



Department of Human Resources

Purpose: Share information regarding Snow Make Up Days and plans for school missed in February 2019

Information Only

To: Principals, Assistant Principals, and Association Representatives

From: David Brower, Chief Human Resources Officer

CC: Shannon McCann, FWEA President

Regarding: Snow Make Up Days

Due to the loss of instructional time caused by the inclement weather in February, Federal Way Public Schools is adjusting the school calendar to meet the number of instructional hours required by the state. There was a total of five school closure days, three of which are addressed by snow make-up days already included in the 2018–19 calendar.

The school district met with the Federal Way Education Association leaders to review all options for making up the remaining lost time and have come to an agreement. The main shared interests of this process were to use the time to best improve outcomes for scholars while minimizing conflicts for all staff and families. We also focused on how to best support classified and certificated staff in this process.

Here is a list of the five snow days and how they will be made up:

- **February 15** was the snow make-up day for the school day lost on February 4.
- **June 17** will make up the school day lost on February 5.
- **June 18** will make up the school day lost on February 11.
- **June 19** will be a make up day for students for the school day lost on February 12. This will be the last day of school and operate on early dismissal times.
- The district is seeking a waiver for student attendance for the school day lost on February 13.

- We are adding staff availability time for Spring Scholar Led Conferences to provide greater support for families. Schools will be sending out an updated availability calendar later this week.
 - *For Scholar Led Conferences, instead of scheduling 14 hours across the window, building staff will schedule a total of 21 hours, adjusting for planning time if needed, adding an additional evening or more availability across the week. This time will allow for longer sessions or for additional timeslots to provide greater availability to meet with families. If you have already sent out SLC availability, you will need to send out an addendum detailing the additional time for families, and we are letting community know to expect that communication.*
 - *School-based ESPs who are less than 260 days will be able to flex their calendar to work the extended SLC time, understanding that the make-up time is straight time, rather than Overtime.*
- To provide makeup time for all classified staff, we will be adding a training day/ work day for classified staff as needed. More information will be coming.

The graduation celebrations will continue to be held on June 6, 7 or 8, 2019 depending on the school site (visit www.fwps.org/graduation2019 for more information). In order to offer high school seniors the required number of instructional days, we will be offering three (3) "Senior Saturdays". This provides opportunities for seniors to complete graduation requirements and/or prepare for Advanced Placement (AP), International Baccalaureate (IB), or Cambridge exams. More information about these days will be provided to parents of seniors as soon as these dates are finalized. High school principals will coordinate staffing and scheduling for "Senior Saturdays", and will look for classified and/or certificated staff that wish to work on these dates to support seniors. Staff will be compensated for the time worked on these dates.

FWEA Employees who have conflicting plans for June 19 that were confirmed prior to February 13, 2019 can submit documentation to Susan Partain, HR leave specialist, at spartain@fwps.org, to be able to use wellness without consequence.

For your information, the Communications Department will be sending out communication to all staff and families.