



Lawrence Public Schools **SES Annex** **2023-2024 School Operational Plan**

- 1. Allocation of discretionary funds made available by the principal, including in areas such as wraparound services for students and families, after-school programs, and school supplies.** (*Discretionary funds are those remaining after a school budgets for district services, partner fees, and staff salaries.*)

For the 2023-24 school year, discretionary funds have been allocated in the following amounts:

- Operational Budget
 - Teachers Choice Money \$150 x 12 staff (7 teachers, 5 related service providers)
 - General Materials \$13,000 - \$15,000
- Staffing Stipends
 - Teacher Leadership Team: \$750
 - 4 staff (\$3000)
 - ABC School Culture Committee: \$325
 - 2 staff (\$650)
 - Transportation Support: overtime based on hourly pay rate
 - 2 hours daily
- *Educational Supplies*
 - *Boom Learning (\$1000)*
 - *ABLLS- R materials (TBD)*
 - *Reinforcement materials (TBD)*
- *Professional Services*
 - *Health Education with Seem Collaborative (~\$6500)*
 - *Professional Development (TBD)*
 - *Student Services TBD*
- Field Trips x 3:
 - \$1500 - \$2000

Curriculum

The SESA will continue to provide a standard ABA program utilizing data from the Assessment of Language and Learning Skills (ABLLS-R) and classroom data collection to provide Discrete Trial Teaching, Whole Group Lessons, and Targeted Interventions across all grade levels. The SESA will introduce and prioritize TeachTown Curriculum (PreK-K Meta Play, 1-5 Elementary Encore and 6-8 Middle School Encore, Social Skills and BASICS) with a focus on functional skills and current events; as aligned to Massachusetts Curriculum Frameworks. All grades will utilize the



data collected from both the ABLLS-R and TeachTown to guide team based decisions related to the student's Individualized Education Plan. Grades 3-8 will utilize the data collected from both the ABLLS-R and TeachTown to drive the MCAS Alt Portfolios for each participating student. There are some exceptions for students who participate in the regular MCAS. The SESA will continue to base the primary method of instruction in Applied Behavior Analysis; principles and strategies that are research and/or evidenced based. Our students learn best through structure, routines, consistency, modeling and visual support.

2. Professional development activities (*This does not include individualized professional development or coaching of teachers.*)

The School for Exceptional Studies @ Annex (SESA) is committed to supporting staff in their professional development.

- The SESA will utilize their building based BCBA for ABA related Professional Development sessions.
- The SESA will continue to participate in district offered Professional Development with TeachTown, Allen Blume, and Safety Care.
- The SESA will utilize ABA related modules and articles that are available at no cost to build capacity in staff skills and development (Different Roads to Learning, Verbal Beginnings, Behavior Development Solutions, WebNet).
- The SESA will continue to participate in MCAS-ALT related training provided by DESE

In addition to the district Professional Development Dates,

- 8/23/23 New Teacher Orientation
- 8/24/23 and 8/25/23 Full Day Staff PD and Opening Ceremonies
- 11/7/23 Full Day Staff PD
- 10/18/23 Half Day PD
- 12/13/23 Half Day PD
- 1/31/24 Half Day PD

SESA will implement:

- 8/21/23 and 8/22/23 early return Professional Development days
- HALF DAY PD for all staff (12:30 - 3:30)
 - 9/27/23
 - 2/14/24
 - 3/13/24
 - 4/10/24



- 5/15/24
- 5 AFTER SCHOOL PD for LTU staff (3:00 - 4:30)
 - 10/24/23
 - 12/5/23
 - 1/16/24
 - 2/27/24
 - 4/23/24

3. Calendar: Please see the attached 2023-24 school year calendar for staff. Any change to the school year calendar is subject to the Superintendent's approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. The school calendar will include: District Calendar

- a. 180 total school days for students (169 days for pre-kindergarten students)
- b. 185 total school days for educators, including school days and professional development and planning days.
- c. Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
- d. All federal and state holidays.
- e. Winter break, Mid-winter break, Spring break.

Trimester 1: 8/28/23 - 11/22/23 (59 days)

Progress Report 1: Week of 10/16/23

Trimester 2: 11/27/23 - 3/8/24 (62 days)

Progress Report 2: Week of 1/22/24

Trimester 3: 3/11/24 - 6/20/24 (or last day of school, (64 days)

Progress Report 3: Week of 4/29/24

4. Work before and/or after the regular school year

- a. Returning teachers are expected to report to work on August 24, 2023.
- b. Paraprofessionals are expected to report to work on August 24, 2023.
- c. New teachers are expected to report to work on August 23, 2023 for mandatory LPS orientation.
- d. The final work day for teachers and paraprofessionals is June 20, 2024, including 5 snow days.
- e. If possible, at least one month's notice will be given to teachers before any change to the start and end of the school year.



5. Schedule for staff and students

- a. A preliminary schedule for the 2023-24 school year is available and is subject to change prior to and during the school year.
 - i. Student Hours 7:45 - 2:50
 - ii. Half Day Student Hours 7:45 - 11:50
- b. The standard workday for teachers will be 7 hours and 30 minutes. For the majority of educators, required hours will be approximately 7:30 am – 3 pm.
 - i. 7:30 - 12:00 for Teacher Half Days
 - ii. 7:30 - 12:00 for Para Half Days
- c. The standard workday for paraprofessionals will be 8 hours. For the majority of paraprofessionals, the required hours will be approximately 7:30am – 3:30 pm.
- d. Except in rare circumstances, teachers will be expected to teach no more than 2,250 minutes per week. Teachers will have at least a (30) minute planning period each day during the school week. Teachers will be expected to meet collaboratively (30 - 60) minutes per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, (30) minutes of planning time per week may be, as needed, set aside for family and student support meetings, and/or additional professional development.
- e. It is expected that an agenda will be created and available during this collaboration period. The agenda, as well as follow-up notes (questions, comments, and reflections), will be sent to the administrative team within 24 hours after this meeting.
- f. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- g. *In addition to traditional responsibilities and assigned duties listed above, all staff at SES ANNEX School may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:*
 - i. *Teacher Leadership Team*
 - ii. *Mentorship*
 - iii. *MCAS ALT Support*
 - iv. *Family Engagement Activities*
 - v. *Transportation Support*
 - vi. *Extended School Year*
 - vii. *Cleaning of staff break space*
 - viii. *Participation in school culture activities*



6. Scheduling of school-wide parent/teacher meetings *(This does not include parent-teacher meetings that occur between school-wide meetings.)*

The SES ANNEX School will hold (3) parent-teacher meetings during the 2023-24 school year. These are tentatively scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.):

1. Open House: September 9/12/23
2. Progress Reporting: December 12/7/23
3. Progress Reporting: March 3/28/24
 - a. End of Year Celebration TBD: 6/13/24 - 6/14/24

7. Notices and announcements

The SESA will continue to utilize Blackboard Connect to communicate messages that impact all or large groups of families.

All classroom teachers are expected to maintain frequent and proactive communication with the families of students they teach through phone calls, emails, Class DOJO, daily communication logs, and Zoom.

Monthly calendars will be sent home to families and staff at the start of each month which include important dates and celebrations.

Weekly communication will be provided in the form of a weekly memo shared via LPS email. All staff at the SESA will be required to read the memo prior to the start of school day and will be held accountable to the information and notices communicated through this format (via LPS email ONLY). Additionally, information will be shared through a community bulletin board, emails, and meetings as needed.

In the event of absences, it is expected that staff will report these into the ESS system by 7:00 AM. Staff are expected to notify the school administrator and classroom team through text or phone call.

In the event a staff member will arrive late, it is expected that staff will text Kristin Pas (978-828-8155) and the classroom staff they are assigned to.

If a staff member needs to leave early and the time off equates to a half day or more of school, staff will be expected to report this as a half day absence in ESS.

8. School health and safety issues



- Working with the central office, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.
- Security of school premises will be maintained and visitors to the school will be required to check in upon entry.
- Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

9. Staff dress code

Staff at SES ANNEX School are asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is permitted.. At the SES ANNEX, tasteful discretion is determined by the administrator due to the nature of daily tasks and responsibilities with students.

10. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of positive collaboration, communication, consistency and engagement. Additional duties may include, but are not limited to:

- Staff may be asked to perform additional duties or responsibilities not listed. Some additional responsibilities may come with additional compensation in the form of stipends, but should not be expected.

11. Class size

SES ANNEX and OSSS administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development. Classrooms should not exceed 6-8 students and should remain in a 2 student: 1 staff member ratio.

12. Bulletin boards

The Lawrence Teachers Union will be provided a clearly designated bulletin board for the purpose of posting Union-related notices and other materials. Such space will be provided in each building for the exclusive use of the Union.