



**Lawrence Public Schools**  
**John Breen School**  
**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:

- Supplies and Materials: \$47,000
- Teacher's Choice: \$3,000
- Extra Duty: \$18,330
- Teacher Leadership Team, Culturally Responsive Team, Preschool/Kindergarten Placement Team. TLT will determine the number of meetings for each team.
- Screening in August: August 21 and August 22.
- Enrichment Paras: 3 paras @ \$2,600 each
- Screening dates in August TBD # of paras per day \$600 each
- Field Trips: \$0, Pupil transportation \$2,000
- Operational: \$15,000
- Operating Supplies: \$13,000

The principal will determine any transfer or use of additional funds received over the course of the year.

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

3 days of professional Development and/or staff planning days before the school year begins:

- In house professional Development, Wednesday, August 23, 2023
- Team Meetings, Classroom setup, Placement meetings Thursday, August 24, 2023
- Welcome Back/Full Day PD Friday, August 25, 2023
- 6 1/2 days of Professional Development and Planning Days during the school year.
- Paraprofessionals will have 1 day of Professional Development and planning days during the school year
- Full day PD Tuesday, September 19, 2023 (no students)
- Full day PD Tuesday, November 7, 2023 (no students)
- Three half day PD: October 18, 2023; December 13, 2023; January 31, 2024
- All staff report to work on PD days at 7:35 and will be dismissed at 3:10.



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:
- 180 total school days for students (169 days for pre-kindergarten students)
  - 184 total school days for educators, including school days and professional development and planning days.
  - Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time.
  - All federal and state holidays.
  - Winter break, Mid-winter break, Spring break.
4. **Work before and/or after the regular school year**
- Returning teachers are expected to report to work on August 23, 2023.
  - New teachers are expected to report to work on August 23, 2023 for mandatory LPS orientation.
  - The final work day for teachers and paraprofessionals is June 20, 2024, 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.

Extra duty screening dates will take place on August 21st and 22nd. Screening will take place in school with the support of the clerk and translators. There will be 4 Kindergarten teachers, 3 Pre K teachers, 1 Kindergarten Paraprofessional and 1 pre K Paraprofessional (per day).

Screening dates **Kindergarten:** 8/21-8/23 9:00-3:00 with a 30 minute lunch  
.Screening dates **Pre K:** August 28 and August 29th. Students placed in classes by August 30th.

**Family Events:**

- Welcome Back to School: Friday, August 25, 2023;am for Kindergarten and Pre K Thursday, August 31, 2023 time (TBD)
- Parent Night: Wednesday, September 13, 2023; 3:10-5:10 p.m.
- Report Card Conferences: Thursday, December 6, 2023; 3-6 p.m. and Thursday, March 21; 3-6 p.m.
- Family Night(CR), Thursday, May 16, 2024 3-5 p.m.



## 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.
- b. The standard workday for teachers will be 7 hours and 35 minutes. For the majority of educators, required hours will be approximately 7:35 am – 3:10 pm.
- c. The standard workday for paraprofessionals will be 7 hours and 30 minutes or 8 hours. For the majority of paraprofessionals, the required hours will be approximately 7:35 am – 3:05 p.m or 7:35 a.m.-3:35 p.m.
- d. Except in rare circumstances, teachers will be expected to teach no more than 1,625 minutes per week. Teachers will have at least 55 minutes of planning period each day during the school week. Teachers will be expected to meet collaboratively 1 day to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Administration reserves the right to have an additional team meeting when needed. Additionally, 1 planning time per week may be set aside for family and student support meetings, and/or additional professional development. (PLC's, pre-solution/RTII, Vertical Team Meetings)
- 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 available in the Google Drive. It is expected that a rolling agenda will be created and available prior to and during the PLC meetings.
- f. Teachers and Paraprofessionals at each school will receive 35 minutes of duty-free lunch and collaboration time.
- g. *In addition to traditional responsibilities and assigned duties listed above, all staff at John Breen 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:*

**Building Meetings will be scheduled from 3:10-5:10 p.m. on October 2, 2023, November 6, 2023, January 8, 2024 and February 5, 2024.** Building meetings may be canceled and/or rescheduled and every effort will be made to provide notice 5 calendar days in advance. There will be a total of 4 meetings for the SY 2023-24. All staff are expected to participate in Professional Development, collaborative activities and/or staff building meetings unless otherwise directed by the principal.



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

The John Breen School will hold 5 parent-teacher meetings during the 2023-24 school year. These are tentatively scheduled for the following dates September, December and March.

In addition to traditional responsibilities and those duties listed above, all staff at John Breen 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:

- Participation in 2 Family Conferences, 3 hours each during the school year
- Participation in 1 Parent Night in September, 2 hours
- Participation in 2 family Events CR, 2 hours each
- Communication with families about Progress of students using diverse media.
- Preparation of individual student records
- Participation in staff recruitment and selection processes (hiring team)
- Maintain classroom bulletin boards
- Work regularly with school administrators to improve one's instructional practices.
- Attend student related meetings
- Teachers will be notified in advance of special events which involve students such as health testing, assemblies etc. Classroom interruptions for notices or public address announcements will be kept to an absolute minimum.

**7. Notices and announcements**

The school will send bilingual notices and announcements home to parents. The school will use ConnectEd, Class Dojo and send home hard copies of correspondences.

**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 John Breen School are asked to dress professionally for a school setting. All staff can participate in designated Jeans days.

## **10. Rotation of duties**

All staff members are expected to perform additional duties that are necessary to fulfill the mission of John Breen School. 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**

The John Breen administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

- Pre School classrooms will have a maximum of 15 students including a maximum of 7 students with IEP'S.
- General Education Kindergarten classes will have a maximum of 23 students.

## **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.