



Oak Park Elementary School District 97

260 Madison Oak Park Illinois 60302 ph: 708.524.3000 fax: 708.524.3019 www.op97.org

To: Members, Board of Education
Dr. Carol Kelley, Superintendent of Schools

From: Laurie Campbell, Assistant Superintendent for Human Resources

RE: Calendar Committee Report and Recommendations

Date: February 20, 2019

LHC

The District 97 Calendar Committee, which is comprised of representatives from the district's administration, faculty and staff, met on January 23, 2019. The committee reviewed and made necessary updates to the 2018-2019 and 2019-2020 draft calendars. They also created the draft 2020-2021 calendar. All three calendars are considered draft calendars until May of the final year of each calendar when the Board will take action and officially designate the last day for the school year.

2018-2019 Draft Calendar - The 2018-2019 draft calendar was updated last summer to convert two teacher inservice days to two student attendance days following the approval of the collective bargaining agreement with the Oak Park Teachers Association (OPTA). This change increased the number of student attendance days from the Illinois School Code minimum of 176 to 178 student attendance days.

- Since approval of the updated 2018-2019 draft calendar in June of 2018, District 97 has had to close school on the following dates due to weather:
 - Monday, November 26, 2018, closed for a full day of student attendance due to snow
 - Wednesday, January 30, 2019, closed for a full day of student attendance due to severe cold
 - Thursday, January 31, 2019, closed for a half day of student attendance due to severe cold
- According to the 2018-2019 draft calendar, June 5, 6, 7, 10 and 11 are designated as emergency days to be used in the event that school had to be closed during the middle of the term due to weather or other unplanned purposes. The Calendar Committee and District 97 administration is recommending that two of the emergency days be used to make up for the two full days that school was closed on November 26 and January 30. As a result, June 5th and June 6th will be converted to student attendance days. The administration is recommending that the January 31st half day of student attendance not be made up. Teachers came to work on the afternoon and evening to conduct scheduled parent-teacher conferences.
- The final 2018-2019 calendar reflecting these changes will be brought to the Board for action in May once winter is over.

2019-2020 Draft Calendar - The 2019-2020 draft calendar was approved by the Board of Education last winter prior to the completion of negotiations with the OPTA. The committee updated the 2019-2020 draft calendar to reflect 178 student attendance days and is recommending that June 5th and February 14th be changed from Teacher Institute Days to student attendance days.

2020-2021 Draft Calendar - The committee has completed its work on a proposed calendar for the draft 2020-2021 school year. This proposed calendar complies with the number of student attendance days that are required by the Illinois School Code and the number of staff attendance days from the district's current collective bargaining agreements.

The Calendar Committee created the draft calendar according to the following goals: 1) alignment with District 200's major breaks (Thanksgiving, winter and spring), 2) clustering days of non-attendance whenever possible, 3) balancing the length of trimesters, and 4) placing parent-teacher conferences at a point during the trimester that allows students time to address any performance concerns.

The 2020-2021 draft calendar is also created in alignment with Section 24-2 of the Illinois School Code that addresses holidays and District 97 Board of Education Policy 6:20 School Year Calendar and Day. A school board may hold school or teachers' institutes on some school holidays provided the person(s) honored by the holiday are recognized through instruction conducted on that day. During the review of School Code, the committee learned that School Code lists Good Friday as a holiday and does not allow for school to be in session on this day. The Board will need to hold a public hearing prior to approval of the final calendar in order to hold school on the aforementioned school holidays. The following are some features of the 2020-2021 draft calendar:

- Teacher institute days are scheduled prior to the start of the school year and on elections days in November of 2020 and April of 2021.
- Schools will be closed in observance of Indigenous People's Day on October 12, 2020. District 200 has not made a decision about whether or not school will be in session on October 12, 2020.
- As has been the case for several years, the Calendar Committee is recommending schools remain open on Casimir Pulaski Day and Veteran's Day and that schools close on President's Day instead of Lincoln's Birthday.
- District 200 has established the dates for winter break. The draft 2020-2021 calendar aligns with District 200's winter break.
- District 200 has not established spring break yet. The committee is recommending the third week in March as District 97's spring break. The committee discussed the option of scheduling spring break during the last week in March. This would coincide with Good Friday and would result in one less shortened school week. There is concern that moving to the last week in March may not align with District 200's spring break once it is scheduled.
- District 200 has not established a start date yet for the 2020-2021 school year. The first day of student attendance is on a Wednesday following the same pattern as in the previous two school years.

The Board has requested that all reports address the following questions:

- **Equity:** What are the differential experiences of children by achievement level and by household income? (Could be a slightly different set of categories, for example, single parents, households with an without internet access, etc.) What is being done to achieve equity or balance in other ways?

The committee is presenting a draft calendar more than one year in advance so that all families may be able to plan in advance for days when school is not in session.

- **Communication with key stakeholders:** What is being done/has been done to elicit include feedback/ideas from teachers, parents, older students, administrators, or other key stakeholders. What are the most common concerns and positive comments received and how are they being addressed?

The committee is comprised of teachers from the Oak Park Teachers' Association, school office staff, and district administrators. Prior to starting work on the 2020-2021 calendar, the administration consulted with the Director of Buildings and Grounds to seek input on the start date given the work that needs to be done in the schools in the summer months. Minutes from the Calendar Committee Meeting were shared with the district's Education Council at their February meeting. Information about the District 200 2020-2021 calendar was gathered and provided to the committee for consideration while working on the various calendars.

- **Evaluation and on-going improvement:** What are the goals of this particular activity - how do we know if it is successful or not? What is the plan for measurement of how implementation is going? What "hard" data will be captured and what 'soft' data (impressions, opinions, etc.) will be incorporate? What information (not anecdotes) is available at this stage?

Establishing the calendar is an annual process that involves input from teachers, support staff, administration with final approval by the Board of Education.

- **Resource requirements:** What resources are involved in this implementation/activity? This should include not just direct dollars, but class time, teacher prep/planning time, parental inputs, school facilities drawn from other purposes, etc. How do we reflect on how well they are being put to use, if greater efficiencies are required, or if more resources could profitably be devoted to the activity?

Establishing the calendar does not require any additional resources or preparation time.

Oak Park School District 97 School Calendar For 2018-2019 - Updated 02/20/2019

July							Total
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	0
8	9	10	11	12	13	14	0
15	16	17	18	19	20	21	0
22	23	24	25	26	27	28	0
29	30	31					0
Total							0

August							Total
S	M	T	W	T	F	S	
			1	2	3	4	0
5	6	7	8	9	10	11	0
12	13	14	15	16	17	18	0
19	TI	TI	(22)	23	24	25	3
26	27	28	29	30	31		5
Attendance Total							8

September							Total
S	M	T	W	T	F	S	
						1	0
2	H	4	5	6	7	8	4
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30							0
Attendance Total							19

October							Total
S	M	T	W	T	F	S	
	1	2	3	4	5	6	5
7	H	9	10	11	12	13	4
14	15	16	17	18	19	20	5
21	22	23	24	PT	PT	27	5
28	29	30	31				3
Attendance Total							22

November							Total
S	M	T	W	T	F	S	
				1	2	3	2
4	5	TI	7	8	9	10	4
11	12	13	*14	15	16	17	5
18	19	20	X	H	X	24	2
25	X	27	28	29	30		4
Total							17

December							Total
S	M	T	W	T	F	S	
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	H	H	X	X	X	29	0
30	X						0
Total							15

January							Total
S	M	T	W	T	F	S	
		H	X	X	X	5	0
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	5
20	H	22	23	24	25	26	4
27	28	29	X	X			2
Total							16

February							Total
S	M	T	W	T	F	S	
					PT	2	1
3	4	5	6	7	8	9	5
10	11	12	13	14	X	16	4
17	H	19	20	21	22	23	4
24	25	26	*27	28			4
Total							18

March							Total
S	M	T	W	T	F	S	
					1	2	1
3	4	5	6	7	8	9	5
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	5
24	X	X	X	X	X	30	0
31							0
Total							16

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

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

June							Total
S	M	T	W	T	F	S	
						1	0
2	3	4	5	6	7	8	4
9	10	11	12	13	14	15	0
16	17	18	19	20	21	22	0
23	24	25	26	27	28	29	0
30							0
Total							4

Pupil Attendance Days (at least 176) 177


Approved Institute Days..... 4

Approved ALL Day Parent/Teacher
Conference Days (Limit of 2 Days)..... 0

5 Snow Days..... 3

Total (185 Days or more)
(Including 5 Snow Days)
Total 184

Legal School Holidays	
Labor Day	9/3/2018
Indigenous People's Day	10/8/2018
Veteran's Day	11/11/2018
Thanksgiving Day	11/22/2018
Christmas Day	12/25/2018
New Year's Day	1/1/2019
M.L. King's Birthday	1/21/2019
President's Day	2/18/2019
Memorial Day	5/27/2019

Calendar Legend	
Legal School Holiday	H
Institutes	TI
Not in Attendance	X
Half-Day P/T Conf	PT
End of Grading Period	*
School begins	(
School ends)
Emergency Day	

Oak Park School District 97 Draft School Calendar for 2019-2020 - updated 02/20/2019

July							
S	M	T	W	T	F	S	Total
30	1	2	3	H	5	6	0
7	8	9	10	11	12	13	0
14	15	16	17	18	19	20	0
21	22	23	24	25	26	27	0
28	29	30	31				0
							0
Total							0

August							
S	M	T	W	T	F	S	Total
				1	2	3	0
4	5	6	7	8	9	10	0
11	12	13	14	15	16	17	0
18	19	20	21	22	23	24	0
25	TI	TI	(28	29	30	31	3
Attendance Total							3

September							
S	M	T	W	T	F	S	Total
1	H	3	4	5	6	7	4
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	5
29	30						1
							0
Attendance Total							20

October							
S	M	T	W	T	F	S	Total
		1	2	3	4	5	4
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	5
20	21	22	23	PT	PT	26	5
27	28	29	30	31			4
							0
Attendance Total							23

November							
S	M	T	W	T	F	S	Total
					TI	2	1
3	4	5	6	7	8	9	4
10	11	12	13	14	*15	16	5
17	18	19	20	21	22	23	5
24	25	26	X	H	X	30	2
							0
Total							17

December							
S	M	T	W	T	F	S	Total
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	X	X	H	X	X	28	0
29	X	X					0
							0
Total							15

January							
S	M	T	W	T	F	S	Total
			H	X	X	4	0
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
19	H	21	22	23	24	25	4
26	27	28	29	PT	PT		5
							0
Total							19

February							
S	M	T	W	T	F	S	Total
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	H	18	19	20	21	22	4
23	24	25	26	27	*28	29	5
							0
Total							19

March							
S	M	T	W	T	F	S	Total
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	5
15	16	TI	18	19	20	21	4
22	X	X	X	X	X	28	0
29	30	31					2
							0
Total							16

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

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

June							
S	M	T	W	T	F	S	Total
	1	2	3	4	(5	6	5
7	8	9	10	11	12	13	0
14	15	16	17	18	19	20	0
21	22	23	24	25	26	27	0
28	29	30					0
Total							5

Pupil Attendance Days (at least 176)	178	Legal School Holidays Observed	Calendar Legend
Approved Institute Days.....	4	Labor Day - 9/2/2019	Legal School Holiday H
Approved ALL Day Parent/Teacher Conference Days (Limit of 2 Days).....	0	Thanksgiving Day - 11/28/2019	Teacher Institutes TI
5 Snow Days.....	5	Christmas Day - 12/25/2019	Not in Attendance X
Total (185 Days or more) (Including 5 Snow Days)	187	New Year's Day - 1/1/2020	Half-Day P/T Conferences PT
Total	187	M.L. King's Birthday - 1/20/2020	End of Grading Period *
		President's Day - 2/17/2020	School Begins (
		Memorial Day - 5/25/2020	School Ends)
			Emergency Day

Report Card Distribution Dates:
 Trimester 1 Report Card Distribution Date: December 6, 2019
 Trimester 2 Report Card Distribution Date: March 13, 2020
 Trimester 3 Report Card Distribution Date: June 11, 2020

Oak Park School District 97 Draft School Calendar for 2020-2021 - 02/20/2019

July								August								September																																																																																																																																																																																																																																										
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Pupil Attendance Days (at least 176)	<u>178</u>
Approved Institute Days.....	<u>4</u>
Approved ALL Day Parent/Teacher Conference Days (Limit of 2 Days).....	<u>0</u>
5 Snow Days.....	<u>5</u>
Total (185 Days or more) (Including 5 Snow Days)	<u>187</u>

Legal School Holidays Observed

- Labor Day - 9/7/2020
- Indigenous People's Day - 10/12/2020
- Thanksgiving Day - 11/26/2020
- Christmas Day - 12/25/2020
- New Year's Day - 1/1/2021
- M.L. King's Birthday - 1/18/2021
- President's Day - 2/15/2021
- Memorial Day - 5/31/2021

Calendar Legend

Legal School Holiday	H
Teacher Institutes	TI
Not in Attendance	X
Half-Day P/T Conferences	PT
End of Grading Period	*
School Begins	(
School Ends)
Emergency Day	

Report Card Distribution Dates:
 Trimester 1 Report Card Distribution Date: December 4, 2020
 Trimester 2 Report Card Distribution Date: March 16, 2021
 Trimester 3 Report Card Distribution Date: June 8, 2021