



Scheduling 2019 - 2020

11/7/19



Origin

In our last negotiation of the Lincoln Teachers Association contract, the LTA, School Committee, and Administration agreed through a side letter to the LTA contract to work to improve our school schedules in order to solve several issues related to:

- staffing our schools;
- equity between staff; and
- benefits to student learning.



Summer 2018

Principals and Jess Rose, Assistant Superintendent began collecting information on our schedules so that we had clear information to use in our process. This helped us unearth how complicated our prior schedules were and how many ways the schedules were not compatible with one another.



Fall-Winter 2018


- Principals, Becky McFall, Superintendent, and Jess Rose, Assistant Superintendent began conversations about our prior schedules, our instructional minute allocation for content areas, and our priorities for our educational programming.
- Sought technical assistance from District Management Group (DMG), who we learned had greatly helped other districts doing similar work.



Winter 2018-19

DMG led us in a process to establish our goals:

- Increase equity for both students and staff across the district
- Establish district level goals and guidelines for instructional time
- Increase supports for students who struggle with more rigorous interventions
- Increase opportunities for extension for students who are ready for more



Faculty Survey (114 responses)

Positives

- Common planning time
- Grade-level specials
- Morning meeting
- Grade-level core
- Transition time between specials

Challenges

- Inequity in workload
- Different rotations between schools
- Schedule fragmentation
- Spanish creates schedule fragmentation
- Pull out from core

Ideas

- All schools on the same rotation
- Time for SEL
- Grade level specials
- Longer recess
- Intervention block to protect core
- Full day Wednesday
- Technology year round



Agreements and Guiding Principles

- All schools on a common rotation (5 days) to facilitate sharing of staff and increase equity (based on constraints to other rotations from current contract)
- Common minutes of instruction and specials regardless of campus at each grade level PK-5. (Preschool programs differ based on hours and days)
- Grades 6-8 have increased symmetry, but retain some campus-specific programs to reflect unique needs
- Grades 6-8 participate in the same core specials



K-5 Objectives

- Based on a clear articulation of district level goals for minutes of instruction
- Consistent grade level schedules to maximize re-grouping strategies across sections and provide grade level collaboration opportunities.
- 30 minute intervention/enrichment period every day (Boost Block), staggered by grade to allow support staff to “flood” each grade through the day.
- Specials staggered by grade with 5 min transition between periods whenever possible
- Uninterrupted Reading and Writing Workshop
- Keep math and sci/ss together to provide opportunities for PBL and integrated curriculum
- Stagger core blocks by grade to allow support staff push-in during small group or other appropriate opportunities

Instructional Time Allocations Average daily minute guidelines (excluding early release days)	K	1	2	3	4	5
Morning Meeting, Advisory, SEL	30	30	30	30	30	30
Reading Workshop	60	60	60	60	60	60
Writing Workshop	60	60	60	60	60	60
Math	60	70	70	70	70	70
Science/Social Studies	45	45	45	45	45	45
World Language				20 x 3	25 x 3	30 x 3
Intervention/Enrichment	30	30	30	30	30	30
Recess/movement	35	35	30	30	30	15+35 lunch/ recess



Scheduling Challenges

- Prioritizing Instructional Time Allocations
- Meeting Contractual Obligations
- Fitting Everything Into the School Day/Week
 - Keyboarding
 - SEL programs
 - Spanish
 - Instrumental music lessons
 - Band, chorus, orchestra, drama
 - Snack



Spring 2019: Create models, refine

DMG worked with us to create a variety of draft schedules to meet as many of our intended outcomes as possible. We looked at these drafts, critiqued them against our goals, considered which models we thought we could effectively staff, and what would be best for students.



First week June 2019: Faculty input

We invited 24 faculty from all schools and a variety of roles to attend elementary and middle school focus groups to ensure faculty understood the process, saw some draft schedules, and offered input. Our June sessions were critical to getting faculty response on some of the choices we made, and to identify problems we hadn't anticipated, or to offer up potential solutions.



June-July: Final refinement

We took the feedback from faculty and other administrators who were not part of the ongoing process to refine the schedules until they were final and we were confident we could implement them this year. In the last weeks of July, principals and supervisors reached out to have individual conversations with faculty whose schedules looked the most different from previous years.



End of July: Becky emails all staff

Becky's email shared broadly the schedule development process:

- prioritized a less fractured schedule for students with non-interrupted instructional blocks;
- created more instructional equity across grade levels and campuses, to ensure content areas had the same amount of instructional minutes on both campuses and adding digital literacy and computer science as a special at Brooks;
- created a common rotation for all schools, to improve the ability to share staff across schools within and across campuses;
- adjusted for shifts in the preschool move to HPS;
- added intervention/extension blocks for all grade levels K-8; and
- adjusted specialists workload when possible to increase equity among them. For some specialists we will be adding additional “assignments” whether duties, curriculum projects, or other instructional components to those teachers whose schedules are not fully utilized.



Working with individual teachers and teams

In August and through the beginning of the school year, principals and supervisors worked with individual teachers or teams to problem-solve and make small tweaks, coming back to the principal group to ensure we remain aligned in this work and honor the equity objective of the original side letter between LTA and the district.



Boost Block

- Essential to ensuring that students receive targeted instruction
 - Intervention support, Extension, IEP services, Related Services, Enrichment
- We are in the early development stages



Prominent Questions

How much recess do students have?

When can students eat snack during the day?

How flexible is the timing of each day?

How do schedules impact our vision for instruction?

Final Thoughts + Moving Forward

- These schedules were created in a holistic manner which means that we cannot make changes for individuals without impacting others. The structure of the schedules was developed in order to maximize benefit for students and faculty as a whole.
- There is no perfect schedule. At each decision point we considered the costs and benefits and the trade offs and made the best possible decisions keeping our priorities in mind.
- With all of our decisions, we tried to put students first, followed by what was best for the district, which sometimes meant individual schools gave a little up here or there for the greater good. In the process we tried to be as conscientious as possible about faculty who are not full-time.
- We want to strongly emphasize that this is our first annual iteration; we think we made good progress on a number of our goals and next year we'll continue refining and improving it with the help of faculty input along the way. Through the school year there will be opportunities for faculty to share input about how the schedules are functioning from their perspective and their input will be considered as we refine schedules for the following year.

Lincoln K-4

	K			1				2			3				4			5		
	a	b	c	a	b	c	d	a	b	c	a	b	c	d	a	b	c	1	2	3
8:00am	8a - 8:30a AM/Advisor			8a - 8:30a AM/Advisor				8a - 8:30a AM/Advisor			8a - 8:30a AM/Advisor				8a - 8:30a AM/Advisor			8a - 8:30a AM/Advisor		
9:00am	8:30a - 9:30a Reading Workshop			8:30a - 9:15a Science/Social Studies				8:30a - 9a Boost			8:30a - 9:40a Math				8:30a - 9:15a Specials			8:30a - 9:30a Reading Workshop		
	9:30a Snack			9:20a - 10:05a Specials				9a Recess AM							9:15a - 9:45a Boost			9:30a - 10:30a Writing Workshop		
10:00am	9:45a - 10:45a Writing Workshop			9:20a - 10:05a Science/Social Studies				9:20a - 10:05a Science/Social Studies			9:45a - 10:45a Reading Workshop				9:45a Recess AM					
				Recess 10:10 - 10:15 Boost 2				10:10a - 10:55a Specials			10:45a - 11:45a Writing Workshop				10a - 11:10a Math			10:30a - 11:40a Math		
11:00am	10:50a Recess PM			10:55a - 11:55a Reading Workshop				10:55a - 12:05p Math			10:45a - 11:45a Writing Workshop				11:10a Lunch					
	11:10a - 11:40a Boost 2										11:45a - 12:30p Specials				11:30a Recess PM			11:40a - 12:15p Lunch		
12:00pm	11:40a Lunch			11:55a Lunch				Lunch window							11:45a - 12:25p Sci/SS					
	12:05p Recess PM			12:20p Recess PM				12:15p Lunch			12:30p Lunch				12:25p World Lang			12:15p - 1p Specials		
1:00pm	12:20p - 1:15p Math			12:40p - 1:40p Writing Workshop				12:50p - 1:50p Reading Workshop			12:50p Recess PM				12:50p - 1:50p Reading Workshop			1p - 1:45p Specials 2		
	1:15p - 2p Specials			1:40p - 2:50p Math				1:50p - 2:50p Writing Workshop			1:05p - 1:45p Sci/SS				1:50p - 2:50p Writing Workshop			1:15p - 1:45p Boost		
2:00pm	2:05p - 2:50p Science/Social Studies										1:25p - 2:05p Sci/SS				2:05p Recess			1:45p - 2:20p Sci/SS		
											2:05p Boost 2				2:05p Specials 2			2:20p - 2:50p World Lang		

HMS

	4				5			6			7			8		Specials	I/E
	1	2	3	4	1	2	3	1	2	3	1	2	3	1	2		
8:00am	8a - 8:30a AM/Advisor				8a - 8:30 World	8a - 8:30a AM/Advisor		8a AM/Advisor			8a AM/Advisor			8a AM/Advisor			
	8:30a - 9:30a Reading Workshop				8:30a - 9 AM/Ac	8:30a - 9 World	8:30a - 9 Sci/SS	8:13a - 9 ELA	8:13a - 9 World Lang	8:13a - 9 SS	8:13a - 9 Scienc	8:13a - 9 ELA	8:13a - 9 World Lang	8:13a - 9:03a Specials		8	
9:00am					9a - 9:35a Sci/SS		9:05a - 9 World	9:05a - 9:55a Boost Block/Orchestra, Chorus, etc			9:05a - 9:55a Boost Block/Orchestra, Chorus, etc			9:05a - 9:55a Boost Block/Orchestra, Chorus, etc			
10:00am	9:30a - 10:30a Writing Workshop				9:35a - 10:45a Math			9:57a - 10:47a Math			9:57a - 10:47a Specials			9:57a - 10:47a World Lang	9:57a - 10:47a SS	7	
	10:30a - 11:40a Math				10:45a Recess AM			10:49a - 11:39a SS			10:49a - 11:39a World Lang	10:49a - 11:39a Math	10:49a - 11:39a Scienc	10:49a - 11:39a SS	10:49a - 11:39a World Lang	5	
11:00am					10:55a - 11:40a Specials												
12:00pm	11:40a - 12:15p Lunch				11:40a - 12:15p Lunch			11:40a - 12:15p Lunch			11:40a - 12:15p Lunch			11:40a - 12:15p Lunch			
	12:15p - 12:55p Sci/SS		World Lang		12:15p - 1:15p Reading Workshop			12:16p - 1:06p Specials			12:16p - 1:06p Math	12:16p - 1:06p Scienc	12:16p - 1:06p SS	12:16p - 1:06p ELA	12:16p - 1:06p Math	6	
1:00pm	12:40p - 1:20p World Lang		Sci/SS														
	Recess		1:20p - 2:05p Specials 2		1:15p - 2:05p Writing Workshop			1:08p - 1:58p Scienc	1:08p - 1:58p Math	1:08p - 1:58p ELA	1:08p - 1:58p Social Studies		1:08p - 1:58p ELA	1:08p - 1:58p Math	1:08p - 1:58p Science	4	4
2:00pm	1:35p - 2:05p Boost																
	2:05p - 2:50p Specials				2:05p Writing 2			2p - 2:50p World Lang	2p - 2:50p SS	2p - 2:50p Scienc	2p - 2:50p ELA	2p - 2:50p World Lang	2p - 2:50p Math	2p - 2:50p Science	2p - 2:50p ELA	4	5