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## Board Approval Request

2022-2023 Instructional Minutes and Bell Schedule Revisions

# Board Approval Request - March 2023

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## Operations

Katharine Mason, Director of School Operations

### Instructional Minutes (IM) / Bell Schedule for 2022-2023

#### Summary of Changes January 24, 2023

Changes made for the following reasons:

1. To implement changes to the Community Building Schedule and Bell Schedule as requested by School Leaders.
2. To ensure MWA meets minimum state requirements for Instructional Minutes for Upper School (64,800) and Middle School (54,000) after corrections and requested edits made.

#### Summary of Changes:

- Changed 4 Day Weeks (Tues - Fri) schedule to hold specific periods when consistent with regular 5 Day Week Mon-Thurs schedule. *No change in IMs.*
- Changed MS Community Building Schedule to accommodate a morning assembly instead of afternoon. *No changes to IMs.*
- Changed 5th/6th lunch to increase from 25 minutes to 30 minutes on Early Fri Tue-Fri weeks only, to align with 30 min lunch periods on Fridays.
  - *Reduced IM for 5th/6th by 30 minutes for the year.*
- Corrected 5th/6th bell schedule and calculations sheet to increase break Mondays-Thursday from 10 minutes to 15 minutes to be in compliance with passing period allowances against instructional minutes.
  - *No actual change for students & staff; IMs reduced by 705.*
- Corrected 5th/6th & 7th/12th lunch and break for Mondays-Thursday to match Bell Schedule (35 & 15 respectively).
  - *Reduced IM for 5th/6th by 1305 and for 7th/12th by 1280.*
- Corrected 5th/6th total days from 180 to 181.
  - *Increased IMs by 295.*

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- Corrected 7th/12th Fri break to match Bell Schedule
  - *Reduced IM by 270.*
- 1/30/23 through 6/9/23 Upper School (US) lunch was reduced from 35 minutes to 30 minutes Monday-Thursday. (MS lunch stays at 35 minutes) **and** US Flex period increased from 50 minutes to 55 minutes Monday-Thursday.
  - *Resulted in 320 additional IMs for 9th-12th.*

### Resulting Current IM totals:

Grades	Required Minimum Minutes	Planned Minutes*	Current Overage in Minutes
5th - 6th	54,000	58,590	4,590
7th - 8th	54,000	64,585	10,585
9th - 12th	64,800	65,290	105

\*These totals include the IMs for the two (2) storm closure days on January 4th & 5th, 2023. A J-13A Waiver Application for emergency closure was submitted to account for the lost instructional days and minutes. Approval is anticipated due to the State of Emergency that was enacted during these storms.

### Attachments:

1. Revised 5th/6th and 7th/8th Bell schedule
2. Revised 9th/12th Bell Schedule
3. Revised 2022-2023 Calendar showing two (2) emergency closure days in Jan 2023