



# WEST CHICAGO ELEMENTARY SCHOOLS

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## Board of Education

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**TO:** Board of Education  
**FROM:** Lea DeLuca, Asst. Superintendent for T&L and Karen Apostoli, Executive Director B&O  
**DATE:** March 6, 2025  
**RE:** Pre-K through 8th Grade Master Schedule Committee

**This memo is:**

- Information only  
 Information with a recommendation and a request for Board approval by vote.

Date by which a Board decision is needed:

Previous memos on this topic can be found:

- in previous Board packet(s) dated.  
 or attached to this memo

### Basic Information:

As part of our ongoing efforts to enhance student outcomes and operational efficiency within our schools, we will be forming a committee tasked with developing a new elementary master schedule. The current scheduling system has presented several challenges that warrant reevaluation to better meet the diverse needs of our students and teachers. Although the committee will focus primarily on the elementary master schedule, we will include staff from PreK-8th grade to ensure continuity at all levels. This will also allow us to address any PreK or middle school scheduling needs if they arise.

### Next Steps:

1. Establishing committee goals and timelines
2. Recruitment of committee members through an Opportunity to Influence Google Form
3. Holding initial meetings to gather input and perspectives on the current scheduling issues
4. Conducting research on best practices
5. Presenting a draft schedule to the board and community for feedback
6. Approval of the new elementary master schedule
7. Recommendation of staffing proposals to the Board of Education (if needed)
8. Implementation of a new elementary master schedule for the 2026-2027 school year

### Background/Historical Context:

Several programmatic changes have occurred over the years at the elementary level. These changes have been made without significant adjustments to the overall master schedule. As programming has changed, there is a need to revise the master schedule to ensure students' needs are being met.

### Timeline of changes that impact the master schedule:

- 2017- Professional Learning Communities for teachers added weekly
- 2017- Addition of the SEL class as an exploratory offering
- 2017- Addition of Library Media Specialists at each school

2017- Math Resource Adoption- Eureka (additional math time added to the schedule)  
2018- Literacy Resource Adoption- ARC (additional literacy time added to the schedule)  
2021- Implementation of WIN time in elementary schools (additional time added to the schedule)  
2023- Change in Dual Programming to the 50/50 Model  
2024- Pilot of the Amplify program, which increases the number of minutes needed for literacy instruction in English and Spanish (dual classrooms)  
2024- Approval of the addition of one Reading Interventionist per elementary school

The committee will consist of a representative group of stakeholders, including:

- 5 Primary Teachers and 5 Secondary Teachers (representation from all elementary schools)
- 1 Art, 1 Library Media Specialist, 1 Music, 1 PE, 1 SEL, 1 Technology Coach, 1 MLL Coach, 1 Instructional Coach
- 2 LBS1s
- 2 PreK Teachers
- 2 Middle School Teachers
- 1 PreK Administrator, 1 Elementary Administrator, 1 Middle School Administrator
- 2 Parent representatives
- 1 Board of Education Member

**Previous decisions, actions, or parameters that relate to this topic or issue:**

See the timeline above.

**Recommendations:**

We will begin recruiting staff for the Pre-K through 8th Grade Master Schedule Committee to begin meeting in April of 2025.