

APS and ATF will distribute this memo at 1:00 on May 7, 2024

### **15-Minute Clarifications**

APS and ATF sent out a joint letter on February 22, 2024 explaining the 6.25 instructional day and the flexible 15-minutes for before and after school student supervision.

We wrote:

1. 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.
2. This change builds in a floating 15-minute duty time. The 6.5 hour duty day did not change.
3. 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.
4. Instructional Councils should begin to develop before- and after-school duty schedules, doing their best to accommodate staff, site, and community needs.
5. It will be essential to determine the exact number of duty stations needed before the work starts.
6. Duties should be equitably distributed among all staff. All certified staff will be required to do duty before or after school.
7. 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.

Number 6 is causing some confusion across the district. *“Duties should be equitably distributed among all staff. All certified staff will be required to do duty before or after school”* was not intended to mean to imply all licensed staff are required to do morning or afternoon duty every single day.

#### Clarifications:

- Duties can, and should, be rotated. There is no need to assign staff duty if there is already a sufficient number of adults providing supervision.

- Each school determines what is “sufficient.” The number of before and after school duty stations necessary can be determined looking at past practice, by the Instructional Council, or a duty schedule committee.
- If a staff member is not assigned any duty for the floating 15 minutes, trusting that they have plenty of professional work to do should become a district norm.
- “Duties should be equitably distributed among all staff” means that the number of duties should be the same for each staff person. For example if one staff member has 3 duties a week and another staff member has 10 duties, that is not equitable.

Questions or concerns contact:

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