



Lawrence Public Schools

Adult Learning Center

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:

- All reimbursements from MOU's and MOA's will be applied to the appropriate accounts (salary, supplies, etc.s) consistent with LPS and the City of Lawrence's guidelines.
- Additional funding from ACLS will be used to reduce the waiting list (additional classes).
- Explore subsidizing parking for students.
- Childcare options for our Adult Learners.
- Explore benefits for day part time staff who are working 25 hours per week.

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

- a. Design a professional learning schedule for staff, based on multiple data sources to improve staff instructional practices in order to provide greater equity and inclusion for all learners, including the development of digital literacy skills.
- b. Implement a professional learning program for SY 2023/24 based on data collected from a staff professional learning needs survey completed by June 1, 2023.
- c. Leverage ALC staff's 2022-23 work on Anti-racism, Diversity and Inclusion (ADEI) with Culturally Responsive and Sustaining Teaching (CRST) practices consistent with LPS and ACLS goals to provide learners with an optimal learning environment that provides human dignity, values them as human beings, and values their contributions as learners.
- d. Implement the Educator Growth and Effectiveness Model for part time staff utilizing a SABES coaching model.
- e. Develop consistent formative and summative assessments in all ESOL classes in addition to the NRS assessments.
- f. Attend (all ALC staff) the Massachusetts Coalition for Adult Education (MCAE) Network Conference (Spring 2024 date TBD) no school for students.
- g. Beginning in August 2023, collaborate with LPS (budgets and grants management department, etc) to ensure that the munis budget and spending reflects our submitted budgets to ACLS. This will ensure greater compliance and accuracy.



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 has been established and approved by ACLS in our "Class Plan" and will include:
 - a. 160 total school days for students in our AM/Morning program.
 - b. 96 total school days for students in our PM/Afternoon program.
 - c. 96 total school days for students in our Night/Evening program.
 - d. 60 total school days for students in our Evening Family Literacy program.
 - e. 183 total school days for FTE 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.
 - f. All federal and state holidays.
 - g. 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 24, 2023.
 - b. Paraprofessionals are expected to report to work on August 24, 2023.
 - c. New teachers are expected to report to work on August 23, 2023 for mandatory LPS orientation.
 - d. The final work day for teachers and paraprofessionals is June 20, 2024, including 5 snow days.
 - 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 2023/24 school year is available and is subject to change prior to and during the school year.
 - b. The standard workday for ALC FTE educators and Para Professionals will be seven (7) hours. The required hours will be 7:45 AM – 2:45 PM.
 - c. Except in rare circumstances, teachers will be expected to teach no more than 1,305 minutes per week (21 hours and 45 minutes). Teachers will have at least 45 minutes of planning each day during the school week. Teachers will be expected to meet collaboratively for 2.5 hours every other week to plan instruction, discuss student work, share best practices, and engage in professional learning activities. Additionally, 60 minutes of planning time per week may be set aside for school building meetings, student support meetings, and/or additional professional development.
 - d. An agenda will be created and available during team meetings. The agenda, as well as follow-up notes (questions, comments and reflections) will be sent to the administrative team within 36 hours after this meeting.
 - e. Teachers and Paraprofessionals at ALC receive 30 minutes of duty-free lunch daily.



- f. In addition to traditional responsibilities and assigned duties listed above, all staff at ALC are expected to participate in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

School Improvement, and professional learning to support school improvement will include staff embedded professional learning as well as SABES and ACLS professional learning opportunities, (webinars, meetings and trainings) and annual Massachusetts Coalition for Adult Education (MCAE) Network Conference.

6. Scheduling of school-wide parent/teacher meetings

For ALC it will include the following:

- a. *Family Literacy Night*
- b. *Open house(s) for student's families and/or community members*
- c. *Graduation Ceremony, June 2024 (TBD)*

7. Notices and announcements

- a. Email and a staff phone tree in the case of an emergency will be utilized to communicate with all staff.
- b. Social media sites, the school's website, email and/or text messages will be utilized to communicate with students.

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.
- All staff are expected to sign out when leaving the building during the school day.
- 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 the Adult Learning Center are asked to dress professionally for a school setting. Excessively casual clothing (such as jeans, shorts, and sweatpants) is not permitted except on designated days. Proper footwear is required, and is not to include sandals, flip flops, or other types of footwear that may be a safety hazard. Jeans are only allowed on specified days that the TLT has pre-determined in advance, e.g. Fridays or a Friday before a vacation, Wednesday before Thanksgiving, etc.



10. Rotation of duties

All staff members are expected to perform additional duties that are necessary to fulfill the mission of the Adult Learning Center. Additional duties may include but are not limited to:

- Occasional coverage for staff who are absent.
- Open Houses, Family Literacy Night, Graduation Ceremonies, New Student Enrollment and Placement Testing, Annual Family Resource Center Summit.
- Staff may be asked to perform additional duties or responsibilities not listed above to ensure continuity of services to ALC students.
- Additional responsibilities may come with compensation in the form of stipends or “extra-duty” hourly pay.

11. Class size

The Adult Learning Center administration will advocate for reasonable class size for students and teachers. Currently our class size varies from 10-20 adult students depending on space, and the class plan submitted to MA DESE-ACLS. The goal of class size at ALC is to: support student learning that is consistent with the research of andragogy (Adult Learning Theory) that encourages learner persistence and addresses the large citywide ESOL waiting list.

Additionally, there may be a need to consider a change to our Evening School Program, as the demand for night classes continues to increase. In order to accommodate this demand, we may need to expand the Evening Program from 3 evenings to 4, with 1 group of students and staff attending on Mondays and Wednesdays, and another group attending on Tuesdays and Thursdays. This flexible schedule would mitigate the noise levels in and around 4 classroom areas.

Additional asynchronous work will be assigned and completed by learners to fulfill the “Class Plan” approved by ACLS. This with additional funding would allow for a possible increase of 5 additional classes and 75 students. This would be contingent on approval from ACLS and LPS.

12. Bulletin boards

The Lawrence Teachers Union is provided with a clearly designated bulletin board in the ALC Staff Lounge on the 4th floor for the purpose of posting Union-related notices and other materials.