

From: David Wells, Superintendent
To: BUUSD Teachers
Re: Parent/Teacher Conferences - Spring 2021
Date: February 12, 2021

The district appreciates the dedication and hard work that teachers have shown over the course of this year. The purpose of this memo is to clarify expectations around conducting parent/teacher conferences.

Spaulding High School: Parent-Teacher conferences will be held on Tuesday, March 9th. Conferences will not be in person, but rather by Google Meet or by telephone. The conferences will be held from 1:00 PM - 7:00 PM in fifteen-minute increments. The Pick-A-Time program will be used to schedule conferences. Conferences may be held across other evenings or times to fit in all parent requests.

SEA: Parent-Teacher conferences will be held on March 10th from 1:00- 7:00 Conferences will not be in person, but rather by Google Meet or by telephone. Please call 477-5030 to schedule an appointment.

CVCC: Parent-Teacher conferences will be held on Thursday, February 11th. Conferences will not be in person, but rather by Google Meet or by telephone. Please connect with your student's program instructor to schedule your time.

BCMES & BTMES: Parent-Teacher conferences will be held between March 3rd and March 19th. Teachers may schedule their conference work flexibly as long as they spend an additional three hours and 45 minutes outside of the 7.5 hour teaching day to conduct conferences. Conferences will not be in person, but rather by Google Meet or by telephone. Teachers must share conference schedules with their building principal.

Special Educators: Special Educators will attend conferences when invited by the classroom teacher(s).

Other Licensed Educators: Other Licensed Educators should be available for parent teacher conferences upon request during the time that their school is holding conferences. In any event, BUUSD educators should plan on spending three hours and 45 minutes outside of the 7.5 hour workday to align with the [school calendar](#) and the number of staff development days in the work year.