



Lawrence Public Schools
Spark Academy
2024-2025 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 2024-25 school year, discretionary funds have been allocated in the following amounts:

- \$16,000 Extra Duty Teachers
- \$43,289 Extra Duty Aides (sub pay, asking for additional since this would be short)
- \$33,696 Photocopy and Printing Expenses
- \$1,000 Instructional Supplies
- \$15,990 Operating Supplies
- \$15,500 Capital Outlay (technology)

We are also requesting from the district an additional \$160,000 in funding in order to be able to effectively provide essential curriculum, services, and supplies:

- \$91,000 Curriculum Expenses
- \$24,000 Additional Sub Pay Extra Duty Aides
- \$20,000 Student Field Trips, PBIS System, and Activities
- \$25,000 School Wide Goals Curriculum Project (Extra Duty Teachers)

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

In addition to regular coaching and planning meetings, teachers are required to participate in the following professional development activities throughout the year:

- a) Before the beginning of the school year Profession Development + Orientation from 7:40-3:40 for 5 days for returning teaching staff. Associate Teachers/Paras are required to attend the final 2 days of this orientation but are encouraged to attend all 5 days. - 8/19, 8/20, 8/21, 8/22, and 8/23
- b) 1 district-wide mid-year full-day PD day - 11/5/24 from 7:50-3:00
- c) 1 Spark-specific mid-year full-day PD day - 9/3/24 from 7:40 -3:00
- d) 20 after-school Tuesday PDs - from 3:00-4:30 on 8/27,9/3, 9/10, 9/17, 10/1, 10/8, 10/15, 10/22, 10/29, 11/5, 11/12, 11/19,12/10, 12/17, 1/21, 2/11, 3/4, 4/8, 5/6, 6/10
- e) 3 Half-day PD days from 11:30-3:00 on 10/23, 12/11, 1/29
- f) 1 Pre-Orientation Day only for teachers new to Spark - 8/16 from 7:40-3:40



3. **Calendar:** Please see the attached [2024-25 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:
 - a. 180 total school days for students (169 days for pre-kindergarten students)
 - b. 187 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.
4. **Work before and/or after the regular school year**
 - a. Returning teachers are expected to report to work on August 19, 2024.
 - b. Paraprofessionals are required to report to work on August 22, 2024, but are strongly encouraged to report to work on August 19, 2024 and will be compensated for their time.
 - c. New teachers are expected to report to work on August 16, 2024.
 - d. The scheduled final work day for teachers and paraprofessionals is June 24, 2025, including 5 snow days. This date is likely to change based on the number of snow days we have.
 - 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 2024-25 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 22 minutes. For the majority of educators, required hours will be approximately 7:38 am –3pm.
 - c. The standard workday for members of the Lawrence Federation of Paraprofessionals (all paraprofessionals, associate teachers, parent liaisons, and lunch aides) will be eight (8) hours and no minutes.
 - i. For the majority of associate teachers and paraprofessionals, regular hours will be 7:30am - 3:00pm Mondays, Wednesdays, and Fridays, and 7:30am-4:30 pm on Tuesdays (or a different day with prior approval), and 7:30am - 4:00pm on Thursdays. For a total of 40 hours/week.
 - ii. The maximum hours per day for members of the Lawrence Federation of Paraprofessionals is eight (8) hours unless there are extenuating circumstances where the principal has approved of (optional) extra duty and has the means to fund the extra duty expense.
 - d. Spark Academy values the importance of teacher preparation, collaboration, and coaching time and recognizes the essential role this time plays in creating high



quality teaching for students. Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes a week. Teachers will typically have 1 to 2 planning periods every day.

- Except in atypical circumstances, teachers will be expected to teach 5-6 periods per day with 2-3 planning/coaching blocks. In some circumstances this may need to be adjusted by administration in order to address atypical needs.
 - Adjustments to our current practice: Previously, most Physical Education teachers had 6 teaching periods and 2 periods of planning/coaching time. Most academic teachers had 5 periods of classes and 3 periods of planning/coaching time. Our TLT has voted to make the following adjustments to this plan:
 - All physical education teachers will continue to have 6 teaching periods and 2 planning/coaching periods
 - All academic teachers with 3 years teaching experience and who have taught their primary curriculum for at least one year will teach 6 periods and have 2 periods for planning, meeting, and coaching. The typical schedule for most regular education teachers will be 4-5 periods of full-class lead teaching and 1-2 periods for “Skills” intervention or enrichment and/or serving as a support teacher in another classroom.
 - Academic teachers who have 0-2 years of teaching experience and/or who are in their first year of teaching their primary curriculum, will typically have three planning, meetings, or coaching periods and 5 teaching periods.

The teacher schedule adjustment listed above will allow us to provide additional intervention, enrichment, and inclusion support for all of our students. It will also provide our newer teachers with additional coaching and planning time to begin working towards becoming the excellent teachers we all thrive to become at Spark Academy.

- e. Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- f. In addition to traditional responsibilities and assigned duties listed above, all staff at Spark Academy are 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:
 - Participating in 3 family conference evenings during the school year;
 - Running weekly advisory meetings;
 - Checking in with families and advisees regarding advisees’ progress;
 - Communicating monthly with advisees’ families;



- Contacting families weekly;
- Preparing of individual student daily/weekly reports, including: progress reports, behavior reports, report cards, etc.;
- Designing and running community meetings;
- Participating in relationship-building activities during PE and other times;
- Tutoring students;
- Completing school-wide projects;
- Participating in duties for arrival and dismissal;
- Attending home visits;
- Participating in staff recruitment and selection processes;
- Maintaining bulletin boards;
- Facilitating grade-level detentions;
- Providing regular rigorous constructive feedback for colleagues on lesson plans and instruction;
- Setting and tracking class-wide and/or individual goals to motivate student achievement;
- Implementing school-wide behavioral systems and norms consistently;
- Supervising associate teachers and provide feedback for their growth;
- Designing and implementing class incentive plan;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- Participating in at least monthly "connections" time with students during athletics and/or supervising lunch duty 1 week per trimester.
- Attending student-related and other meetings.

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

Spark Academy will hold 3 parent-teacher meetings during the 2024-25 school year. These are **tentatively** scheduled for the following dates (i.e. curriculum nights, report card nights, parent workshops, etc.): 9/26, 12/5, and 2/6.

7. Notices and announcements

When possible, 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.

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

The guidelines for our staff dress code throughout the year are described below.

Physical Education Staff:

Our PE staff wears professional athletic attire (not frayed, stained, excessively tight/revealing etc.) and sneakers, as per our detailed description in the Spark Academy Operations Playbook. We encourage our PE staff to wear Spark Academy attire as often as possible.

Classroom Teachers and Associate Teachers:

As role models for our students and as an indicator of the value of our profession, teachers should wear **professional** clothing at least 4 days a week (no blue jeans), as detailed in the Operations Playbook. As an alternative to traditional office professional clothing, Spark staff can choose to show their unity with our students by wearing professional athletic bottoms with a Spark Academy top. One designated day a week, Spark staff can choose to “dress down” and wear jeans and an appropriate top.

10. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Spark Academy that are not listed above. During school expected duties may include, but are not limited to:

- Coverage of homeroom periods
- Dismissal and arrival duties
- Substitute coverage of classes and duties of others who are absent from school
- 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

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



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.

In addition to these elements set forth in our School Operational Plan, our staff commits to following the climate and operations detailed in our Spark [Operations Playbook](#) and Spark [Climate Playbook](#).