



Lawrence Public Schools **Rollins Early Childhood Center** **2024-2025 School Operational Plan**

- **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:

- \$37,988.00 Instructional Supplies and Student Activities
 - \$10,000.00 Stipends
 - \$5,000.00 Professional Development
 - \$2,500.00 Field Trips
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- **Professional development activities** (*This does not include individualized professional development or coaching of teachers.*)

Rollins educators will engage in professional development throughout the course of the school year. We will begin with 4 days of planning/ preparations/ and professional development August 20, 21, 22, and 23. Additionally, November 5th will be a district wide professional development day. Students will have a half day on 10/23, 12/11, and 1/29 allowing for afternoon professional development. Educators are encouraged to participate in professional development opportunities linked to district and school goals.

- **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. Please see the *Educators Hours Breakdown Table* at the end of this document for details
- The school calendar will include:
 - 180 total school days for students (169 days for pre-kindergarten students)
 - 185 total school days for educators, including school days and professional development and planning days. Additional days/ time is found at the end of this document, *Educators Hours Breakdown Table*
 - Annual teacher hours for all teachers in the district will be 1413 hours. This will allow for increased opportunities for directed teacher planning time. Please see the *Educators Hours Breakdown Table* at the end of this document for details
 - All federal and state holidays.
 - Winter break, Mid-winter break, Spring break.



- **Work before and/or after the regular school year**
 - All teachers are expected to report to work on August 20, 2024.
 - Paraprofessionals are expected to report to work on August 22, 2024. Paraprofessionals are invited to join professional development on August 20 and 21 and will be compensated at their hourly rate.
 - New teachers are expected to attend, on August 21, 2024, a mandatory LPS orientation.
 - The final work day for teachers and paraprofessionals is June 24, 2025, 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.

- **Schedule for staff and students**
 - A preliminary schedule for the 2024-25 school year is available and is subject to change prior to and during the school year.
 - The standard workday for teachers will be 7 hours and 30 minutes. For the majority of educators, required hours will be approximately 7:40 am – 3:10 pm.
 - The standard workday for members of the Lawrence Federation of Paraprofessionals (all paraprofessionals, parent liaisons, and lunch aides) will as follows:
 - The standard workday for paraprofessionals will be 8 hours
 - For the majority of paraprofessionals, the required hours will be approximately 7:30 am – 3:30 pm.
 - Parent liaison's required hours will be approximately 7:45 am - 3:45 pm.
 - For the majority of lunch aides, required hours will be approximately 6:30 am - 2:30 pm.
 - 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.

 - Except in rare circumstances, teachers will be expected to teach no more than 1575 minutes per week. Teachers will have at least a 45 minutes planning period each day during the school week. Teachers will be expected to meet collaboratively at least one time per week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, one planning time per week may be set aside for family and student support meetings, and/or additional professional development.
 - 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. All meetings will use the school wide rolling agenda template.

- Teachers and Paraprofessionals at each school will receive 30 minutes of duty-free lunch and collaboration time.
- In addition to traditional responsibilities and assigned duties listed above, all staff at Rollins Early Childhood Center 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:
 - *Report Card Conferences*
 - *School and Family Events*
 - *Welcome Back Event/ Open House*
 - *Other curriculum related family events*
 - *Daily school routines: Arrival, Dismissal, Lunch, Recess*

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

The Rollins Early Childhood Center will hold 2 parent-teacher meetings during the 2024-25 school year. These are tentatively scheduled for the following dates :
December 5, 2024 and March 22, 2025 from 3:00-5:30 p.m.

Notices and announcements: A weekly bulletin will be sent out via email. All staff are expected to read with care to detail and action items. LPS email should be checked at least twice a day by all staff.

- **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 dress code**

Staff at Rollins Early Childhood Center is asked to dress professionally and in a manner that allows work with young children.



- **Rotation of duties**

All staff members are expected to perform additional duties that are necessary to fulfill the mission of Rollins Early Childhood Center. Additional duties may include, but are not limited to: arrival, dismissal, lunch, and recess

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.

- **Class size**

Rollins Early Childhood Center administration will advocate for reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development. All classrooms will be staffed with 2 adults.

- **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.

See next page for ***Educators Hours Breakdown Table***



Educators Hours Breakdown Table:
LTU members will follow this plan for SY24-25

Student-facing hours
1240.00

Task	Description	Add Teacher Hours beyond Student Hours
Decide daily buffers - the minutes teachers are at school before/after the students every day including half days; a minimum 10 minute buffer is required for both the morning and afternoon to support student arrival and dismissal; The total buffer must not exceed 35 minutes/day for K-8 schools and 40 minutes for high schools. Buffer adds: 20 minute buffer = 20 min * 180 days = 60 hours 25 minute buffer = 25 min * 180 days = 75 hours 30 minute buffer = 30 min * 180 days = 90 hours 35 minute buffer = 35 min * 180 days = 105 hours 40 minute buffer = 40 min * 180 days = 120 hours	Teachers will work daily from 7:40-3:10 for a total 30 minute buffer	90.00
Teacher time on Professional Development half days 10/23/24, 12/11/24, and 1/29/25)		10.50
Teacher time on Professional Development days 8/22/24, 8/23/24, 11/5/24		21.00
Decide if you want any additional PD days in the summer (above and beyond 8/22, 8/23, 11/5), describe your plan in column B, calculate the total number of additional hours and enter them in column C. Requests for additional days must be approved by central office and require a robust professional learning plan for these days (due in Spring).	Teachers will work 2 additional days (professional development) August 20 and August 21	16.00
Decide if you want teachers to stay every week (one or two days), describe your plan in column B, calculate the total number of additional hours and enter them in column C (FYI, for SY24-25 there are 34 Mondays, 37 Tuesdays, 38 Wednesdays, 38 Thursdays, and 36 Fridays)	Teachers will stay until 4:00 2 or 3x per month Tuesdays for a total of 25 late Tuesdays, this includes one Building Meeting and 2 PD/planning days. Late Tuesdays are tentatively scheduled for 9/10,9/17, 9/24, 10/1, 10/8,/ 10/22, 11/19, 11/26, 12/3, 12/10, 1/14, 1/28, 2/4, 2/11,, 2/25, 3/11, 3/18, 3/25, 4/8, 4/15, 4/29, 5/6, 5/13, 5/20, and 6/3	20.80
Decide if you want teachers to stay monthly (one or two days), describe your plan in column B, calculate the total number of additional hours, and enter them in column C		
Decide on number and duration of family events, describe your plan in column B, calculate the total number of additional hours, and enter them in column C	Teachers will complete 14 hours and 40 minutes of family engagement work	14.70
Total Teacher Hours SY25		1413.00
To Go (target 1413)		0.00

* New Teacher Orientation is Mandatory on 8/21/24