



*Each Scholar: A Voice. A Dream. A **Bright Future!***
Department of Human Resources

Purpose: Communicate jointly agreed upon schedule parameters for Student Led Conferences

To: Principals, Assistant Principals, Association Representatives

Cc: Shannon McCann, FWEA President

From: Dr. Dani Pfeiffer, Deputy Superintendent
David Brower, Chief Human Resource Officer

Next Steps: Share this information with your association representatives and then develop a schedule with your staff through your shared decision making process Team,

Student Led conferences will follow the same time parameters as we shared the last two years. Fall Student Led Conferences are coming up November 7-8. Spring conferences, held March 19 and 19, will also follow these same parameters.

As we shared previously, in negotiations, we agreed that "In an effort to be responsive to families, evening hours will be scheduled Wednesday or Thursday night during the week of Student Led Conferences, distributing the 14 hours across days and evenings, as approved by Labor Management Committee."

In a survey of schools, we found that all responding schools provided conference opportunities during the school day on Thursday, Thursday evening, and Friday morning. Some schools "borrowed time" from Thursday morning to create additional opportunities Wednesday evening.

In order to be most supportive to schools while providing consistent parameters, district and association leadership have agreed to the following:

All schools will host scholar led conferences during the school day and evening on Thursday, and then host a morning session on Friday. **Each site will determine the specific hours of availability through shared decision making and will communicate those hours.**

If a school would like to “borrow time” from Thursday morning to provide any additional times, such as Wednesday or other evenings in order to be more responsive to their families, they may do so through shared decision making process.

In other words, all schools would offer some sessions during some times during the school day on Thursday and then offer an evening session that night, and then offer a morning session on Friday. By communicating that schools might offer additional times, allows schools flexibility, such as some schools have asked if they can take some time from Thursday morning to offer Wednesday evening times: for example, Wednesday 3-6, Thursday 10-7 with a break for lunch, and then Friday morning 7-10

As in the past, the 15 hours of the two contract days will be distributed across available days, subtracting 1 hour for lunch (30 minutes each day), and recognizing that some schools may need to carve out time for planning in order to meet the contractual 180 hour minimum. (If your school needs planning time on SLC days to meet the 180 hour minimum, you will need to account for that in your schedule, allocating 12 hours, for example)

As you develop specific schedules, please also keep the following in mind:

- Teachers may need to adjust the length of the individual SLC to fit within the available hours, based on the number of students with whom they are conferencing
- Schools/individual teachers may need some flexibility in deciding the schedule because of interpreters
- With the goal of 100% attendance, we expect a good faith effort to contact families at least twice about the conferences
- Information about recording attendance will be sent prior to conferences

Student Led Conferences are an important structure for supporting scholars and families; staff who are also parents of FWPS scholars are encouraged to attend their own child's conference.

Please note, that Friday is a regular business day and front offices need to be open and staffed during regular business hours. ESPs will need to work out their schedule with their supervisor in alignment with the ESP CBA, ensuring lunches and breaks are taken as usual.

Please let us know if you have any questions.

Sincerely,

Dr. Pfeiffer and David