

Lawlor 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 2020-21 school year, discretionary funds have been allocated in the following amounts:

- **Supplies & materials: \$18,504.4**
 - Know Atom: \$4,563.90
 - NWEA: \$2,288.50
 - DIAL 4: \$352.20
 - Classroom supplies: \$4,000
 - Trade book and guided reading books: \$2,000
 - Momenta: \$5,000
 - Teacher's' Choice: \$1,300
- **Principal's Office: \$1063.6**
 - If no furniture or office equipment is required, these funds will be used to purchase additional trade books to support the literacy block.
- **Teacher Stipends: \$5,000**
 - Leadership Teams @ \$250 each (all teachers will be invited to participate in one leadership team)
 - Teacher Leadership Team
 - School Leadership team
 - Celebrations and community Leadership Team
 - SEL Leadership team
 - STEAM Leadership Team
 - Literacy Leadership Team
 - Summer curriculum work @ \$300 x 5
 - One evening event stipends @ \$50 each
- **Conferences and Professional Development: \$2000**
- **Enrichment activities: \$7000**
- **Transportation: \$2,000**
- **Any transfer or use of additional funds received over the course of the school year will be determined by the principal. When it's appropriate, the principal will work with the TLT to determine the most appropriate reallocation of funds.**

2. School curriculum issues

Lawlor Educators will continue into Year Two with Momenta, creating time during PD days and CPT to further enhance the literary block. Our focus is on including planned and data informed time for small group instruction, increased student talk, and experiential learning opportunities. We will continue to honor the CKLA themes and learning continuum, but prioritize the use of high quality picture books.

The STEAM Leadership team and school principal will also begin thoughtful piloting of a math program. The Lawlor does not currently have a share math curriculum, standardized math scope and sequence or assessments. This is an issue of equality, quality, and access for all our students.

3. Professional development activities applicable to the school as a body (*This does not include individualized professional development or coaching of teachers.*)

Teachers will be required to participate in professional development activities throughout the school year. If possible, at least one week's notice will be given to teachers before any required professional development activities. Expected professional development activities include:

- Up to 3 days of professional development and/or staff planning days at the start of the school year (08/26, 08/27, 9/1);
- One full day of professional development and planning during the school year (11/03); Two half days of professional development and planning days during the school year (01/15, 03/19);

4. Calendar

Please see the attached 2020-21 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 (177 days for kindergarten 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.

Screening Dates:

In order to welcome our new students and families while also planning for thoughtful classroom groupings, the principal and parent liaison will begin to screen incoming students upon May registration. This practice will help build early relationships while also reducing the number of August screenings needed. Consequently, the Lawlor team will have more time in August for collaboration and professional development. *Only children new to LPS will be screened. Those transitioning from LEAP or district preschool programs need not be screened a second time as they were screened upon initial enrollment.* Classroom teachers will administer benchmark assessment tools for all students to better understand literacy and mathematical skills at the beginning of the year.

- Ongoing May and June screening, dates to be determined by rate of enrollment and family availability.
- **August 26th:** 8:00am-3:00pm

Events for Families. Teachers will be *encouraged* to participate in all five evening events with a stipend being provided for each event beyond the three required. Report card evenings are required for all educators, but educators are only required to attend either the Fall Festival, Winter Wonderland, and the Make and Take literacy event.

- **Lawrence Learns! Welcoming Event** Thursday August 27th, 9-11am. (All educators will attend)
- **Fall Festival** Wednesday September 30th, 2020: 5-6:30pm
- **Winter Wonderland** Thursday December 3, 2020: 5-6:30pm
- **Report Card Conferences:** December 7-10, 8am-3pm (coverage to be provided)

- **Report Card Conferences:** March 22-25, 8am-3pm (coverage to be provided); evening event Thursday 3/25, 2020 4:00-6:30pm (all teachers will attend)
- **Make and Take literacy event** (details to be developed) Monday May 10th, 2021: 5-6:30pm
- **Transition Field trips to first grade buildings:** Walking field trips during school hours to applicable elementary schools.
- **Moving On Ceremony:** Friday June 11th, 10am at NCEE OR Friday June 18th, 10am at NCEE

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

- Returning teachers are expected to report to work on **August 26, 2020**.
- New teachers to James I Lawlor School are expected to report to work on **August 25, 2020**.
- **The final work day for teachers is June 21, 2021, 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

Staff at the James I Lawlor School will receive a 40 minute duty-free lunch. Teachers receive 60 minutes of planning everyday. *CPT will begin in September and will be from 7:30-8:30am each Wednesday morning.*

<i>Teacher Schedule, Option One</i>	<i>Teacher Schedule, Option Two</i>
Attached is a preliminary schedule for the 2020-21 school year. This schedule is subject to change prior to and during the school year. The standard workday for educators will be 7 hours and 15 minutes .	Attached is a preliminary schedule for the 2020-21 school year. This schedule is subject to change prior to and during the school year. The standard workday for educators will be 7 hours and 10 minutes .
Student Hours will be 7:45-2:45	Student Hours will be 7:40-2:40
For the majority of educators, required hours will be 7:40am – 2:55pm.	For the majority of educators, required hours will be 7:40am -2:50pm
Except in rare circumstances, teachers will be expected to teach no more than 7 hours and 15 minutes per day.	Except in rare circumstances, teachers will be expected to teach no more than 7 hours and 10 minutes per day.
Teachers will have 300 minutes planning period per week. This time can be to plan, grade, collaborate with their colleagues, meet with the principal, communicate with families, etc.	Teachers will have 300 minutes planning period per week. This time can be to plan, grade, collaborate with their colleagues, meet with the principal, communicate with families, etc.
All staff will have a 40 minutes duty free lunch.	All staff will have a 40 minutes duty free lunch

Building meetings will be scheduled from 3:00-4:00pm on the first Monday of the month. Building meetings may be cancelled and/or rescheduled and every effort will be made to provide notice 5 calendar days in advance. There may be a total of 8 building meetings scheduled for the SY2020-21.

All staff members are expected to participate in professional development, collaboration activities and/or staff/building meetings, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at James I Lawlor 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:

- **Participate in the family events as outlined in the event section**
- **Phone calls to families about progress of students**
- **Preparation of individual student weekly reports, progress reports, and report cards as necessary**
- **Participation in staff recruitment and selection processes**
- **Maintaining bulletin boards**
- **Working regularly with school administration to improve one's instructional practices**
- **Checking homework on a daily or weekly basis**
- **Attending student-related meetings**
- **Promote communication with parents using diverse media**
- **Maintaining artifacts as related to the teacher evaluation process.**

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

The James I Lawlor School will hold eight parent-teacher events during the 2020-21 school year. These are tentatively scheduled for the following dates:

- **Lawrence Learns! Welcoming Event** Thursday August 27th
- **Fall Festival** Wednesday September 30th, 2020: 5-6:30pm
- **Winter Wonderland** Thursday December 3, 2020: 5-6:30pm
- **Report Card Conferences:** December 7-10, 8am-3pm (coverage to be provided)
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8. Notices and announcements

Teachers will be notified in advance of special events which will involve students such as health testing assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

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 James I Lawlor 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 James I Lawlor School. Additional duties may include, but are not limited to:

- Substitute coverage of classrooms, lunch and recess duties
- 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

James I Lawlor School administration will advocate for reasonable class size for students and teachers. Classrooms 1, 4, 5, 6, 7, 8, and 9 will have a cap of 22 students. As long as classroom 3 is a co-taught classroom, it will have a cap of 30 students. Class sizes may be differentiated to support student learning and teacher development, but that size differentiation will not cause other classrooms to exceed the district defined cap.

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.

Schedule SY2020-21 - James I Lawlor School

Please see two options listed on prior page

Start Time Para Staff with an option to stagger. Paraprofessionals who choose to work the later shift will do so in order to support dismissal.

7:30-3:00 (7.5hrs)

7:45-3:15 (7.5 hrs)

Lunch: 40 minutes

Start Time for Students: 7:45 OR 7:40

End of Day Students: 2:45 OR 2:40

Lawlor Students will have two outdoor recesses per day, weather permitting. A morning or afternoon recess will be 15 minutes and lunch recess will be 20 minutes.

Student Lunch and recess schedule:

Rooms	Recess	Lunch
1 and 3	10:40-11:00	11:00-11:20
6 and 7	11:00-11:20	11:20-11:40
8 and 5	11:20-11:40	11:40-12:00
9 and 4	11:40-12:00	12:00-12:20