

July 31, 2019

Dear Lincoln Public Schools Faculty and Staff,

I hope that your summer is going well and you are feeling relaxed and rejuvenated. Our full year employees have been extremely busy preparing for the upcoming school year, including the move into the newly constructed Hanscom Primary School. You'll receive a communication from me soon about the opening of the 2019 - 2020 school year. Today's communication is an update on our school schedule development process and the final outcomes.

As a reminder, 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. In order to do this, members of the administrator team worked with consultants from District Management Group to establish our goals and work to improve our school schedules in order to best meet these goals. We used the input you provided us via the Scheduling Survey to guide our work, and we began to develop various scheduling models in order to meet as many of our intended outcomes as possible.

Today I am writing to share that we have finalized the schedules for the upcoming school year. In June, we met with a diverse group of faculty to share our process, our goals and priorities in our scheduling work, and some draft schedules. These faculty focus groups provided us with valuable feedback. Just as the faculty survey was crucial in gathering lots of input on various aspects of scheduling, our June sessions were critical to get faculty response on some of the choices we had made, to identify problems we hadn't anticipated, or to offer up potential solutions. The faculty input we received was invaluable!

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. More information for these individual teachers will be shared with them in August.

Throughout July we have worked hard to refine the schedules to a point where we are confident we can utilize these for the 2019-20 school year. In the last week and a half principals and supervisors have reached out to have individual conversations with faculty whose schedules look the most different. We are sharing some high-level images of the schedules with you. At the end of this document you'll find

screenshots of the master schedule from one day of the week at each school, along with specials rotations for the middle schools. Please keep in mind that these schedules are 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. The final schedules for this school year are a step in the right direction and we are excited to put them to use throughout the year and observe the outcomes. If you have questions, the best person to talk with will be your principal, Rob, or Jess Rose. You might hear any one of us respond to a question by saying, “Great question, let me circle up with the principal group before I answer you” in an effort to keep us as consistent and aligned as possible.

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 you to share input about how the schedules are functioning from your perspective and your input will be considered as we refine schedules for the following year.

As we move forward, we will share additional information about aspects of the schedules that may be new for you or your grade level or school. Thank you for your support as we take this important step forward! This has been a monumental task and a high need for many years. The folks listed below deserve a great deal of acknowledgement and appreciation for the careful thought, time, and effort devoted to making this possible. Thank you to everyone who contributed input along the way.

All the Best,

Becky McFall

Many thanks to Jess Rose, Rob Ford, Sarah Collmer, Julie Vincentsen, Lynn Fagan, Sharon Hobbs, and Erich Ledebuhr

Lincoln School 5-8 Master Schedule

	Mon	Tue	Wed	Thu	Fri									
	> View Sections			> View Sections		> View Sections			> View Sections					
	5			6				7			8			
	1	2	3	1	2	3	4	1	2	3	1	2	3	4
8:00am	8a - 8:30a Morning Meeting/Advisory/SEL			8a - 8:10a				8a - 8:10a			8a - 8:10a			
	8:30a - 9:30a Reading Workshop			8:13a - 9:00 ELA	8:13a - 9:00 Word Lang	8:13a - 9:00 SS	8:13a - 9:00 Science	8:13a - 9:03a English Language Arts	8:13a - 9:03a World Language	8:13a - 9:03a Social Studies	8:13a - 9:03a Specials			
9:00am	9:30a - 10:30a Writing Workshop			9:05a - 9:50 Math	9:05a - 9:50 ELA	9:05a - 9:50 Word Lang	9:05a - 9:50 SS	9:05a - 9:55a Specials			9:05a - 9:50 Science	9:05a - 9:50 ELA	9:05a - 9:50 Word Lang	9:05a - 9:50 Math
10:00am	10:30a - 11:40a Math			9:57a - 10:42 Science	9:57a - 10:42 SS	9:57a - 10:42 Math	9:57a - 10:42 Word Lang	9:57a - 10:47a Social Studies	9:57a - 10:47a English Language Arts	9:57a - 10:47a World Language	9:57a - 10:42 Word Lang	9:57a - 10:42 SS	9:57a - 10:42 Science	
11:00am				10:49a - 11:39a Specials				10:49a - 11:39a Science	10:49a - 11:39a Social Studies	10:49a - 11:39a Math	10:49a - 11:39a SS	10:49a - 11:39a Math	10:49a - 11:39a ELA	10:49a - 11:39a Word Lang
12:00pm	11:40a - 12:15p Lunch			11:40a - 12:15p Lunch				11:40a - 12:15p Lunch			11:40a - 12:15p Lunch			
1:00pm	12:15p - 1p Specials			12:16p - 1:01 SS	12:16p - 1:01 Math	12:16p - 1:01 Science	12:16p - 1:01 ELA	12:16p - 1:06p Math	12:16p - 1:06p Science	12:16p - 1:06p English Language Arts	12:16p - 1:01 ELA	12:16p - 1:01 Science	12:16p - 1:01 Math	
	1p - 1:45p Specials 2	1:15p - 1:45p Recess AM Intervention/Enrichment		1:08p - 1:53 Pull Out Math	1:08p - 1:53 Science	1:08p - 1:53 ELA	1:08p - 1:53 Math	1:08p - 1:58p World Language	1:08p - 1:58p Math	1:08p - 1:58p Science	1:08p - 1:53 Math	1:08p - 1:53 Word Lang	1:08p - 1:53 SS	
2:00pm	1:45p - 2:20p Science/Social Studies			2p - 2:50p Extensions				2p - 2:50p Extensions			2p - 2:50p Extensions			
	2:20p - 2:50p World Language													

Lincoln School Grade 6-8 Specials Rotation

Lincoln 6-8		Q1					Q2				
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5
6	a	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Wellness	Music	Music	Music	Music
	b	Music	Wellness	Music	Music	Music	Art	Wellness	Art	Art	Art
	c	Art	Art	Wellness	Art	Art	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
	d	Regroup					Regroup				
7	a	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Wellness	Music	Music	Music	Music
	b	Music	Wellness	Music	Music	Music	Art	Wellness	Art	Art	Art
	c	Art	Art	Wellness	Art	Art	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
8	a	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Wellness	Music	Music	Music	Music
	b	Music	Wellness	Music	Music	Music	Art	Wellness	Art	Art	Art
	c	Art	Art	Wellness	Art	Art	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
		Q3					Q4				
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5
6	a	Art	Wellness	Art	Art	Art	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
	b	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness	Wellness	Trant	Trant	Wellness	Trant
	c	Wellness	Trant	Trant	Wellness	Trant	Music	Wellness	Music	Music	Music
	d	Regroup					Regroup				
7	a	Art	Wellness	Art	Art	Art	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
	b	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng
	c	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Music	Wellness	Music	Music	Music
8	a	Art	Wellness	Art	Art	Art	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
	b	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng
	c	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Music	Wellness	Music	Music	Music

Hanscom Middle School Master Schedule

	Mon				Tue				Wed				Thu				Fri							
	View Sections				View Sections				View Sections				View Sections				View Sections							
	4				5				6				7				8							
	1	2	3	4	1	2	3		1	2	3		1	2	3		1	2	3		1	2		
8:00am	8a - 8:30a Morning				8a - 8:30a World Morning				8a - 8:30a				8a - 8:15a				8a - 8:15a							
9:00am	8:30a - 9:30a Reading Workshop				8:30a - 9a AM/Advi World 8:30a - 9a 8:30a - 9:05 Sci/SS				8:13a - 9:03 ELA 8:13a - 9:03 World Lang 8:13a - 9:03 SS				8:13a - 9:03 Science 8:13a - 9:03 ELA 8:13a - 9:03 World Lang				8:13a - 9:03a Specials							
10:00am	9:30a - 10:30a Writing Workshop				9a - 9:35a Science/Social Studies 9:45a - 10:55a Math				9:05a - 9:55a Extensions				9:05a - 9:55a Extensions				9:05a - 9:55a Extensions							
11:00am	10:30a - 11:40a Math				10:49a - 11:10a Specials				9:57a - 10:47a Math 9:57a - 10:47a ELA 9:57a - 10:47a World Lang				9:57a - 10:47a Specials				9:57a - 10:47a World Language 9:57a - 10:47a Social Studies							
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							
1:00pm	12:15p - 12:55p Science/Social Studies 12:55p World Lang 12:20p Recess AM				12:15p - 1:15p Reading Workshop 1:15p - 2:05p Writing Workshop				12:16p - 1:06p Specials 1:08p - 1:58p Science 1:08p - 1:58p Math 1:08p - 1:58p ELA				12:16p - 1:06p Math 12:16p - 1:06p Science 12:16p - 1:06p SS				12:16p - 1:06p English Language Arts 12:16p - 1:06p Math 1:08p - 1:58p Math 1:08p - 1:58p Science							
2:00pm	1:35p - 2:05p Intervention/Enrichment 2:05p - 2:50p Specials				2:20p - 2:50p Intervention/Enrichment				2p - 2:50p World Lang 2p - 2:50p SS 2p - 2:50p Science				2p - 2:50p ELA 2p - 2:50p World Lang 2p - 2:50p Math				2p - 2:50p Science 2p - 2:50p English Language Arts							

Hanscom Middle School Grade 6-8 Specials Rotation

Hanscom 6-8		Q1					Q2				
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5
6	a	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness	Wellness	Music	Music	Music	Music
	b	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Art	Wellness	Art	Art	Art
	c	Music	Wellness	Music	Music	Music	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
7	a	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng
	b	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Music	Wellness	Music	Music	Music
	c	Music	Wellness	Music	Music	Music	Art	Art	Wellness	Art	Art
8	a	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness	Wellness	Music	Music	Music	Music
	b	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Art	Wellness	Art	Art	Art
	c	Music	Wellness	Music	Music	Music	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
		Q3					Q4				
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5
6	a	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Art	Wellness	Art	Art	Art
	b	Music	Wellness	Music	Music	Music	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
	c	Art	Art	Wellness	Art	Art	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng
7	a	Wellness	Music	Music	Music	Music	Art	Wellness	Art	Art	Art
	b	Art	Wellness	Art	Art	Art	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
	c	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng
8	a	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng	Art	Wellness	Art	Art	Art
	b	Music	Wellness	Music	Music	Music	Digital Lit	Digital Lit	Wellness	Digital Lit	Wellness
	c	Art	Art	Wellness	Art	Art	Wellness	Tech/Eng	Tech/Eng	Wellness	Tech/Eng