Elementary Schedule Task Force Minutes
January 12, 2015

Review Norms

Task Force Objectives and Priorities:

- Maximize Instructional Time
- Create Collaborative Time
- Maintain Teacher Planning Time
- Create Professional Development Time

Share individual school voting outcomes

- See “Schedule Voting Results” spreadsheet

Discussion Time – Questions / Concerns

- Reasons why some schools chose Option 2
  - Absences on Friday, due to student appointments and extra curricular activities
  - Teacher don’t have enough planning time, they want to be more preventive rather than implementing tier 2 interventions
  - Allows for IEP on early out days
- Survey Monkey
  - To be sent to every elementary teacher allowing further input beyond the voting numbers
  - Problems with Survey Monkey
    - A teacher can vote multiple times from a different computer each time
    - The majority of teachers feel they have been heard, most likely only the minority will fill out the survey
    - Results will be more skewed than staff votes
  - No Survey Monkey will be done at this time, per committee opinion

- Questions / Concerns regarding Schedule Options to be presented to the Board of Education
  - PLC versus collaboration/teaming time needs to be defined
    - We need consistency District-wide for logistical purposes
    - However with given parameters site based decisions could allow faculties to structure their own blocks of time
  - School option must include personal protected planning time
    - Talking points for option 2 include “10 hours teacher individual planning time per month (may not be used for any other purpose or meetings)-PROTECTED”
  - Within the chosen schedule site based decisions can be made to fit each school
• Bus and recess duties
  o Principals and head secretaries report at many schools, administration and front office is covering for absent duty aide or coverage is personnel short
  o Previous negotiation, Supt Rhode and Leon assured money available to cover duties
  o However the money currently used to cover duty free will be absorbed to implement the new schedule
  o Special Ed still has duty this year
• Paras and Specialists
  o Training and pay scale should be similar
  o School will have a choice of specials subjects within EBL’s parameters and abilities to train and support
• Students have always had a 40 minute lunch which gives the teachers 30 minutes
• Kindergarten
  o Will we have a specific Kindergarten schedule early enough for teachers to make a decision prior to transfer dates?
  o EBL will meet with Kindergarten leads to begin working out a kinder schedule
  o Schedule planning needs to consider part time kinder needs
• What happens if Option 2 can’t be funded?
  o Do we need a Plan B? Such as the Yr 14 schedule
  o Yr 14 schedule was difficult to have collaboration and personal planning time
  o School Performance Directors (SPDs) want to present the teachers’ choice, not a lesser plan
• Early day on Wednesday versus Friday
  o Friday gives teacher time to be prepared for the following teaching week
  o Friday only, not last day of the school week
  o PTConference needs an early out day versus only Friday out – calendar committee issue

**Presentation to the Board of Education**
• All three options will be presented to the Board with the voting results
• SPDs want to represent the teachers by taking the teachers’ choice to the Board
  o Task Force desires the majority not to be silent, as the minority will likely voice opposition
  o The Board is more likely to support a schedule with heavy teacher support
  o The Board should know that teachers have had a voice
• Teachers are grateful that they’ve been asked
• SPD will meet with Board Leadership tomorrow to begin the process.
• Next Tuesday, Jan 20th, First reading to the Board in Study Session
• Special Board Meeting for Elementary Schedule and Middle School needs
  o Date TBD
  o TF willing to speak to the process and faculty support, representatives spoke to all faculty and brought full faculty concerns to the table