

## ***MEMORANDUM***

To: Ed Massey, Chairperson Board of Education

Cc: Dr. Randy Poe, Superintendent

From: Mike Ford, Director of Pupil Personnel

Date: May 30, 2017

Re: **Instructional Time Adjustment for Elementary Schools for the 2017-2018 School Year**

After consultation with the administrations at the following listed elementary schools, I am requesting approval for the adjustment in the daily instructional time at these elementary schools for the reasons as outlined in the attached letters from each schools' principal.

Increasing the instructional day at each of the elementary schools will allow for more instructional time to be provided to the students during the school day. However, each of the elementary schools will continue to be governed by the 2017-2018 School Year Calendar adopted by the Board of Education.

The elementary schools requesting this extension in their school days for the 2017-2018 school year are:

- |                         |                   |                         |
|-------------------------|-------------------|-------------------------|
| • Burlington Elementary | adding 15 minutes | start time will be 8:40 |
| • Collins Elementary    | adding 15 minutes | start time will be 8:40 |
| • Erpenbeck Elementary  | adding 10 minutes | start time will be 8:45 |
| • Florence Elementary   | adding 15 minutes | start time will be 8:40 |
| • Longbranch Elementary | adding 15 minutes | start time will be 8:40 |
| • New Haven Elementary  | adding 15 minutes | start time will be 8:40 |
| • Ockerman Elementary   | adding 15 minutes | start time will be 8:40 |
| • Thornwilde Elementary | adding 15 minutes | start time will be 8:40 |
| • Yealey Elementary     | adding 15 minutes | start time will be 8:40 |