

PRINCIPAL CHAT - SCHEDULING

Nov. 8, 2023



Ohio Principal
Leadership **Supports**

Strong Principals, Strong Schools

Leadership Supports Webpage

- Administrative Calendar
- Resources



Ohio Principal Leadership Supports

Strong Principals, Strong Schools

The Ohio Department of Education is committed to the support of all educators, and Principals and Assistant Principals in particular. A recent report on principal impact from the Wallace Foundation states, **“Principals really matter. Indeed, it is difficult to envision an investment with a higher ceiling on its potential return than a successful effort to improve principal leadership.”**



Administrative
Calendar



Educator
Licenses



Professional
Development



Associations



Higher
Education



Resources



Ohio

Department
of Education

TODAY'S AGENDA

Welcome and Introductions

General Updates from the Department

Scheduling – Speakers: **Carrie Sanchez**, North Point ESC

Q & A

Next Chat – December 13: Career Exploration K-12



**Department of
Education &
Workforce**

MESSAGE FROM OAESA AND OASSA

Now is the time to join your professional organization!

- [OAESA Membership](#)
- [OASSA Membership](#)

Upcoming Events

- [OAESA Literacy Summit](#) – Nov. 9, 9 a.m. – 2:30 p.m., Virtual
- [OAESA Fall Secretary Conference](#) – Nov. 16-17 at the Hilton Polaris

FOURTH ANNUAL

Ohio Family Engagement — LEADERSHIP SUMMIT —

virtual

Setting the Table Together:

JOY and
POWER in
PARTNERSHIPS

[Check out
the session
recordings](#)

 **THE OHIO STATE UNIVERSITY**
CENTER ON EDUCATION AND
TRAINING FOR EMPLOYMENT



TRANSITION UPDATES

Ohio Department of Education and Workforce (DEW)

State Board of Education (SBE)

Ohio Department of Children and Youth (DCY)



OHIO DEPARTMENT OF EDUCATION AND WORKFORCE

- Jessica Voltolini, Interim Director
- Leadership team appointments
- Finalizing table of organization
- Education.ohio.gov
- Website updates Nov. 3



**Department of
Education &
Workforce**

STATE BOARD OF EDUCATION OF OHIO

- Dr. Chris Woolard, Interim Superintendent of Public Instruction
- SBOE.ohio.gov
- New email addresses and table of organization
- Website updates Nov. 2
- Next regular meeting is Nov. 14
- Status of superintendent search



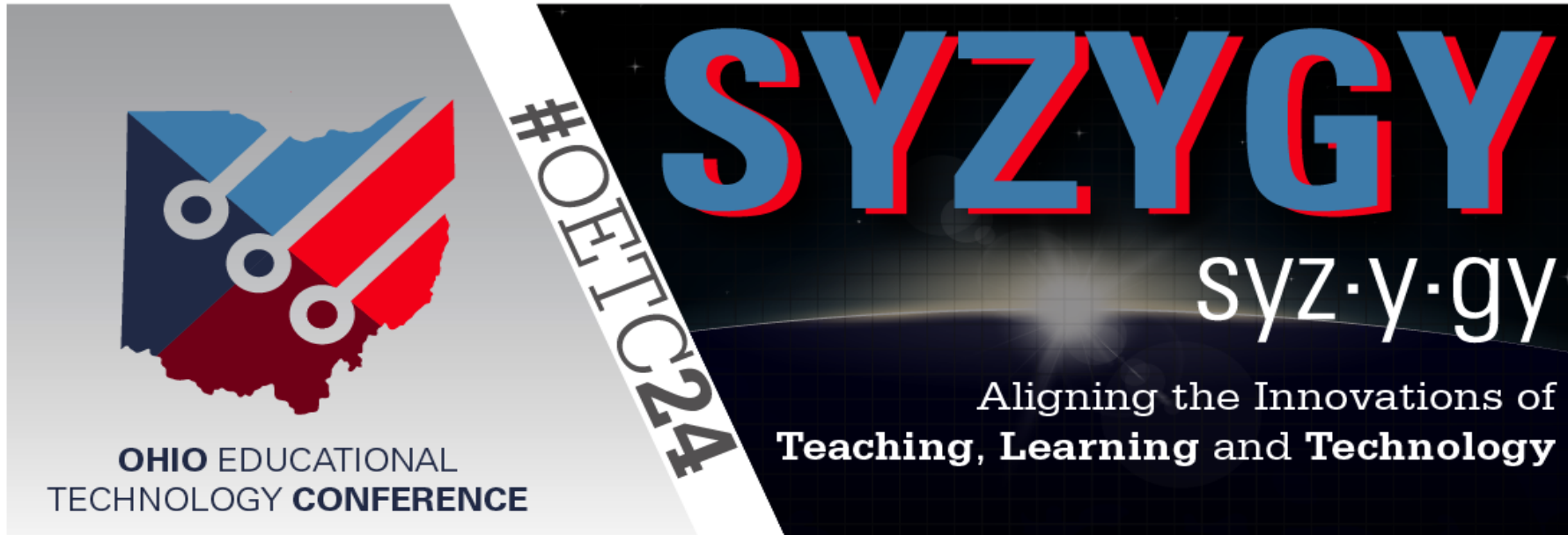
**State Board of
Education**

OHIO DEPARTMENT OF CHILDREN AND YOUTH

- Kara Wente, Director
- Childrenandyouth.ohio.gov
- The Department's Early Learning Team is transitioning to DCY



**Department of
Children & Youth**







<https://oetc.ohio.gov/>

February 13-15, 2024

Greater Columbus Convention Center

Registration is now open!


OHIO STANDARDS FOR PRINCIPALS | 2018

 Leadership	Standard 1: Mission, Vision and Core Values	The effective educational leader develops, advocates and enacts a shared mission, vision and core values.
	Standard 2: Ethics and Professional Norms	The effective educational leader acts ethically and according to professional norms.
	Standard 3: School Improvement	The effective educational leader implements collaborative structures and shared leadership to analyze data and causality, align evidence-based strategies to deliberate goals, develop the capacity of staff, and partner with internal and external supports to improve teaching and learning conditions and outcomes.
 Learning	Standard 4: Curriculum, Instruction and Assessment	The effective educational leader fosters an environment of effective and rigorous personalized instruction by ensuring each student has equitable access to effective teachers, leaders and learning supports.
	Standard 5: Professional Capacity of School Personnel	The effective educational leader supports all staff by promoting and organizing an environment focused on continuous improvement and personal growth to achieve positive outcomes for each student.
 Culture	Standard 6: Equity and Cultural Responsiveness	The effective educational leader models, supports and cultivates a school culture characterized by equity and inclusiveness.
	Standard 7: Community of Care and Support	The effective educational leader develops and sustains positive partnerships with and among students, staff and stakeholders to create a safe and caring school environment.
	Standard 8: Meaningful Engagement of Families and Community	The effective educational leader develops and sustains partnerships with families and the community by acknowledging the school as a community resource and understanding the context of its existence within the larger community.
 Management	Standard 9: Strategic Staffing	The effective educational leader is integral to the recruitment, hiring and assignment of staff to ensure representation of diverse expertise and skill sets are aligned to the priorities of the focused plan while also promoting staff professional growth, cultural competence and opportunities for leadership.
	Standard 10: School Operations	The effective educational leader develops and implements structures to maximize learning through relationships, management, fiscal responsibility and adherence to district and state laws, policies and procedures.



Making Every Minute Count

Tactical Scheduling Tips for
Administrators and School Leaders



Presented by:

Ms. Carrie Sanchez

Former Principal ~ Port Clinton Middle School

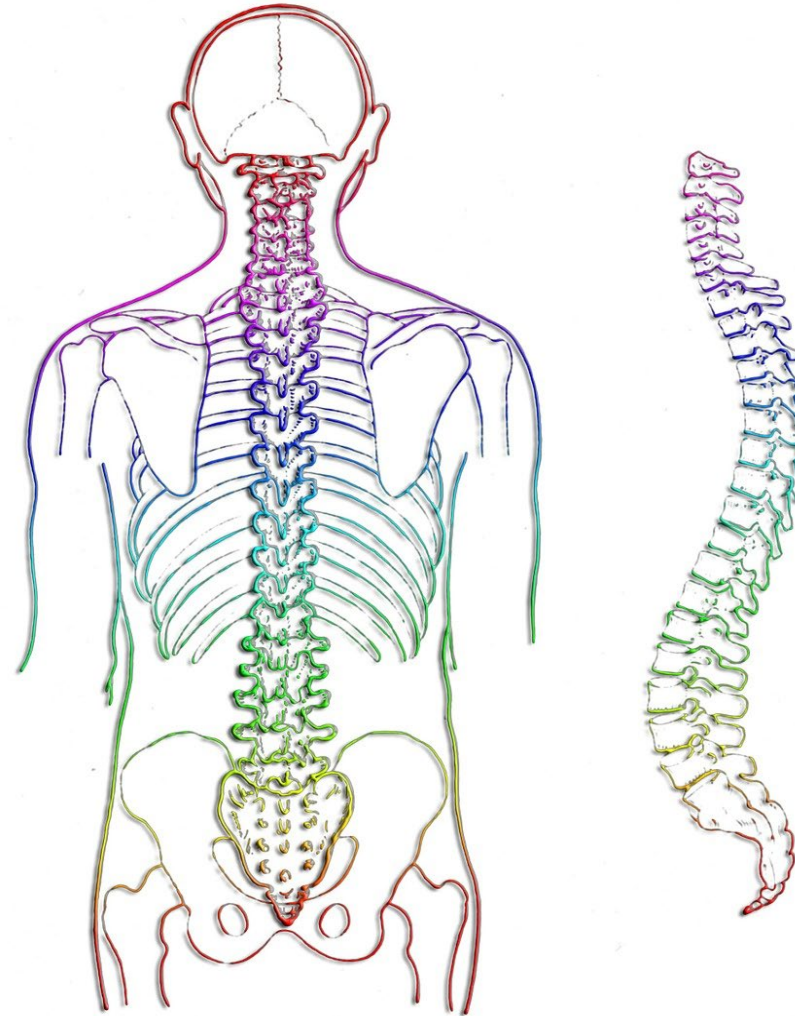
Past-President ~ Ohio Association of Elementary School Administrators

Director of Leadership & Learning ~ North Point Educational Services Center

Facilitator - Ohio Leadership Advisory Council

Master
Scheduling ~

the fundamental
spine of your
school
operations



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

“Well we cannot do *THAT*!”

It would be awesome if you had a Master Schedule that:

Was developmentally appropriate for students

Used every available minute for purposeful instruction

Allowed for daily collaboration time between teachers

Allowed for daily personal plan time for teachers

Did not require teachers to have duty periods

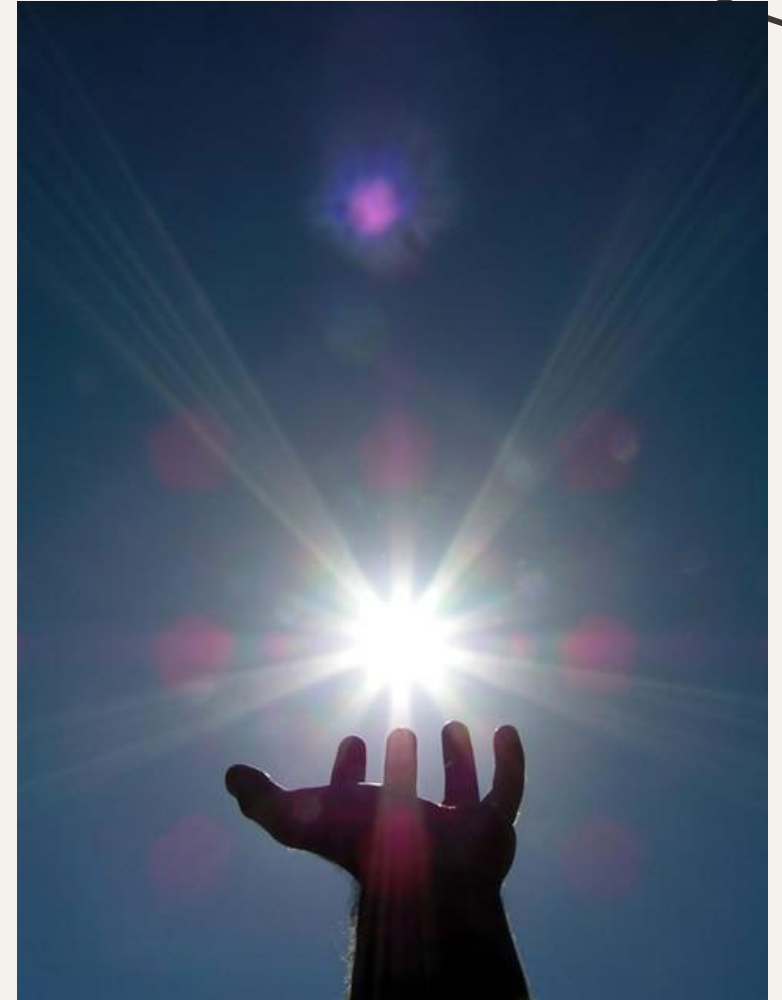
Offered a rich variety of elective courses

Was flexible for special events & assemblies

Supported purposeful instruction time even during delays and testing

AND...

Was compliant with every negotiated agreement in your district!



It is **not** impossible.

It DOES exist.



Mindset

First:

Think about what you would like to
accomplish with your
Master Schedule

Now think about *why* your current
Master Schedule is different from
your DREAM schedule

Is the answer outside the window?
Or in the mirror?

John Maxwell:

“If you suck in your stomach when you look in the mirror, just who exactly, are you trying to convince?”



Creative scheduling

begins with:

Mindset





Creative scheduling

wins with:

Effective Leadership



Non-negotiable facts:

- ★ Your students have to eat lunch
 - ★ Your teachers have to eat lunch
 - ★ Your teachers have to plan their instruction
 - ★ Your district has negotiated agreements
 - ★ Other than those...the clay is **YOURS TO MOLD**
-

First & Foremost

Define your priorities



(Identify the FACTS)

First & Foremost

You cannot reach a goal you have not defined

WHAT ARE YOUR SCHEDULING GOALS?!?!?!?



Port Clinton Middle School Priorities

- Developmentally appropriate instruction
 - Common planning time for ALL teachers
 - Independent planning time for ALL teachers
 - Electives are as important as core instruction
 - Teachers are readily available to parents/caregivers
 - Every minute is used purposefully
 - Teachers have the freedom to use the minutes as they see fit to meet the instructional needs of their classrooms & teams
-

Nuts & Bolts

The average school day is 7 hours long.

That is 420 minutes.

How do you want to USE every single one of those minutes?



Nuts & Bolts

10 period schedule

Three schools operating within the school building

No bells <<< - read that again!

Three grade level teams & each grade level team consists of:

2 Language Arts Teachers

2 Math Teachers

1 Science Teacher

1 Social Studies Teacher

1 Intervention Specialist

(don't worry - I'm going to show you more!)

Nuts & Bolts

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 (Instructionally Rich Day!)

One of the biggest questions I hear:



“But what about
the transition
minutes?!?!?!”

A thin, black, curved line graphic that starts from the right edge of the slide and curves upwards and then downwards, ending near the bottom right corner.

“What you permit, you
promote” ~ *Tim Kight*

Mindset: A 10 period
day does not have to
be 10 EQUAL periods

	1	2	3	4	5	6	7	8	9	10
	Elective 1	Elective 2	Period 1	Period 2	Period 3	Period 4	Lunch	Intervention	Period 5	Period 6
6th Grade Team										
	Team Plan	Pers Plan								
Mrs. Smith			Lang Arts	Lang Arts	Lang Arts	Lang Arts			Lang Arts	Lang Arts
Mrs. Miller			Lang Arts	Lang Arts	Lang Arts	Lang Arts			Lang Arts	Lang Arts
Mr. Zimmerman			Math	Math	Math	Math			Math	Math
Miss Carlyle			Math	Math	Math	Math			Math	Math
Mrs. Williams			Science	Science	Science	Science			Science	Science
Mr. James			Soc Stu	Soc Stu	Soc Stu	Soc Stu			Soc Stu	Soc Stu
Mr. Conner			Int Spec	Int Spec	Int Spec	Int Spec			Int Spec	Int Spec

	1	2
	Grade 6 Electives 1	Grade 6 Electives 2
Electives Team		
Mrs. Nitz	Phys Ed	Phys Ed
Mr. Davis	Art	Art
Miss Zuski	Work&Fam	Work&Fam
Mr. Auk	STEM	STEM
Mr. Kane	Computers	Computers
Miss Phyllis	Careers	Careers
Mr. Carr	Health	Health
Mrs. Ringer	Band	Band
Mr. Murastic	Db. Lesson	Orchestra
Mrs. Well	Choir	

Mindset: All days do
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

But wait! There's MORE!!



Rotating Schedule

Period 1

Period 2

Period 3

Period 4

Week 1

Lang Arts

Math

Science

Soc Studies

Week 2

Math

Science

Soc Studies

Lang Arts

Week 3

Science

Soc Studies

Lang Arts

Math

Rotating Schedule

- ★ **Helps keep students engaged**
 - ★ **Meets the needs of students with medication challenges**
 - ★ **Meets the needs of students with extreme medical issues**
 - ★ **Helps teachers see students in different perspectives**
 - ★ **Keeps things 'fresh' for teachers**
-

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

Key Considerations:




TEACH staff how to use
collaboration time



Do NOT waste
time

Set expectations **BEFORE**
they become emotional
events

Establish internal
leadership early

The image features a white background with two horizontal lines, one at the top and one at the bottom. In the top-left corner, a thin black line curves downwards and then back to the left. In the bottom-right corner, a thin black line curves upwards and then back to the right. The text is centered between these lines.

Design meaningful
communication
across teams

You can practice
elements of a new
schedule

The 2-Hr Delay trick

Questions?

Thank You!

Ms. Carrie Sanchez

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@carriejsanchez



QUESTIONS?

EDUCATION.OHIO.GOV



**Department of
Education &
Workforce**



NEXT PRINCIPAL CHAT

- Second Wednesday each month at 9:30 – 10:30am
- December 13
- Focus Topic: Career Exploration K-12

Contact: schooladmin@education.ohio.gov



EXIT SURVEY





**Department of
Education &
Workforce**

EDUCATION.OHIO.GOV