

MEMORANDUM

To: Boone County Schools Board of Education

Cc: Dr. Randy Poe, Superintendent

From: Mike Ford, Director of Pupil Personnel

Date: September 30, 2015

Re: **Instructional Time Adjustment for Collins Elementary School
for the 2015-2016 School Year**

After consultation with the Administration at Collins Elementary School, I am requesting approval for the adjustment to the daily instructional time at Collins Elementary School for the reasons as outlined in the attached letter from Mr. Loring.

Increasing the instructional day at Collins Elementary School will allow for more instructional time to be provided to the students during the school day. However, Collins Elementary School will continue to be governed by the 2015-2016 School Year Calendar adopted by the Board of Education.