Elementary Schedule Task Force  
December 15, 2014  
Minutes

• Review Norms  
  o Solution focused  
  o On-time and attentive  
  o Respect opinions  
  o Rule of 3  
  o Silence all technology

• Task Force Objectives and Priorities:  
  o Maximize Instructional Time  
  o Create Collaborative Time  
  o Maintain Teacher Planning Time  
  o Create Professional Development Time

• Share Out on Home School Schedule ideas  
  o Steve Dimond shared Table Two’s 3 option template

• Topics Discussed  
  o Early out/Late start versus 5 consistent days or hybrid of the two  
    ▪ Majority of teachers in each school want an early out  
      • Amount of time for early out varies  
      • What options can Transportation provide?  
    ▪ Day of the week for an early out  
      • Monday, Wednesday and Friday discussed  
      • Friday allows teachers to prepare for the following week and begin PT Conferences earlier  
      • Friday versus the last school day of the week  
  o Teacher contract time  
    ▪ 8 hr. day  
      • Students in school 6 hrs 30 min daily, (less if an early out day is part of the schedule)  
      • Teacher at school 30 minutes before &/or 30 minutes after with an additional 30 minutes at school either before or after
  o IPLC  
    ▪ How often?  
    ▪ How long?  
    ▪ How documented?  
    ▪ Time when the entire faculty can collaborate at once  
    ▪ Held during school time  
      • Students with Subs?  
        ▪ Filling substitute positions can be problematic  
      • Students with Specialists?
- Protected Planning Time
  - Policy that planning time cannot be interrupted more than “x” number of times in any week

- Potential Schedules
  - Templates and rationales from each table
  - District team will review for commonalities and prepare 2 or 3 options for school faculty review
  - Schedule options will be emailed to Task Force members

- HOMEWORK
  - Review schedule options with your school’s faculty
  - Vote on preferred options
  - Record votes for each option and report information at January 12 meeting

* Next Meeting January 12th