



JOINT APS/ATF LETTER  
**Instructional Day and Parent/Teacher Conference  
Information for the 2024 – 2025 School Year**

Jointly released at 9:00 a.m.

February 22, 2024

To: All APS principals, and educators represented by the Albuquerque Teachers Federation  
From: Dr. Valerie Hoose, Executive Director of Labor Relations, Human Resources Department  
Dr. Ellen Bernstein, ATF President  
APS Calendar Committee Members  
Re: Duty Day and Parent/Teacher Conference Information for the 2024 – 2025 School Year

**Duty Day Changes**

APS and ATF have a mutual interest in sharing timely information with all those concerned. This information pertains to the calendar that was approved by the Board of Education at last night's meeting.

The bell-to-bell schedule necessitated by the legislative mandate in HB130 for the 1,140 instructional hours minimum has been difficult this year. APS and ATF agree that the optimum solution is to have a 7-hour duty day — but without the necessary funding from Santa Fe, we continue to be unable to extend the duty day.

As the district is unable to fund a 7-hour duty day, our next-best option is to build in a 15-minute block of paid time within the current contract day that can be utilized either in the morning, or in the afternoon, based on duty assignments, the needs of the school, and the preferences of each employee. This instructional day change applies to all schools.

Albuquerque Public Schools (APS) and the Albuquerque Teachers Federation (ATF) have tentatively agreed to a 6.25-hour instructional day within the 6.5-hour duty day. This change builds in a floating 15-minute duty time. To meet the 1,140 instructional hour minimum, two (2) days will be added to school year. This extends the 188-day contractual year to 190 paid days for the 2024-2025 school year.

**Notes:**

<i>Teacher Contract Day</i>	<i>7 hours (6.5 hours of paid time)</i>
<i>Duty Free Lunch</i>	<i>0.5 hours (30 minutes)</i>
<i>Instructional Day</i>	<i>6.25 hours</i>
<i>Duty assignments (see page 2)</i>	<i>0.25 hours (15 minutes)</i>

Instructional Councils should begin to develop before- and after-school duty schedules, doing their best to accommodate staff, site, and community needs. It will be essential to determine the exact number of duty stations needed before the work starts. Duties should be equitably distributed among all staff. All certified staff will be required to do duty before or after school.

**Some ideas to consider:**

- Form a duty schedule task force.
- Create an agreement to switch or revisit duty assignments at the conclusion of the first semester.
- Make a duty “draft” where people may choose what they find preferable.
- Construct a “wish list” with ranked choices for determining assignments.

It is important to note that the decisions need to be made by the school — by the full staff, or through the Instructional Council. The goal is to ensure adequate student supervision before and after school.

**Parent/Teacher Conferences:**

Parent Teacher Conferences will be as follows for the 2024-25 school year for all schools:

- October 9th and 10th
- April 16th and 17<sup>th</sup>