To: ETA Board of Directors

From: Tefft Middle School

RE: Request for site exception

Date: May 6, 2014

**Rationale**:

Tefft Middle School is seeking a site exception for the 2014-2015 school year as it relates to our bell schedule. Our proposal involves eight 43-minute periods, with seven minutes added to period 1 and five minutes added to period 8. The minutes added to period 1 will accommodate the Pledge of Allegiance, a Moment of Silence, and the daily announcements; the minutes added to period 8 will accommodate the distribution of school-related materials, handbook check(s), and PM school pick-up, an after-school intervention. The rationale for making these changes to the schedule is to accomplish these tasks without taking time away from instruction.

**Current Situation Being Addressed:**

Currently, the ETA agreement (8.22) states that middle school teachers may not have a supervisory load that exceeds 45 minutes. The proposed schedule adds minutes beyond the “contracted” supervisory minutes for staff.

Total amount of minutes is 270 minutes:

43 minute periods x 5 instruction: 215 minutes

43 minutes x 1 supervision: 43 minutes

7 minutes 1st period supervision: 7 minutes

5 minutes 8th period supervision: 5 minutes

**How this will address the concerns:**

Tefft Middle School is proposing a bell schedule that leaves our instructional periods intact, but has built in additional minutes to accommodate many of the other building necessities and needs, such as the Pledge of Allegiance, a Moment of Silence, daily announcements, as well as PM school pick-up.

Period 1: 9:00 – 9:50 (43 minutes instruction, 7 minutes for pledge, moment of

silence, daily announcements, etc.)

Period 2: 9:53 – 10:36 (43 minutes)

Period 3: 10:39 – 11:22 (43 minutes)

Period 4: 11:25 – 12:08 (43 minutes)

Period 5: 12:11 – 12:54 (43 minutes)

Period 6: 12:57 – 1:40 (43 minutes)

Period 7: 1:43 – 2:26 (43 minutes)

Period 8: 2:29 – 3:17 (43 minutes instruction, 5 minutes for handbook checks, PM

Pick-up, etc.)

**Process For Building Consensus:**

The initial conversation for the proposed bell schedule came forward at the building’s monthly school/department meeting in the spring of 2013. A dialogue was begun on creating a schedule that addressed all of our building’s needs while not taking away from instructional time. Further conversation was continued at the next staff meeting, a vote was done, and due to the overwhelming results of the vote, the proposed schedule went into effect for the 2013-2014 school year. In August of 2013, we were notified by Dr. Johnson that we would need to submit a site exception proposal; due to the late notification and timeframe, the ETA waived that requirement with the understanding that a site exception must be submitted for the 2014-2015 year. At the beginning of April, the proposed bell schedule was put on the agenda for the April school/department meeting. At that meeting, there was conversation amongst the staff about the bell schedule and whether or not the staff wished to continue “as is” for the upcoming school year. An all-staff e-mail was sent out, asking for any feedback or comments in regard to the schedule, as well as any suggestions for changes to the schedule. None came forward. At the April staff meeting, Tefft’s ETA building representatives spoke to the staff about the bell schedule and a consensus was reached.

**Ballots:**

Ballots were available to ETA members at Tefft on Wednesday, Thursday, and Friday, April 23rd, 24th, and 25th. Paper ballots were created; they were anonymous and collected via the ETA building reps. Out of 53 staff members, 51 voted (96%); 2 abstained. Results of the voting: 51 out of 51 staff members voted to keep the current (proposed) bell schedule,” as is” (100%). There were no dissenting staff members.