



## Lawrence Public Schools

# Oliver Partnership School: 2017-18 School Operational Plan

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### **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 2016-17 school year, discretionary funds have been allocated in the following amounts:

- \$16,000 professional development;
- \$10,000 curriculum materials;
- \$200 Teacher's Choice for each certified teacher (reduced to \$100 if 1.5% budget cut realized; \$0 if 3% budget cut realized).

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

### **2. School curriculum issues**

Oliver Partnership School will use a curriculum framework aligned with the state Common Core standards. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. It is expected the development and improvement of curricula will be completed during regular team planning. Additional school-wide curriculum development may be done as additional work accompanied by a stipend.

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

(This does not include individualized professional development or coaching of teachers.)

Expected professional development activities include up to 8-days of on-site professional development and planning time, with each day including up to 7.5 hours of professional development and/or staff planning time. Specifically:

- 2 days of professional development and/or staff planning days before the school year begins (8/17/17, 8/18/17);
- 3 days of professional development and planning days during the school year (9/26/17, 11/7/17, 1/12/18);
- 3 ½ day professional development and planning days during the school year (6/1/18, 6/13/18\*, 6/14/18\* \*last 2 full days of school).

Teachers may be offered additional professional development activities to support school priorities throughout the school year, including before and after the school day for students, and before or after the school year ends. If possible, at least one week's notice will be given to teachers before any additionally planned professional development activities; stipends may be available but should not be expected.

### **4. Calendar**

Please see the attached 2017-18 school year calendar. 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 school days for students;
- Up to 185 days for teachers;
- All federal and state holidays; and
- 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 Oliver Partnership School are expected to report to work on August 17, 2017. The final work day for teachers is June 15, 2018, this includes 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 OPS staff**

- Teachers at each school will receive a 30 minute duty-free lunch and 60 minute daily common planning time which may be directed by Co-Leaders.
- Teachers will typically have a minimum of 5 planning periods every week. This time will be used to plan, grade, collaborate with their colleagues, etc. Teachers may be asked to perform some duties during this time.
- The standard workday for educators will be 7 hours and 50 minutes. For Certified Full-time Teaching staff, required hours are 7:40 a.m. –3:30 p.m.
- Except in rare circumstances, teachers will be expected to teach no more than 39.16 hours per week, on weeks that committee meetings take place, teachers are expected to work 40.16 hours per week.
- The paraprofessional work day schedules will be either 7:30-3:30 or 8:00-4:00. Paraprofessionals will work a 40 hour work week; 8 hours per day.
- Paraprofessionals will receive a 30 minute duty free lunch period.
- Paraprofessionals will work up to 185 days per year.
- All staff (teachers & paraprofessionals) members are expected to participate in professional development, collaboration activities and/or staff/building meetings unless otherwise directed by the principal.
- Full-Day Professional Development: (8/17/17, 8/18/17, 9/26/17, 11/7/17, 1/12/18);
- Half Day Professional Development: (6/1/18, 6/13/18\*, 6/14/18\*\*last 2 full days of school);
- Building Meeting/Committee Meetings: (1<sup>st</sup> and 3<sup>rd</sup> Wednesday of month 12:45-2:45pm)

In addition to traditional responsibilities and those duties listed above, all staff at Oliver Partnership 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 a minimum of 2 family evening/weekend events during the school year; 4 hours outside of the regular school day engaging in family and OPS community events.
- Maintain records of appropriate parent contact (phone, email, in person meetings, notes home) with a minimum of 5 parent contacts per week. These contacts will be kept in a family communication log by all teachers.
- As a staff, we will refine our use of Power School with the intention of making the system live to parents during the 2017-2018 school year.
- Preparation of individual student educational assessments documents, progress reports, and report cards;
- Maintain records of individual student academic growth data, i.e. ANet, DIBELS, running

- records, benchmark assessments, Google docs., etc.;
- Maintaining bulletin boards;
- Working regularly with school administrators to improve one's instructional practices;
- Attending student-related meetings;
- Serving as an active member of a least 1 Teacher Leadership/school based decision-making committee;
- Attend at minimum, 1 weekly Team Meeting led by academic coaches, *scheduled during regular prep time*;
- Attend at minimum, 1 weekly Team Meeting, *scheduled during regular prep time*;
- Check e-mails a minimum of twice daily to ensure you receive all pertinent information relating to everyday operations at the Oliver Partnership School;
- All staff will report absences to the Self-Serve site no later than 7:00 a.m. on the day of an absence. (If the Self-Serve site is down, emailing both co-leaders and clerk by 7:00 a.m. is expected.)
- Classroom doors will be locked when the room is unoccupied and unlocked when the room is occupied.

#### **7. Scheduling of school-wide parent/teacher meetings**

While OPS will not have formal "parent/teacher meetings" in the traditional form, every certified member of the teaching staff is required to participate in at minimum 2 family functions outside of the school day totaling a minimum of 4 hours. These events include, but are not limited to; Family Literacy Events, Holiday Fair, Movie Nights, Art Show, Curriculum Presentations, etc.

#### **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 by School Safety. Visitors, including but not limited to, parents, educational partners, etc. to the school will be required to check in upon entry and will be issued a visitor pass.

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.

All staff have access to 2 entrances via key pad access points. Entering and exiting during school hours will be limited to the Haverhill Street door only to ensure safety for all. Staff must sign in and out during the hours of 7:40-3:30.

#### **10. Staff dress code**

All Staff at Oliver Partnership School will dress professionally for a school setting. Excessively casual attire is not permitted. In an effort to promote higher education, the Oliver Partnership staff members are encouraged to wear High School and/or College attire on Wednesdays.

## **11. Rotation of duties**

- All teachers will be assigned a daily duty; lunch, recess, or dismissal.
- All paraprofessionals will be scheduled to a lunch/recess duty.
- All teachers shall be in the building by 7:40 a.m., and may be assigned a morning duty. If a delayed opening is activated, all teachers shall be in the building by 9:15 a.m. ready to receive children.
- All teachers shall remain in the building until 3:30 p.m. to ensure safe dismissal for all students, even if not assigned a dismissal duty. If leaving prior to 3:30 p.m., teachers must get approval from Co-Leaders and sign out in the log in the office.  
On a normal basis, paraprofessionals and other support staff will be assigned lunch and recess duty during the typical Monday-Friday week. All support staff members may be expected to perform additional duties that are necessary to fulfill the mission of Oliver Partnership School. These duties may include, but are not limited to:
  - Coverage of lunch/recess periods, break periods, or block periods, not exceeding 90 minutes per day;
  - Substitute coverage of classes and duties of others who are absent from school;
  - Coverage of classrooms for parent meetings.

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

Additionally, all staff may have to rotate one week per month to stay after school to ensure the safety and dismissal of all students within their grade level, this includes, but is not limited to making phone calls, and watching a group of students.

## **12. Class size**

Oliver Partnership School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated to support student learning and teacher development.

## **13. Bulletin boards**

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. 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.

## **14. Oliver Partnership School Based Decision Making Partnership Council**

The Partnership Council will function as the school's Board of Directors. All policy and personnel decisions would be vetted through the Council, with the understanding that the Superintendent would have ultimate decision-making authority.

The Partnership Council will include eleven permanent members. The Council includes three Oliver teachers to be elected by the faculty. The Council also includes three union representatives, one from the Lawrence Teachers' Union, one from the AFT Massachusetts, and one from AFT National. Two parents and one community representative also serve on the Partnership Council, and two district administrators will round out the Council. The three teachers will be elected to the Council by fellow teachers this summer. The three union representatives will be appointed by AFT

leadership. Two parents will be elected by the Parent Teacher Organization (PTO) and the community representative will be appointed by the other Council members. The two central office administrators will be appointed by the Receiver.

### **Partnership Team**

The Partnership Team will include ten members. Two co-leaders, the administrative heads of the Oliver Partnership School, will be automatic and permanent members of the Team. Seven members will be non-administrator licensed educators, which can include teachers, counselors, and instructional coaches (hereafter referred to as “teachers”). The tenth member will be a paraprofessional. The six teachers and one paraprofessional will be elected by their peers (teachers will be elected by teachers; paraprofessionals will be elected by paraprofessionals), each for one year terms.

The members of the Partnership Team will primarily focus on annual school planning and evaluation of school wide goal implementation and evaluation of said goals. The Partnership Team will meet each trimester; November, January/February, March and June to monitor and evaluate the attainment of school wide goals using an applicable rubric of success.

Additionally, each member of the Partnership Team will also be members of one of the Teacher Leadership Committees in order to exercise true continued Teacher Voice. Partnership Team member will be “non-voting” members of the Teacher Leadership Committee should a vote be required.

### **Teacher Leadership Committees**

All Certified Teaching staff will be a member of a Teacher Leadership Committee of interest. Each Committee will be responsible for making recommendations to the Partnership Team, as well as implementing Team decisions. Committees will meet twice per month on the first and third Wednesday’s. The First meeting committees will meet from 12:45-2:45 pm to work on committee goals and objectives, and the second meeting the committees will meet from 12:45-1:30 pm then 1:30-2:15 pm in a General Sharing session with entire staff. Committees shall furnish a complete agenda and meeting notes following each meeting in a Google doc for all staff to review prior to General Sharing session.

### **15. Professional Culture**

All teachers/staff will refrain from using cellphones while in charge of students, these times include but are not limited to, in the classroom, on field trips, in the cafeteria, at recess. Each classroom and gym is equipped with a working telephone to be used for emergencies and contacting the office. Classroom phones can also be used to contact parents/families.

Procedure/Process of Consensus Decision-making: thumbs up indicates “Yes”; thumbs sideways indicates “I can live with it”; and thumbs down indicates “Disagree”, but must offer solution.

Weather cancellations will be announced on local News and the LPS website. In the event we get advance notice, we will be sure to pass it along via email.

Each Certified teacher will be assigned a school laptop to use for the duration of the school year. The teacher assumes full responsibility for the laptop once it is signed out. The laptop is to aide in receiving and sending school communication via email and Google Doc., school planning and tracking student success. It can also be used for other educational related projects.