



Guilmette Elementary School: 2017-18 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, staff salaries and stipends.*)

For the 2017-18 school year, discretionary funds have been allocated in the following amounts:

- Supplies & materials: \$ 116,618;
- Teacher's Choice: \$100.00 per teacher;
- Principal's Office: \$0;

Any transfer or use of additional funds received over the course of the school year will be determined by the principal.

2. School curriculum issues

- All grades at the Guilmette Elementary School will utilize the EngageNY math curriculum;
- Grades 1-2 will utilize CORE KNOWLEDGE Skills and Listening and Learning Strands for literacy;
- Grades 3-4 will continue to collaboratively revise and develop standards-aligned integrated units of study in literacy;
- All teachers are expected to provide small group targeted instruction in literacy and math utilizing a variety of resources.

3. Professional development activities applicable to the school as a body

This does not include individualized professional development or coaching of teachers peer observations

- All staff new to the school (and any other recommended staff) will participate in 6-8 peer observations throughout the school year. These will be inclusive of a pre-meeting, observation, and debrief.
- ANET Data Meetings: staff in grades 2-4 will participate in school and ANET led data meetings and PD following each testing cycle.
- District Wide PD: staff may be assigned to district based PD offerings when applicable.

4. Calendar

Please see the attached 2017-18 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:

- 180 total school days for students;
- 183 total school days for educators, including school days and professional development and planning days;
- All federal and state holidays;
- Winter break, mid-winter break, spring break.

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

- Returning teachers are expected to report to work on August 16, 2017.
- New teachers to the Guilmette Elementary are expected to report to work on August 16, 2017.

- The final work day for teachers is June 15, 2018, including 5 snow days.
- 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.

6. Schedule for staff and students

- A preliminary schedule for the 2017-18 school year is available and is subject to change prior to and during the school year.
- The standard workday for educators will be 7 hours and 40 minutes Mondays - Thursdays and 7 hours and 30 minutes on Fridays. For the majority of educators, required hours will be approximately 7:25 am – 3:15 pm Monday through Thursday and 7:25-3:05 on Fridays.
- Teachers will have 2 planning periods each day during the school week. Teachers will be expected to meet collaboratively 2 times per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, planning time may be set aside for family and student support meetings, and/or additional professional development.
- Teachers at each school will receive 35 minutes of duty-free lunch and collaboration time.

In addition to traditional responsibilities and assigned duties listed above, all staff at the Guilmette Elementary 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:

- Open House;
- Guided Observations;
- Report Card Conferences;
- Parent Meetings.

7. Scheduling of school-wide parent/teacher meetings

(This does not include parent-teacher meetings that occur between school-wide meetings.)

The Guilmette Elementary School will hold 3 parent-teacher meetings during the 2017-18 school year. These are tentatively scheduled for the following dates:

- September 14, 2017 (Welcome Back Parent Open House);
- December 8, 2017 and March 16, 2018 (Report Card Pick-Up 12-2:30 p.m.).

8. Notices and announcements

A morning memo will be sent out every day. All staff are expected to read this each morning prior to the start of each school day.

9. School health and safety issues

- Working with 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.

10. Staff dress code

Staff at Guilmette Elementary School is asked to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days.

11. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Guilmette Elementary School. Additional duties may include, but are not limited to:

- lunch and dismissal duty;
- 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.

12. Class size

The Guilmette Elementary School's administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

13. 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.