

Ohio Leadership Advisory Council Professional Learning Series

Session I ~ Evaluating Your Master Schedule &
Preparing for the Future



Presented by:

Ms. Carrie Sanchez

**Session I ~ Evaluating Your Master Schedule &
Preparing for the Future**



Welcome!



About Carrie:

Former Principal ~ Port Clinton Middle School

President ~ Ohio Association of Elementary School Administrators

Director of Leadership & Learning ~ North Point Educational Services Center

Adjunct Instructor ~ Bowling Green State University in the Graduate School of Teaching and Learning

Why Carrie?

Debra Kasak National Distinguished Leadership Award Recipient

ACLE National Model School

National Forum 3x National School to Watch

2017 National Delegate to Beijing, China

Carrie's WHY:

**Public Education is still the greatest treasure
of the United States of America**

&

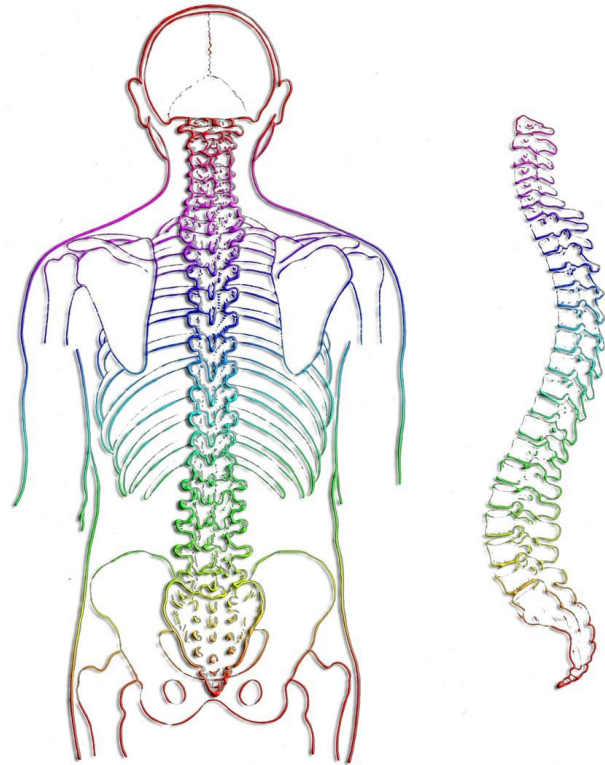
**School leaders need more support,
collaboration and champions for their work**



Why MASTER SCHEDULE work?

Master Scheduling ~

the fundamental
spine of your school
operations



http://commons.wikimedia.org/wiki/File:Backbone_%28PSF%29.png?uselang=de



Unless it's fatal, it's no big deal

“Time is not the main thing.
It is the only thing.”

-Miles Davis



The image features a white background with the word "MINDSET" centered in a bold, blue, sans-serif font. In the top-left and bottom-right corners, there are teal-colored geometric shapes. Each shape is a right-angled triangle with a white diagonal line and a yellow-orange rectangular element, resembling a stylized corner or a piece of paper.

MINDSET



MINDSET

...for the design of time

...for the use of time

...for the expectations of time





**Two Critical Areas for
Consideration:**
Philosophy
&
Tactical Structure



Critical Question:

What are your primary goals for changing your schedule?

The slide features a white background with teal and orange geometric shapes in the corners. In the top-left and bottom-right corners, there are teal shapes with orange diagonal bars and white lines. The text is centered in a bold, teal font.

**Staffing Changes?
Student Achievement?
Budget Implications?**



Leadership Lesson: *Deeply evaluate the driving forces*





Critical Question:

If you had more time,
what would you do
with it?



Leadership Lesson:

*It is not what you have,
it is how you **use** it*





Critical Question:

How many minutes
are in your school
day?

Typical School Day Structures

8:00 a.m. - 3:00 p.m. = 7 Hours
(420 minutes)

8:15 a.m. - 2:45 p.m. = 6.5 Hours
(390 minutes)

7:30 a.m. - 3:00 p.m. = 7.5 Hours
(450 minutes)





Leadership Lesson: *Identify the non-negotiables*



ABSOLUTE NON-NEGOTIABLES

- ★ Your students have to eat lunch
- ★ Your teachers have to eat lunch
- ★ Your teachers have to plan their instruction
- ★ Your district has negotiated agreements





Leadership Lesson: *Identify the perceived non-negotiables*

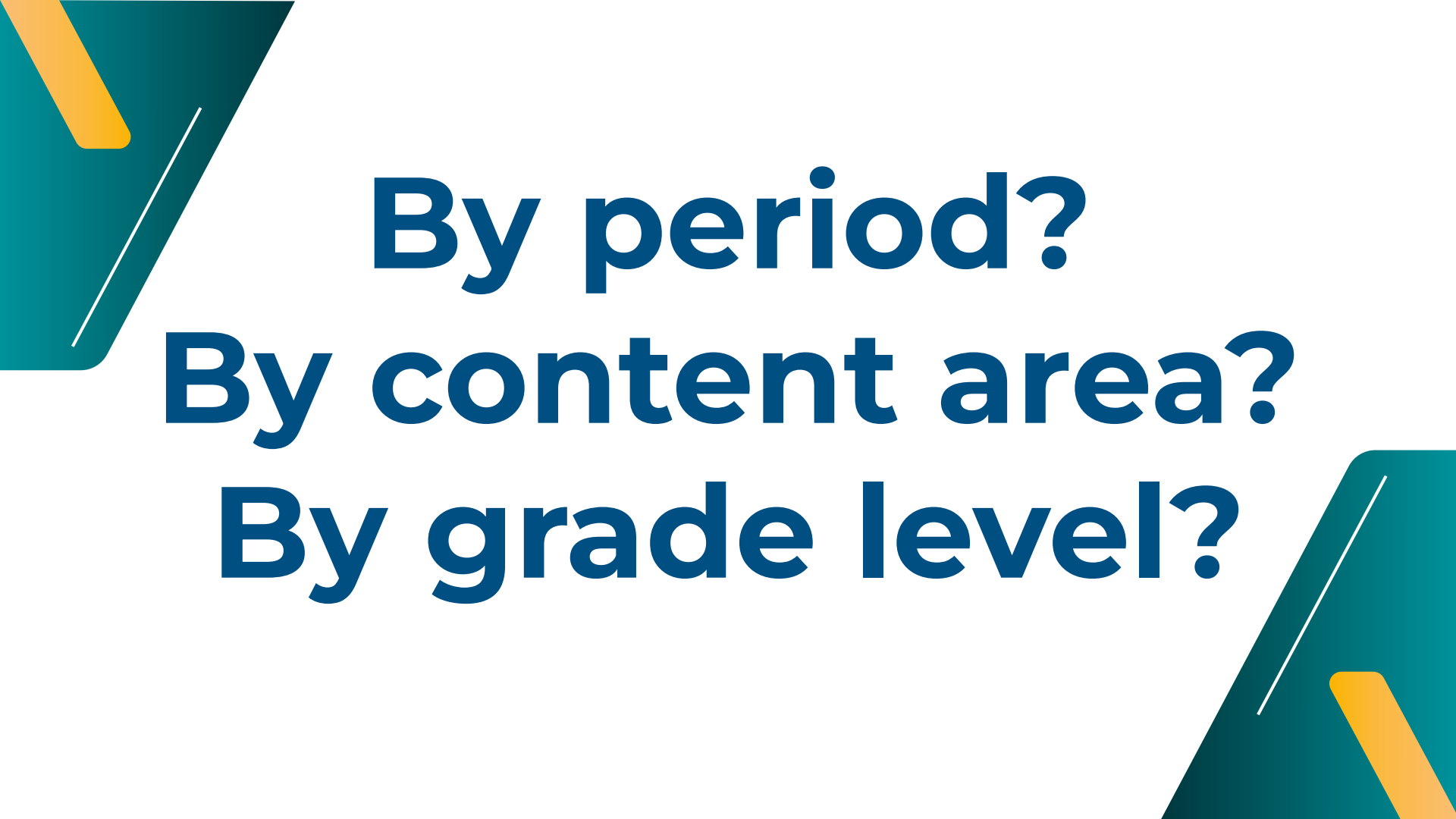
The image features a white background with the word "PERSPECTIVE" centered in a bold, blue, sans-serif font. In the top-left and bottom-right corners, there are teal-colored geometric shapes. Each shape is a right-angled triangle with a white diagonal line and a yellow-orange rectangular element. The teal shapes are positioned such that they appear to be overlapping the white background.

PERSPECTIVE

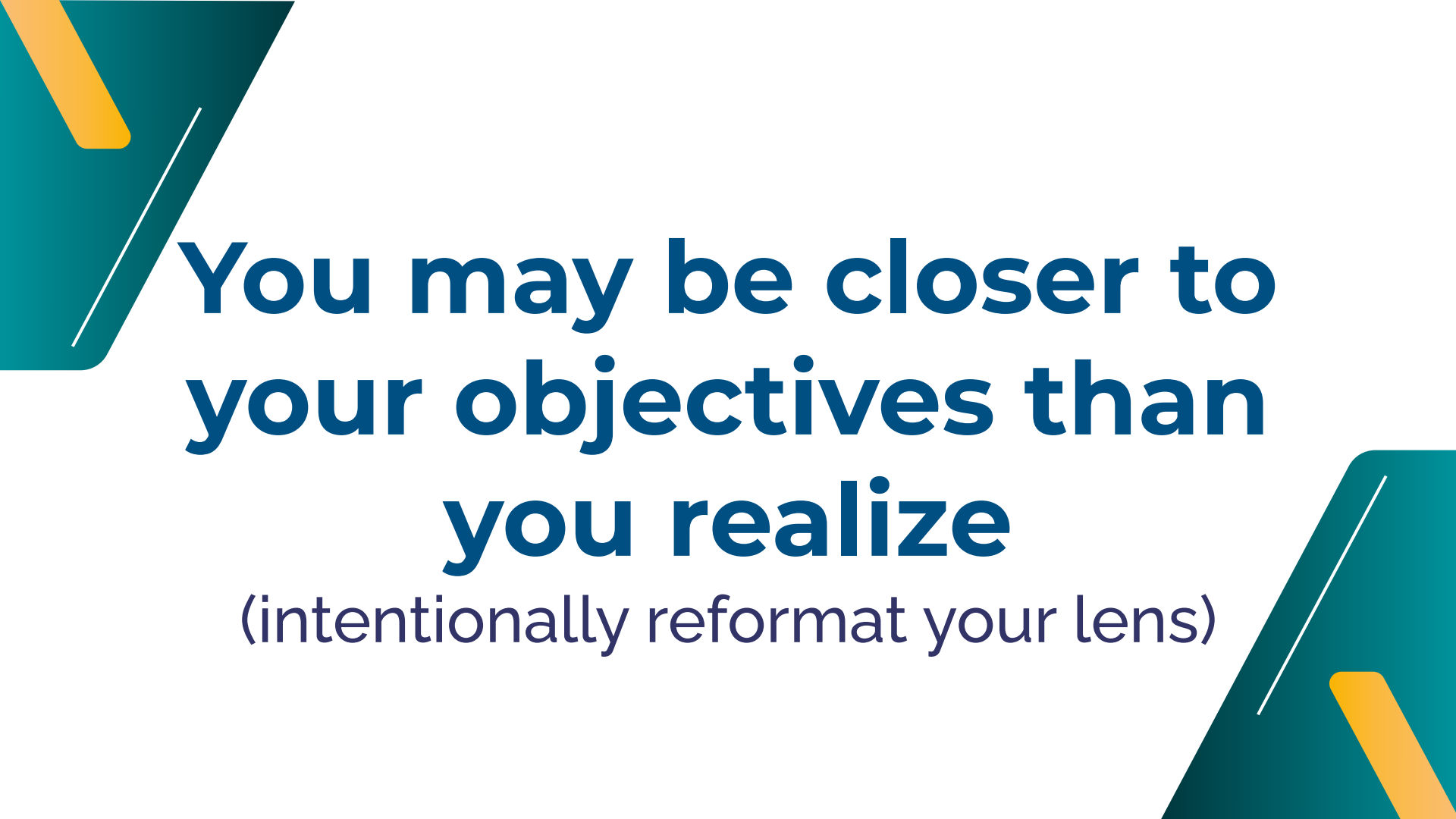


Critical Question:

What lens do you use
to review your
current schedule?

The image features three large, bold, blue text questions centered on a white background. The questions are stacked vertically. In the top-left and bottom-right corners, there are decorative geometric shapes in teal and orange, resembling stylized corners or tabs of a document.

By period?
By content area?
By grade level?



**You may be closer to
your objectives than
you realize**

(intentionally reformat your lens)



Outside the Box:

Every day does NOT
have to be the
same

	1	2	3	4	5	6	7	8	9	10
	7:30-8:00	8:00-8:45	8:45-9:30	9:30-10:15	10:15-11:00	11:00-11:45	11:45-12:15	12:15-1:00	1:00-1:45	1:45-2:30
Electives										
Grade 6										
Grade 7										
Grade 8										

Intervention Period

Grade 6 Electives Classes = Grade 6 Collaboration & Personal Planning time

Grade 7 Electives Classes = Grade 7 Collaboration & Personal Planning time

Grade 8 Electives Classes = Grade 8 Collaboration & Personal Planning time

Electives Collaboration & Lunch

Student Day Sample (Grades k-8)

90 Minutes Language Arts

90 Minutes Mathematics

45 Minutes Science

45 Minutes Social Studies

45 Minutes Elective #1

45 Minutes Elective #2

30 Minutes Intervention

+30 Minutes Lunch

420 Minutes (Instructionally Rich Day!)





Outside the Box:

Every day does NOT
have to be the
same

Student Day Sample (MS/HS)

Single Period Days

<u>Period</u>	<u>Time</u>	<u>Minutes</u>
1st	7:30-8:13	43
2nd	8:17-9:00	43
3rd	9:04-9:47	43
4th	9:51-10:34	43
Lunch	10:34-11:37	
5th	11:41-12:24	43
6th	12:28-1:11	43
7th	1:15-1:58	43
8th	2:02-2:45	43

Block Days

<u>Period</u>	<u>Time</u>	<u>Minutes</u>
1st/2nd	7:30-9:00	90
3rd/4th	9:05-10:35	90
Lunch	10:35-11:35	60
5th/6th	11:40-1:10	90
7th/8th	1:15-2:45	90

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**Collaboration time?
Parent Meetings?
Student Intervention?**



Outside the Box:

You can 'test' a collaboration schedule on an already existing 2 Hr delay schedule



Key Takeaway:

Small changes are a BIG deal to your staff ~ do not underestimate the impact



Key Takeaway:

Ask for input ~ but you do not have to ask for permission

Leadership Lesson:

*You must TEACH your staff
how to use the schedule you
design*

“What you permit, you promote.”

-Tim Kight



Questions???



Session II:

Tuesday, January 31

9:00 a.m. - 10:30 a.m.

Designing a Premium Master Schedule

THANK YOU

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