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Sent: Friday, February 5, 2021 6:17:33 PM

Subject: DOE Message Re Faculty and Grade Conferences

### **Monthly Faculty and Grade Conferences**

Schools that are using a six (6)-hour and 50-minute workday model may conduct two after-school conferences per month: faculty conferences and grade conferences. These conferences may be utilized for staff announcements, required training, and professional development. Each conference is 40 minutes long and must occur outside of regular work hours (i.e. in addition to the six (6)-hour and 50-minute workday) and may be scheduled during the months of October through May.

**Faculty Conferences:** Faculty conferences occur on Mondays, before or after the regular workday (at the school administrator's discretion). For the 2020–21 school year only, faculty conferences should be scheduled: either (a) after the remote preparation/work period if that time is scheduled in the morning; or (b) before the remote preparation/work period if that time is scheduled in the afternoon. Paraprofessionals, occupational therapists/physical therapists (OT/PTs), speech teachers, and DC37 members are not required to attend faculty conferences.

**Grade Conferences:** Grade conferences occur on any day designated by the school administrator. For the 2020–21 school year only, grade conferences should be scheduled before the remote preparation/work period, if the remote preparation/work period is scheduled in the afternoon. Paraprofessionals, OT/PTs, speech teachers, and DC37 members are not required to attend grade conferences.

Schools may combine these conferences and/or adjust the dates and times of these conferences by using the School-Based Options (SBO) process, as shared in the October 8 edition of Principals Digest.

For question, contact your senior field counsel.