

MEMORANDUM

To: Bonnie Rickert, Chairperson Board of Education

Cc: Dr. Randy Poe, Superintendent

From: Mike Ford, Director of Pupil Personnel

Date: March 29, 2018

Re: **Instructional Time Adjustment for Elementary Schools for the 2018-2019 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.

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 2018-2019 School Year Calendar adopted by the Board of Education.

The elementary schools requesting this extension in their school days for the 2018-2019 school year are:

- | | | |
|---------------|-------------------|-------------------------|
| • Collins ES | adding 15 minutes | start time will be 8:40 |
| • Florence ES | adding 15 minutes | start time will be 8:40 |
| • Kelly ES | adding 10 minutes | start time will be 8:45 |
| • Yealey ES | adding 15 minutes | start time will be 8:40 |