

Elementary Schedule 2023/2024

Committee of the Whole
May 2, 2023

District Elementary Scheduling Committee

Committee Members

Teacher Representation

- Jim Olson, Interventionist - Myers-Wilkins
- Lynn Thompson, 5th Grade - Piedmont
- Christina Boynton, Art - Stowe/Piedmont
- Cindy Miller, Media Specialist - Congdon/Lakewood
- Linda Peltó, 4th Grade - Laura MacArthur
- Amy Kass, 5th Grade - Lester Park
- Regan Hjelle, Music - Lowell
- Erika Drengler, PE - Laura MacArthur
- Cindy Upton, Intervention Specialist
- Ethan Fisher, DFT President

District Representation

- Dale Uselman, K-8 Curriculum Coordinator
- Sally Weidt, K-8 Digital Innovation Coordinator
- Anthony Bonds, Asst Superintendent
- Brenda Spartz, Director Elem Education
 - Committee Facilitator



Principal Representation

- Darren Sheldon - Lakewood
- Rae Jackson - Myers-Wilkins
- Anna Cawcutt - Lester Park
- Eve Hessler - Lowell
- Jim Erickson - Laura MacArthur
- Jen Bobbe - Piedmont
- Nathan Anderson - Lowell
- Kathi Kusch-Marshall - Congdon
- Tom Cawcutt - Homecroft
- Jessa Cook - Stowe

Why strive to adjust for 2023/2024?



- **Sense of Urgency**
 - Concerns expressed for many years
 - Recent feedback: “Staff Desired Daily Experiences”
 - *“I have dedicated & adequate time during my workday to collaborate, prepare, connect with colleagues and grow professionally.”*
 - District and sites North Star identification
- **Multi-Tiered System of Support (MTSS) Infrastructure**
 - Schedule utilized as framework: Tier 1, 2, & 3
 - Intentional planning: when/how to support students
 - Provide more time for staff: collaborate and coordinate
- **Equity**
 - Responsibility to design structures to better address needs of staff and students
 - Guarantee common experience across our sites for staff and students
 - Not the same, but consistent
- **Equality**
 - All teachers equal/adequate opportunities to plan/collaborate within their day
 - Student equal access to specialist content (music, PE, media, art)
- **Budgets / Staffing**
 - Financial commitment by District to finally solve this problem

What is wrong with the current schedules?



Classroom Teachers:

- Difficult to schedule core & WIN around inconsistent specialist times
- No common specialist blocks so no common planning opportunity
- Confusing schedule for staff
- Hard schedule for families to follow
- Routine and consistency from day to day is impossible with current schedule
- Need more time in day to plan
- Prep time infringed upon by other responsibilities

Support Teachers:

- Inconsistent daily schedules make it difficult to schedule services
- Hard to plan for avoiding core instruction
- Planning and preparing during day is hard due to lack of consistency
- Schedules make it difficult to support grade level WINs
- Prep time infringed upon by other responsibilities

Specialist Teachers:

- Too many students with current pairings
- Overlapping classes; two classes in same space
- Hard to set up/take down
- Traveling from site to site waste of instructional time and hard on teacher
- Difficult to teach lesson in allocated time (media, music)
- Can't teach all standards due to time restrictions
- Too many days in between classes (art)
- No common prep for specialists
- Expected overloads are hard on teachers
- Too many sections in an average day
- FTEs are pieced out
- Not enough full time positions
- Prep time infringed upon by other responsibilities

Committee Goals



To collaboratively problem solve the elementary schedule issues



To provide consistency in the elementary instructional day with a common schedule framework beginning 2023/2024



To integrate grade level daily common preparation time within the instructional day



To design a specialist schedule that improves the daily teaching and learning experience

- Create as many full time specialist positions as possible
- No layoffs



To ensure sites maintain autonomy to customize certain aspects of the schedule



To outline clear expectations and procedures for the elementary schedule process

The Journey...



Site Visits

March 21: @ Stowe

March 22: @ Myers-Wilkins

March 23: @ Lester Park

March 28: @ Lowell

March 29: @ Congdon

March 30: @ Homecroft

April 3: @ Piedmont

April 4: @ Lakewood

April 6: @ Laura MacArthur

April 7: @ Lakewood

Presented By: Jim Olson, Lynn Thompson, Ethan Fisher, Brenda Spartz

Site Master Schedule

District Elementary Base Schedule

Included in the Elementary Base Schedule:

- **Equal Daily Minutes: Classroom & Specialists Teachers**
 - Other certified staff plan their day around a consistent schedule
- **Morning Meeting**
 - Sites can add more minutes if desired
- **K-5 WINs**
 - Staggered WINs integrated into base schedule
 - Sites decide time allocation
- **Consistent Grade Level Specialist Blocks**
 - Sites decide grade level assignments for specialist blocks
- **Recess/lunch 45 min (20 recess-5 trans-20 lunch)**
 - Blocks adjusted to meet the needs of each site
- **Specialists Common Daily Prep**
 - Specialists have opportunity to collaborate with colleagues across the District during the school day

Elementary Base Schedule 2023/2024

FINAL: Elementary Base Schedule 2023/2024																																												
Grade	Specialist Schedule	Teachers	7:15 7:20 7:25 7:30 7:32 7:40	7:45 7:50 7:55 8:00 8:05 8:10 8:15 8:20 8:25 8:30 8:35 8:40 8:45 8:50 8:55 9:00 9:05 9:10 9:15 9:20 9:25 9:30 9:35 9:40 9:45 9:50 9:55 10:00 10:05 10:10 10:15 10:20 10:25 10:30 10:35 10:40 10:45 10:50 10:55 11:00 11:05 11:10 11:15 11:20 11:25 11:30 11:35 11:40 11:45 11:50 11:55 12:00 12:05 12:10 12:15 12:20 12:25 12:30 12:35 12:40 12:45 12:50 12:55 1:00 1:05 1:10 1:15 1:20 1:25 1:30 1:35 1:40 1:45 1:50 1:55 2:00 2:05 2:10 2:15 2:20 2:25 2:30 2:35 2:40 2:45 2:50 2:55 3:00 3:05 3:10 3:15																																								
K	KA	1	Arrival Non-Duty (15)	Morning Transition (15)	Morning Meeting (15)																					5	RECESS (20)	5	LUNCH (20)	5											Afternoon Transition (15)	Assignable Time (15)	Prep 3x per Week (45)	K
	KB	2																																										
	KC	3																																										
1st	1A	1	Arrival Non-Duty (15)	Morning Transition (15)	Morning Meeting (15)																					5	RECESS (20)	5	LUNCH (20)	5											Afternoon Transition (15)	Assignable Time (15)	Prep 3x per Week (45)	1
	1B	2																																										
	1C	3																																										
2nd	2A	1	Arrival Non-Duty (15)	Morning Transition (15)	Morning Meeting (15)																					5	RECESS (20)	5	LUNCH (20)	5											Afternoon Transition (15)	Assignable Time (15)	Prep 3x per Week (45)	2
	2B	2																																										
	2C	3																																										
3rd	3A	1	Arrival Non-Duty (15)	Morning Transition (15)	Morning Meeting (15)																					5	RECESS (20)	5	LUNCH (20)	5											Afternoon Transition (15)	Assignable Time (15)	Prep 3x per Week (45)	3
	3B	2																																										
	3C	3																																										
4th	4A	1	Arrival Non-Duty (15)	Morning Transition (15)	Morning Meeting (15)																					5	RECESS (20)	5	LUNCH (20)	5											Afternoon Transition (15)	Assignable Time (15)	Prep 3x per Week (45)	4
	4B	2																																										
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5th	5A	1	Arrival Non-Duty (15)	Morning Transition (15)	Morning Meeting (15)																					5	RECESS (20)	5	LUNCH (20)	5											Afternoon Transition (15)	Assignable Time (15)	Prep 3x per Week (45)	5
	5B	2																																										
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Sections		18	7:15 7:20 7:25 7:30 7:32 7:40	7:45 7:50 7:55 8:00 8:05 8:10 8:15 8:20 8:25 8:30 8:35 8:40 8:45 8:50 8:55 9:00 9:05 9:10 9:15 9:20 9:25 9:30 9:35 9:40 9:45 9:50 9:55 10:00 10:05 10:10 10:15 10:20 10:25 10:30 10:35 10:40 10:45 10:50 10:55 11:00 11:05 11:10 11:15 11:20 11:25 11:30 11:35 11:40 11:45 11:50 11:55 12:00 12:05 12:10 12:15 12:20 12:25 12:30 12:35 12:40 12:45 12:50 12:55 1:00 1:05 1:10 1:15 1:20 1:25 1:30 1:35 1:40 1:45 1:50 1:55 2:00 2:05 2:10 2:15 2:20 2:25 2:30 2:35 2:40 2:45 2:50 2:55 3:00 3:05 3:10																																								
Specialist Blocks		Arrival Non-Duty (15)	Assignable Time (15)	Prep (45)	Specialist Block 1 8:30-9:15				5	Specialist Block 2 9:20-10:05				5	Specialist Block 3 10:10-10:55				5	Lunch (30)				5	Specialist Block 4 11:35-12:20				5	Specialist Block 5 12:25-1:10				5	Specialist Block 6 1:15-2:00				Assignable Time (15)	Assignable Time (15)	Prep 3x per Week (45)	S		

District Elementary Schedules 2023/2024

Example: Completed Master Schedule

EXAMPLE: Stowe Master Base Schedule 2023/2024																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Example Elementary Schedules 2023/2024

Site Process: Completing the Schedules

Each school will:

- **Team:** Establish a scheduling team
- **Process:** Review the [Elementary Schedule Guidelines 2023/2024](#)
- **Choices:** Amend the Base Schedule to create Site Master Schedule

Process for Developing Site Schedules:

STEP 1: TEAM: Form Scheduling Team

STEP 2: SPECIALIST: Assign Specialist Blocks

STEP 3: Logistics: Arrival, Recess/Lunch, Dismissal

STEP 4: WIN: Set WIN Blocks

STEP 5: CORE: Develop CORE Instruction Blocks

STEP 6: ALTERNATIVE SCHEDULE: 2 Hour Late Start Schedule

STEP 7: SUBMIT & DISTRIBUTE SCHEDULE: by June 9th

Specialist Schedule

District Specialist Schedule 2023/2024

		Elementary Specialist Schedule 2023/2024																																																	
		Lester				Lowell					Congdon				Homecroft				MW				LM				Piedmont				Lakewood				Stowe				Chester				Merritt				Rockridge				
		PE	Music	Art	Media	PE	Music	Art	Media	Xtra	PE	Music	Art	Media	PE	Music	Art	Media	PE	Music	Art	Media	PE	Music	Art	Media	PE	Music	Art	Media	PE	Music	Art	Media	PE	Music	Art	Media	PE	Music	Art	Media	PE	Music	Art	Media					
DAY 1	8:30-9:15																																																		
	9:20-10:05																																																		
	10:10-10:55																																																		
	11:35-12:20									Media																																									
	12:25-1:10																																																		
1:15-2:00																																																			
DAY 2	8:30-9:15																																																		
	9:20-10:05																																																		
	10:10-10:55																																																		
	11:35-12:20									PE																																									
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DAY 3	8:30-9:15																																																		
	9:20-10:05																																																		
	10:10-10:55																																																		
	11:35-12:20									Music																																									
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DAY 4	8:30-9:15																																																		
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	10:10-10:55																																																		
	11:35-12:20																																																		
	12:25-1:10																																																		
1:15-2:00																																																			
Sections		24				24					6	18				18				18				18				21				12				12				3				6				6			

Site Specialist Schedule

Example:

Class 3B Specialist Schedule

Day 1: Music 10:10 - 10:55

Day 2: Art 10:10 - 10:55

Day 3: Media 10:10 - 10:55

Day 4: PE 10:10 - 10:55

Same 45 minute specialist block for teacher 3B every day.

		Homecroft				Specialist Schedule	Teachers
		PE	Music	Art	Media		
DAY 1	8:30-9:15	5A	5B		5C	KA	1
	9:20-10:05	4A	4B		4C	KB	2
	10:10-10:55	3A	3B		3C	KC	3
	11:35-12:20	1A	1B		1C	1A	4
	12:25-1:10	KA	KB		KC	1B	5
	1:15-2:00	2A	2B		2C	1C	6
DAY 2	8:30-9:15		5C	5A	5B	2A	7
	9:20-10:05		4C	4A	4B	2B	8
	10:10-10:55		3C	3A	3B	2C	9
	11:35-12:20		1C	1A	1B	3A	10
	12:25-1:10		KC	KA	KB	3B	11
	1:15-2:00		2C	2A	2B	3C	12
DAY 3	8:30-9:15			5C	5A	4A	13
	9:20-10:05			4C	4A	4B	14
	10:10-10:55			3C	3A	4C	15
	11:35-12:20			1C	1A	5A	16
	12:25-1:10			KC	KA	5B	17
	1:15-2:00			2C	2A	5C	18
DAY 4	8:30-9:15	5B		5C	5A		
	9:20-10:05	4B		4C	4A		
	10:10-10:55	3B		3C	3A		
	11:35-12:20	1B		1C	1A		
	12:25-1:10	KB		KC	KA		
	1:15-2:00	2B		2C	2A		
Sections		18					

Comparison: Specialist Minutes

8 Day Rotation: Taken directly from Lester Park schedule

[illegible]

4 Day Rotation (2 rotations)

Day 1		Day 2		Day 3		Day 4		Day 1		Day 2		Day 3		Day 4		Total Min
Art	45	PE	45	Media	45	Music	45	Art	45	PE	45	Media	45	Music	45	360
																Daily Avg Min
				Total Art		Total Media		Total PE		Total Music						45.0
				90		90		90		90						

Difference: 8 day rotation & 4 day rotation (x's 2) at Lester Park

Difference: 8 day rotation & 4 day rotation (x's 2) at Lester Park										Total Min
										75
				Total Art	Total Media	Total PE	Total Music			Daily Avg Min
				30	30	-15	30			9.4

Specialist FTE Chart

Specialist FTE Chart:

Created to allow for flexibility in gaining or losing a section at a given site.

SPECIALIAST FTE CHART		
Sections Taught Over 4 Day Rotation		
Sections	Actual FTE	Assigned FTE
24	1.0	1.0
23	0.96	
22	0.92	
21	0.88	0.9
20	0.83	
19	0.79	
18	0.75	0.8
17	0.71	
16	0.67	0.7
15	0.63	
14	0.58	0.6
13	0.54	
12	0.50	0.5
11	0.46	
10	0.42	
9	0.38	0.4
8	0.33	
7	0.29	
6	0.25	0.3
5	0.21	
4	0.17	0.2
3	0.13	
2	0.08	0.1
1	0.04	

MOUs

Teacher Work Day MOU

Teacher Work Day

- All elem teachers = 45 min prep during the school day
- A minimum of 3 days/week = 45 min prep after school
- Designated day for PLCs = Thursdays
- SpEd Teachers = No assignable time
- Classroom teachers = Only assignable time dismissal
- Specialists = (6) 45 min classes per day
- Specialist FTE table to provide consistency if section totals change
- SpEd teachers able to exchange prep for due process time as needed
- Media teachers = Assignable time (30 min) used for library mgmt

Mini-Fill

- Only elementary specialist teachers = music, art, PE, media
- Displaced from current assignment April 26th
- Meeting Wed, May 3rd to discuss the process and answer any questions.
- Mini-fill Wed, May 10th
 - Specialist teachers choose new assignment based on seniority only
- Post remaining specialist positions

Teacher Work Day

Elementary Teacher Daily Schedule 23/24			
Average Daily Schedule		Classroom Teacher	Specialist / Other Teacher
Assignable (Supervision)		15	Total up to 30
Instruction		315	300
Student Contact		330	330
Non-Duty	Arrival	15	15
	Lunch	45	30
	Afternoon	0	15
Not Student Contact		60	60
Preparation	During Day	45	45
	After School	45	45
Preparation		90	90
Total Daily Work Minutes		480	480

***Special Education:** no assignable time because of Due Process commitments

***Media Teachers:** 30 Min assignable time will be for library management

2023/2024 Contractual Preparation Time

23/24 Contractual Guaranteed Prep Time					
Preparation Time		Classroom Teacher		Specialist / Other Teacher	
Weekly Prep Time	During the Day	45	5x per Week	45	5x per Week
	After School	45	3x per Week	45	3x per Week
Average 5 Day Work Week		360		360	

Comparison: Contractual Guaranteed Prep Time			
SY	Frequency	Minutes	Total
22/23	5x per Week	55	275
23/24	8x per Week	45	360
Total Minutes More Prep per Average 5 Day Week			85

Mini-Fill MOU

Mini-Fill:

- Only elementary specialist teachers: music, art, physical education, media
- Displaced from current assignment April 26th (completed)
- Meeting with all elem specialist teachers to discuss process and answer questions.
 - Wednesday, May 3rd, 4:00 PM - DFT Office
- Mini-fill: Elem specialist teachers choose new 23/24 assignment based on seniority
 - Wednesday, May 10th, 4:00 PM - DFT Office
- After Mini-Fill: Post remaining elementary specialist positions
 - No elementary specialist teacher will lose their job
 - PE: Maintain current total FTE
 - Art, Music, Media: Post & hire ~1.8 FTE per content area



Next Steps

Week of May 1:

- All sites received their schedule templates and Elementary Schedule Guidance

May 1 - June 9:

- All sites develop a Master & Specialist Schedule based on Elementary Schedule Guidelines

May 3 & 10:

- Execute plan for Mini-Fill process

~ May 11:

- Post elementary specialist positions

June 9:

- All site schedules are completed and submitted

