Tuesday, February 7, 2017

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#### Elementary and Secondary School Year Calendars 2017-2018

##### **Background:**

The Education Act, *Regulation 304 — School Year Calendar, Professional Activity Days*, sets the requirements for the preparation and submission of school year calendars to the Ministry of Education for approval.

The 2017-2018 calendar provides for 196 possible school days between September 1, 2017 and June 30, 2018. The school year shall include a minimum of 194 school days of which three days shall be designated as professional activity days. In addition, up to four days may be designated by the Board as professional activity days. The remaining school days shall be instructional days. The Boards may designate up to ten instructional days as examination days.

##### **Consultation Process**

School Year Calendar Committee meetings and electronic communication.

##### **The committee members include:**

- JoAnna Roberto, Superintendent
- Scott Anderson, OPC
- Brian Barker, ETFO
- Lisa Etienne, OSSTF
- Julie Hopkin, APSSP
- Brenda Mahoney, CUPE
- Lisa Mooney, PIC
- Melanie Sendzik, SSS
- John Shaw, OPC

##### **Committee members were tasked with the following:**

- Review calendar year information
- Create draft Elementary and Secondary school year calendars
- Vet as appropriate with the groups represented (includes all Elementary and Secondary Principals, Vice-Principals, School Chairs, Parent Involvement Committee and all Federations and Unions)
- Gather feedback
- Vet drafts through Senior Administration
- Consult with the co-terminus Board to achieve alignment

**Note:** Once the Elementary and Secondary School Year Calendar has been approved by the Board and the Ministry, the system will be informed.

##### **Timeline:**

- Program and Planning — February 7, 2017
- Board — February 28, 2017
- Ministry Submission — (on or before) March 1, 2017

## HIGHLIGHTS FROM SCHOOL YEAR CALENDARS FOR 2017-2018

### Professional Activity Days

In accordance with the *Education Act, Regulation 304 — School Year Calendar*, the following seven days have been identified as Professional Activity Days for both elementary and secondary panels for 2017- 2018:

### Elementary Professional Activity Days

- Friday, October 6, 2017
- Friday, November 17, 2017
- Friday, January 19, 2018 - Assessment Report Card Writing
- Friday, February 16, 2018
- Friday, May 18, 2018
- Friday, June 8, 2018 - Assessment Report Card Writing
- Friday, June 29, 2018

### Secondary Professional Activity Days

- Friday, October 6, 2017
- Friday, November 17, 2017
- Friday, February 2, 2018 - Turnaround day
- Friday, February 16, 2018
- Friday, May 18, 2018
- Friday, June 28, 2018
- Friday, June 29, 2018

### Secondary Examination Days

- Semester 1: Friday, January 26 — Thursday, February 1, 2018
- Semester 2: Thursday, June 21 — Wednesday, June 27, 2018

### Board & Civic Holidays

- Labour Day Monday, September 4, 2017
- Thanksgiving Day Monday, October 9, 2017
- Christmas Break Monday, December 25, 2017 – Friday, January 5, 2018
- Family Day Monday, February 19, 2018
- March Break Monday, March 12 – Friday, March 16, 2018
- Good Friday Friday, March 30, 2018
- Easter Monday Monday, April 2, 2018
- Victoria Day Monday, May 21, 2018

### Recommendation:

***"That the report of the Elementary and Secondary School Year Calendars - 2017-2018 be received and approved for submission to the Ministry of Education by March 1, 2017."***

Respectfully submitted by

JoAnna Roberto, Area 1 - Superintendent of Curriculum and Student Achievement (K-8)

Date: February 7, 2017

***For further information, please contact JoAnna Roberto or the Director of Education.***

**DISTRICT SCHOOL BOARD OF NIAGARA**

**PROFESSIONAL ACTIVITY DAYS**

**School Year Calendar 2017-2018**

<b>DATE</b>	<b>PROFESSIONAL ACTIVITY EVENT</b>
October 6, 2017	Elementary and Secondary
November 17, 2017	Elementary and Secondary
January 19, 2018	Elementary – Assessment Report Card Writing
February 2, 2018	Turn-Around Day activities related to promotion / class placement and school growth plan summary
February 16, 2018	Elementary and Secondary
May 18, 2018	Elementary and Secondary
June 8, 2018	Elementary - Assessment Report Card Writing
June 28, 2018	Secondary
June 29, 2018	Elementary and Secondary

# School Year Calendar 2017 - 2018

**Legend** ► **H** - Statutory Holiday Schedule  
**E** - Scheduled Examination Day  
**P** - Professional Activity Day  
**B** - Board Designated Holiday  
☒ Half Day

**ELEMENTARY DRAFT**

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2017					1	2	3	4	7 H	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
September 2017	19							1 H	4 H	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
October 2017	20	1		2	3	4	5	6 P	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
November 2017	21	1				1	2	3	6	7	8	9	10	13	14	15	16	17 P	20	21	22	23	24	27	28	29	30	
December 2017	16							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 H	26 H	27 B	28 B	29 B
January 2018	17	1		1 H	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19 P	22	23	24	25	26	29	30	31		
February 2018	18	1					1	2	5	6	7	8	9	12	13	14	15	16 P	19 H	20	21	22	23	26	27	28		
March 2018	16						1	2	5	6	7	8	9	12 B	13 B	14 B	15 B	16 B	19	20	21	22	23	26	27	28	29	30 H
April 2018	20			2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
May 2018	21	1			1	2	3	4	7	8	9	10	11	14	15	16	17	18 P	21 H	22	23	24	25	28	29	30	31	
June 2018	19	2						1	4	5	6	7	8 P	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P
July 2018				2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
<b>TOTAL</b>	<b>187</b>	<b>7</b>		<b>Note:</b> The 2017-2018 calendar provides for 196 possible school days between September 1, 2017 and June 30, 2018. The school year shall include a minimum of 194 school days of which three (3) days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four (4) extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								

# School Year Calendar 2017 - 2018

**Legend** ► **H** - Statutory Holiday Schedule  
**E** - Scheduled Examination Day  
**P** - Professional Activity Day  
**B** - Board Designated Holiday  
☒ Half Day

**SECONDARY DRAFT**

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2017					1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
September 2017	19							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
October 2017	20	1		2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
November 2017	21	1				1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
December 2017	16							1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
January 2018	14		4	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
February 2018	16	2	1				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28		
March 2018	16						1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
April 2018	20			2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
May 2018	21	1			1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
June 2018	14	2	5					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
July 2018				2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
<b>TOTAL</b>	<b>177</b>	<b>7</b>	<b>10</b>	<b>Note:</b> The 2017-2018 calendar provides for 196 possible school days between September 1, 2017 and June 30, 2018. The school year shall include a minimum of 194 school days of which three (3) days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four (4) extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days																								