



FEDERAL WAY PUBLIC SCHOOLS

Department of Human Resources

Purpose: Answer questions regarding additional SLC time added as part of the snow make-up days

Action Required

To: Principals

From: David Brower, Chief Human Resources Officer

CC: Shannon McCann, FWEA President

Regarding: Additional SLC time

Next Steps: Share with the information with leadership teams and association representatives and communicate increased availability to families

Team,

We are getting some questions about how to best use the additional time for SLCs next week. We recognize that the late addition poses some challenges, but we trust that this additional time will prove useful in ensuring that each family has adequate time to meet in conference and to ensure that each scholar has a conference.

Scholar Led Conferences are an important signature strategy in our Strategic Plan, and are a vital tool for monitoring, communicating, and improving scholar achievement.

As communicated yesterday, District and Association leadership agreed that rather than having a student day on June 20, we will use that time to provide increased access for families to Scholar Led Conferences, by increasing time teachers are available to meet with families. *Now, 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 and access to meet with families. The intent of the added time is to provide more time for 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 parents know to expect that communication

As you schedule this additional time, consider how it can best be used to support families.

Answers to Frequently Asked Questions:

1. What are possible configurations?

Here are several options schools or teachers may choose:

- Add an additional evening, such as Wednesday night.
- Provide more time on Thursday or Friday.
- Allow some time during the rest of the attendance window recorded in Synergy for those who couldn't make it during SLC week. As in the past, the two weeks after SLCs can be used to complete make ups and those are all recorded in Synergy.
- Provide longer time for families for each conference as needed.

2. Can the schedule of availability extend beyond Friday?

Yes. While it is preferred to meet with families during the advertised week of SLCs, as always, teachers can meet with some families later who couldn't make it during the scheduled week, recognizing that conflicts happen.

3. What if I have already scheduled all my conferences?

With this additional time, teachers will need to adjust and communicate the increased availability to families so that families are aware of the increased access and opportunity.

4. Does the schedule have to be by consensus since it is next week or can teachers do it on their own?

If your building has a uniform schedule, such as arena conferencing, then your staff will need to use consensus to decide how to use the additional time. Given that conferences are next week, you can hold an emergency meeting to do so

If teachers and certificated staff in your building schedule with families then you do not need to change by consensus, but they will need to communicate their expanded calendar to families.

5. Do teachers have to log their time?

Teachers and certificated staff are not hourly employees, and therefore do not need to log their specific hours. It is expected that staff will use the available time to hold meaningful conferences with all families, making every effort to meet the goal of 100% participation.