



## **Lawrence Public Schools Adult Learning 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:

- All reimbursements from MOU's, MOA's, and CDBG funds will be applied to the appropriate accounts (salary, supplies, etc.) consistent with LPS and the City of Lawrence's policies;
  - Additional funding from ACLS will be used to address the ESOL "waitlist" for classes as well as provide mental health resources for current students;
  - Explore subsidized parking for students;
  - Collaborate with local childcare providers for ALC students who are parents and may need childcare in order to attend classes;
  - Maintain our center's digital technology inventory and software to provide equitable access to high quality learning apps and software for students.
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- **Professional development activities** (*This does not include individualized professional development or coaching of teachers.*)
    - Design and implement an annual staff professional learning calendar based on multiple data sources, school goals, staff and student surveys, and ACLS' Indicators of Program Quality, focused on evidenced-based instructional practices that will achieve greater equity and inclusion for all learners, including the development of digital literacy skills.
    - Leverage ALC staff's 2022-24 work on Anti-racism, Diversity and Inclusion (ADEI) with Culturally Responsive and Sustaining Teaching (CRST) practices consistent with LPS and ACLS goals to ensure learners receive 21st Century educational ABE services from staff;
    - Develop reliable and valid formative and summative assessments in all ESOL classes in addition to the NRS assessments.
    - Attend (all ALC staff) the Massachusetts Coalition for Adult Education (MCAE) Network Annual Conference (Spring 2025) which will be a scheduled day of "no school" for students. TBD
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- **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 ALC school calendar will include:

- a. Instruction time is subject to change-hours will be decided by the School Leadership Team (SLT) and approved by the LPS Superintendent, and or the LPS Leadership Team.
  - b. 160 total school days/classes for AM students (8:30 - 11:30 AM)
  - c. 96 classes for PM/Afternoon Program (12:15 - 2:45 PM)
  - d. 61 classes for Evening Program (5:45-8:45 PM)
    - i. Group A will meet Monday & Wednesday evenings
    - ii. Group B will meet Tuesday & Thursday evenings
  - e. 183 total school days for educators, including school days and professional development and planning days.
  - f. Annual teacher hours for ALC LTU teachers will be increased to 1,413 hours, consistent with the 2022-23 LPS/LTU Collective Bargaining Agreement. This will allow for increased opportunities for directed teacher planning time, as well as additional instructional hours for the PM classes offered Tuesday through Thursday.
    - i. LTU Staff voted Monday, Mar 4, 2024 for a work day/year of 7:30 AM - 3:15 PM for 180 days, and 3 half-days of 7:30 AM to 12:00 PM, and 3 evenings of 2 open houses and one end-of-year graduation ceremony.
  - g. All federal and state holidays.
  - h. Winter break, Mid-winter break, Spring break.
- **Work before and/or after the regular school year**
    - a. Returning teachers are expected to report to work on August 22, 2024.
    - b. Paraprofessionals are expected to report to work on August 22, 2024.
    - c. New teachers are expected to report to work on August 21, 2024 for mandatory LPS orientation.
    - d. The final work day for teachers and paraprofessionals is June 24, 2025, 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.
  - **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 LTU teachers will be 7 hours and 45 minutes. The required hours will be approximately 7:30 am -3:15 pm.
    - c. The standard workday for members of the Lawrence Federation of Paraprofessionals (all paraprofessionals, parent liaisons, and lunch aides) will be seven (7) hours and 45 minutes.
      - i. ALC paraprofessionals' schedule will be 7:30 AM - 3:15 PM.



- 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. Except in rare circumstances, ALC teachers will be expected to teach no more than 24 hours per week. Teachers will have at least 1 hour planning period each day during the school week. Teachers will be expected to meet collaboratively every other week for 2 hours with their appropriate teams (ESOL, ABE/HSE, Advisory) to plan instruction, discuss student work, share best practices, improve systems, analyze data, share ADEI learnings and practices, and engage in professional learning activities.
  - e. All meetings will take place during the ALC Staff Work Day, and have an agenda and a running record 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.
  - f. Teachers and Paraprofessionals at ALC will have a minimum of 30 minutes of duty-free lunch daily, and bi-weekly collaboration time.
  - g. In addition to traditional responsibilities and assigned duties listed above, all staff at ALC 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:
    - i. Community Open Houses, Family Literacy night, Commencement
    - ii. MCAE Network Conference - Massachusetts Coalition for Adult Education
- **Notices and announcements-**
    - a. Email and an annual staff phone tree in the case of an emergency will be utilized to communicate with all staff via phone, and or text.
    - b. Social media sites, the school's website, LACES via email and/or text messages will be utilized to communicate with students.
    - c. Walkie-Talkie communication will be an additional means of communication within the school, as well as with LPS Safety.
  - **School health and safety issues**
    - Working in conjunction with LPS Central Office Staff, ALC will make every effort to provide appropriate materials, space, and technology to support evidenced-based instruction and learning.
    - Annually design/update and implement a "Crisis Plan" following the LPS template.



- 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**

ALC Staff are expected to dress appropriately for an education setting. Business casual is acceptable. 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 decided in advance, e.g. on Fridays or on a Friday before a vacation, Wednesday before Thanksgiving, etc. for a school setting.

### **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.

- **Class size**

The Adult Learning Center administration will advocate for reasonable class size for students and teachers. Our class size currently varies from 10-20 adult students depending on classroom space and location. Our “Class Plan” is annually submitted to MA DESE-ACLS for approval. The goal of small class size at ALC is to support student learning based on the research of andragogy (Adult Learning Theory) that encourages learner persistence and addresses our large ESOL “wait list”.

ALC’s Evening School Program is currently serving approximately 400, and moved from a 3 day model to a 4 day model last year (2023) in the form of a Group A (M & W evenings) and a Group B (T & H) evenings. This redesign was necessitated by the increased demand for evening classes, and our attempt to address the ESOL “waitlist”.



This schedule change addressed the noise levels in and around 4 classroom areas, and enabled our Evening Program to add 5 additional classes that served 75 more students.

Additional asynchronous work was assigned and counted as proxy hours, consistent with ACLS policy. Teachers utilize digital apps and software within the LPS/ALC Clever dashboard to provide adult learners with evidenced-based ESOL and ABE instruction.

- **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.