



## Lawrence Public Schools

### **FROST ELEMENTARY SCHOOL**

## 2022-2023 School Operational Plan

*Updated 7/11/22 following approval of TLT proposal*

**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 2022-23 school year, discretionary funds have been allocated in the following amounts:

- Supplies and materials (\$20,000)
- Teacher Choice (\$150 per teacher)
- Explore provision of Team Choice funds
- Field Trips/Enrichment activities (\$1,200 per grade level team, total \$6,000)
- Technology enhancement
  - Ceiling mounted projectors
  - Additional technology devices
- Playworks partnership \$30,000 (for further consideration)
- Salem State Fellowship (~\$9,000) - counselor
- Enhancement of classroom environment (whiteboards, furniture)

### **CURRICULUM**

- Core Literacy - CKLA 2nd edition for all students K-4
- Core Math - Eureka (Engage NY) for all students K-4
- Core Science - Know Atom for all students K-4
- Teach Town for students in Practical Academics program
- Continued implementation of Foundations K-2 ; consideration of expansion to Gr 3

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

- i. Instruction- Classroom Discourse /Accountable Talk
- ii. Instruction - Response to SQR findings - High Expectations



- iii. Instruction - Inclusive Practices for students with disabilities and multilingual learners
- iv. Instruction - Use of DIBELS data training
- v. Classroom Community - Restorative Practices with Mo Nunez
- vi. Family Engagement - Home Visit Training
- vii. Classroom Community - Trauma informed practice

**Calendar:** Please see the attached 2022-23 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 (178 days for pre-kindergarten students)
- b. 183 total school days for educators, including school days and professional development and planning days.
- c. All federal and state holidays.
- d. Winter break, Mid-winter break, Spring break.

#### **Work before and/or after the regular school year**

- e. Returning teachers are expected to report to work on August 25, 2022 (see below for classroom/office set up time prior to 8/25).
- f. New teachers attend LPS and school orientation on August 24, 2022.
- g. The final work day for teachers is June 20, 2023, including 5 snow days.
- h. 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.

#### **Schedule for staff and students**

- i. A preliminary schedule for the 2022-23 school year is available and is subject to change prior to and during the school year.
- j. The standard workday for Frost Elementary School teachers will be 7 hours and 30 minutes. For educators (LTU members), required hours are 7:35am – 3:05pm.
- k. 6 hours of required classroom or office space set up (day of educator choosing 8/22, 8/23, or 8/24)



- I. Additionally, there is weekly Directed Planning Time (3:10-3:50) scheduled every Wednesday.
- m. The standard workday for paraprofessionals will be 7 hours and 40 minutes. For the majority of paraprofessionals, required hours will be approximately 7:30 am – 3:10pm plus 40 minutes collaborative professional time each Wednesday (3:10-3:50pm) for a total of 39 hours per week. This includes a 30 minute scheduled, duty free lunch and a 10 minute scheduled, duty free break daily.
- n. Except in rare circumstances, teachers will be expected to teach no more than 1800 minutes per week. Teachers will have
  - i. At least 1 planning period each day during the school week. Teachers will be expected to meet collaboratively at least weekly to plan instruction, discuss student work, share best practices, and engage in professional learning activities.
  - ii. Additionally, 1 planning period per week may be set aside for family and student support meetings, and/or additional professional development.
  - iii. 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 sent to the administrative team within 24 hours after this meeting.
- o. Teachers at our school will receive a 30 minute duty-free lunch and collaboration time. (30 minutes is stated in LTU contract)
- p. Nine (9) one hour building meetings/staff meetings Mondays 3:10-4:10pm
  - i. September 19
  - ii. October 17
  - iii. November 21
  - iv. January 9
  - v. February 13
  - vi. March 13
  - vii. April 10
  - viii. May 8
  - ix. June 5
- q. In addition to traditional responsibilities and assigned duties listed above, all staff at Frost Elementary School may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school.



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

The Frost Elementary School will hold several family/teacher meetings during the 2022-23 school year. Our Frost Elementary Family Engagement Leadership Team (FELT) in collaboration with our TLT will determine and schedule these events by Spring 2022. Our school's operational plan for the 2022-23 year includes **10 hours** of family engagement including curriculum nights in September 2022, conferences following middle of year data and/or report card releases. This is required for LTU members and optional for paraprofessionals who will be paid additional hours if participating.

**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.

Frost Elementary staff members receive a Daily Bulletin from administrators each morning and/or weekly. This includes key upcoming events and information that has a school wide impact. All Frost Elementary staff are expected to review the Daily Bulletin. There is also a Frost School Google calendar that all Frost staff have access to in which they can view upcoming events.

Frost Elementary families receive school information each week on Take Home Tuesdays with the communication folders carrying the monthly newsletter and calendar (English and Spanish) as well as upcoming events and permission slips.

We will continue school wide use of Class DoJo for family communication in 2022-23.

We will continue use of Standards Based Report Cards in the 2021-22 school year (3 terms) to share information on student progress while also exploring new formats that are more reader friendly and clear.

**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.

Staff at Frost Elementary School are expected to dress professionally for a school setting. Excessively casual clothing such as jeans, and sweatpants is not permitted, except on designated days. The Frost Elementary School will continue its fundraiser of Jeans Fridays for all staff members who choose to participate. Ripped, torn or distressed jeans will not be allowed.

## **1. Rotation of duties**

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

- All staff members are expected to perform additional duties that are necessary to fulfill the mission of Frost Elementary School. Additional duties may include, but are not limited to: arrival, dismissal, bus supervision, lunch, recess, transitions.
- 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.
- Centralized bulletin boards are expected to be updated regularly and reflect

## **2. Class size**

Frost Elementary administration and staff will advocate for reasonable class sizes of no more than 25 students. Class sizes may be differentiated, to support student learning and teacher development.



### **3. 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.

Bulletin boards are expected to be updated regularly and reflect current academic focus and standards as well as the core values of the Frost Elementary School.