

**From:** [Tiffany Parker](#)  
**To:** [Oakley, Whitney W](#)  
**Subject:** Fwd: Rankin Proposed Master Schedule  
**Date:** Wednesday, August 21, 2019 11:01:38 PM  
**Attachments:** [PastedGraphic-5.png](#)  
[PastedGraphic-5.png](#)  
[PastedGraphic-5.png](#)  
[Rankin Proposed Master Schedule.xlsx](#)

---

FYI

**Tiffany Parker**  
Educational Services Director

**Crosswalk Education**  
815.566.9997 m



Begin forwarded message:

**From:** Tiffany Parker <[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>  
**Subject:** Fwd: Rankin Proposed Master Schedule  
**Date:** August 13, 2019 at 1:53:55 PM EDT  
**To:** "Flowers, Kendral M" <[flowerk2@gcsnc.com](mailto:flowerk2@gcsnc.com)>

Hello!

I hope your preparations for the 2019-2020 school year are going smoothly. I'm just checking in to see if the master schedule below works for you and/or if any additional assistance is needed. Are we all set, or are revisions necessary?

Hoping all is well,  
**Tiffany Parker**  
Educational Services Director

**Crosswalk Education**  
815.566.9997 m



Begin forwarded message:

**From:** Tiffany Parker <[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>

**Subject: Rankin Proposed Master Schedule**

**Date:** June 6, 2019 at 9:42:59 PM PDT

**To:** "Flowers, Kendral M" <[flowerk2@gcsnc.com](mailto:flowerk2@gcsnc.com)>

Happy Friday,

Thanks for your patience. I have attached the proposed master schedule. Typically, I'll build the lunch schedule around the content areas, but because your school has so many classes, I started with your lunch schedule and built the content blocks around it. I did end up slightly adjusting two lunch times (1st and 5th grades) in order to get uninterrupted blocks of teaching time. The attached master schedule was based on the following:

**1. Staggered intervention times in ELA and math to support Tier**

**3 pull-outs** This really drives the schedule. Scheduling small group intervention/enrichment services at the same time across 2 grade levels or more will limit the ability of EC, ESL, and intervention teachers to pull students for Tier 3 instruction without compromising the students' participation in core instructional time. Typically, these teachers won't be able to group cross-grade level due to the specific nature of the students' intervention needs. So these teachers need separate blocks of time to pull the students on their caseload to provide services. Intervention time has been clearly labeled within the schedule so that all teachers within a grade level are conducting small groups at the same time.

**2. Built in transitional time when leaving/returning to the**

**classroom** When transitions outside of the classroom are involved, it helps to note specific periods of time for this so that instruction isn't cut prematurely. This also tends to keep transitions brief and purposeful to better protect actual teaching time. The expectation is that teachers actually teach all the way to the end time listed for a subject. Then they can begin the process of transitioning during the 5-minute period provided. Unlike specials, where instructional time is impacted if students don't arrive by the start time, or lunchtime, where late classes can impact the efficiency of the lunch line, recess doesn't really need to have a 5 minute transition time to travel to it.

However, there does need to be built in transition time from the playground back to class to protect instructional time.

**3. Flexible specialist blocks** I left a block at 10:25 - 11:55 open to provide some flexibility for double PLCs. This would allow you to meet with a grade level over a double block of time. If you choose to use the 90-minute PLC schedule, then some grade levels would just stay in their class for extra content time with their teacher one day a week and then have a double special another day when the teacher is in the extended PLC.

With the time provided you could arrange something like this:

Kindergarten 11:20 - 11:45

1st grade 7:55 - 9:25 (5th grade wouldn't have a special that day)

2nd grade 12:50 - 2:20 (4th grade wouldn't have a special that day)

3rd grade: 9:35 - 11:05

4th grade: 12:50 - 2:20 (2nd grade wouldn't have a special that day)

5th grade: 7:55 - 9:25 (1st grade wouldn't have a special that day)

This would allow you to meet as follows:

Tuesday

7:55 - 9:25 with 1st grade

11:20 - 11:45 with Kindergarten

12:50 - 2:20 with 2nd grade

Wednesday

7:55 - 9:25 with 5th grade

9:35 - 11:05 with 3rd grade

12:50 - 2:20 with 4th grade

If you prefer to have 60-minute PLCs so that all grade levels can have a special on a daily basis, then the following schedule could be used on Tuesdays and Wednesdays (or whichever 2 days you prefer to hold PLCs), with the regular master schedule used on the remaining 3 days of the week:

Tuesday

7:55 - 8:55 PLC with 1st grade

9:00 - 10:00 PLC with 3rd grade

10:05 - 11:05 PLC with 5th grade

11:05 - 12:00 specialists' lunch/planning

12:00 - 12:45 Kindergarten specials

12:50 - 1:25 2nd grade specials

1:40 - 2:25 4th grade specials

Wednesday

7:55 - 8:40 5th grade specials

8:45 - 9:30 1st grade specials

9:35 - 10:20 3rd grade specials

10:20 - 11:10 specialists' lunch/planning

11:10 - 12:10 PLC with 4th grade

12:15 - 1:15 PLC with Kindergarten

1:20 - 2:20 PLC with 2nd grade

Those are two options for extended PLC time, but if you don't feel like the extended time is necessary, then 5th grade's special could be moved to 10:25-11:10 if you prefer to keep the first specialist slot open as you had this year.

After reviewing the schedule, please let me know if additional adjustments are needed.

Have a great weekend,  
**Tiffany Parker**  
Educational Services Director

**Crosswalk Education**  
815.566.9997 m



**From:** [Tiffany Parker](#)  
**To:** [Oakley, Whitney W](#)  
**Subject:** Fwd: 2018Guilford ElemMasterSchedule Revised 8-24-18.xlsx  
**Date:** Wednesday, August 21, 2019 11:01:40 PM  
**Attachments:** [PastedGraphic-5.png](#)

---

FYI

**Tiffany Parker**  
Educational Services Director

Crosswalk Education  
815.566.9997 m



Begin forwarded message:

**From:** Tiffany Parker <[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>  
**Subject:** Re: 2018Guilford ElemMasterSchedule Revised 8-24-18.xlsx  
**Date:** August 14, 2019 at 11:13:39 PM EDT  
**To:** "McMillan, Lamont G" <[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)>

Perfect! Thanks.

**Tiffany Parker**  
Educational Services Director

Crosswalk Education  
815.566.9997 m



On Aug 14, 2019, at 8:13 PM, McMillan, Lamont G  
<[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)> wrote:

I have submitted my master schedule to my SSO and is waiting for final feedback. Once I receive final feedback, I will forward it to you.

Thanks,

Lamont

**From:** Tiffany Parker <[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>

**Sent:** Wednesday, August 14, 2019 11:10 PM

**To:** McMillan, Lamont G <[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)>

**Subject:** Re: 2018Guilford ElemMasterSchedule Revised 8-24-18.xlsx

When you get a chance, would you send me the revised schedule? I'm submitting the final versions to Dr. Oakley and Dr. Contreras once all schools are completed.

Thanks again,

**Tiffany Parker**

Educational Services Director

**Crosswalk Education**

[815.566.9997](tel:815.566.9997) m

<image001.png>

On Aug 14, 2019, at 8:03 PM, McMillan, Lamont G  
<[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)> wrote:

Thanks.

**From:** Tiffany Parker

<[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>

**Sent:** Wednesday, August 14, 2019 11:02 PM

**To:** McMillan, Lamont G <[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)>

**Subject:** Re: 2018Guilford ElemMasterSchedule Revised 8-24-18.xlsx

Great! Let me know if you need any further assistance. Have a fabulous start to your school year.

**Tiffany Parker**

Educational Services Director

**Crosswalk Education**

[815.566.9997](tel:815.566.9997) m

<image001.png>

On Aug 14, 2019, at 7:36 PM, McMillan,  
Lamont G <[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)> wrote:

Hey Ms. Parker,

We are eagerly trying to make final changes to

get things ready for the opening of school. I did review your feedback and made the changes that you recommended. Thank you so much for your insight through the scheduling process.

Lamont

**From:** Tiffany Parker  
<[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>  
**Sent:** Tuesday, August 13, 2019 1:56 PM  
**To:** McMillan, Lamont G <[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)>  
**Subject:** Re: 2018Guilford ElemMasterSchedule Revised 8-24-18.xlsx

Hello!

I hope that your final preparations for the 2019-2020 school year are proceeding smoothly. I'm just checking in to see if any additional assistance is needed for revisions to Guilford's master schedule. Am I able to be of any further help or were you able to make the changes listed below?

Hoping all is well,  
**Tiffany Parker**  
Educational Services Director

**Crosswalk Education**  
[815.566.9997](tel:815.566.9997) m

<image001.png>

On Jun 6, 2019, at 11:08 PM,  
Tiffany Parker  
<[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)> wrote:

Thanks for your patience.

I've reviewed the schedule and noticed that some tweaks need to be made to it to be in compliance with district expectations for

MTSS implementation and  
curriculum guidelines:

- The total teaching time for CKLA must be at least 150 minutes as follows:
  - 60 minutes Skills is recommended, but 45 minutes minimum are needed to teach a lesson (Keep in mind that mastery of content is essential here for students to be successful in subsequent grade levels)
  - 45 minutes minimum uninterrupted for Listening & Learning
  - 30 minutes minimum uninterrupted for ELA I/E small groups
- The total teaching time for 3rd-5th ELA block must be 120 minutes as follows:
  - 90 minutes uninterrupted for ARC
  - 30 minutes uninterrupted for ELA I/E small groups (which is the wide reading time)
- The total teaching time for K-2 math can be 75 minutes (or more, if desired) as follows:
  - 45 minutes whole group
  - 30 minutes math I/E groups



- The total teaching time for 3-5 math must be at least 90 minutes as follows:
  - 60 minutes whole group
  - 30 minutes math I/E groups
- Intervention times for ELA and math need to be staggered to allow the EC, ELL, and interventionist teachers to pull students without affecting their access to core instruction and labeled as ELA I/E or Math I/E. In K-2, 45 minutes are typically needed for ELA I/E and 30 minutes for math I/E. In 3rd-5th grades, 30 minutes are needed for ELA I/E (which is the wide reading time) and 30 minutes are needed for the math I/E.

I recommend revising your schedule to address the following:

Label each block as:

CKLA Skills

CKLA Listening & Learning

ELA I/E groups

ARC

Eureka Math (this is the teacher directed part)

Math I/E groups

Science/SS

This provides consistency across all grade levels so it's easy to see when teachers can provide pull out services that don't affect core instruction.

The schedule is expected to reflect actual teaching time, so I

would ensure that specific transition time is written into the schedule in the following cases:

1. When students are leaving the classroom or specialist to go to lunch.
2. When students are returning from lunch to the classroom or specialist.
3. When students are returning from recess to the classroom or specialist.
4. When students are transitioning to the specialist from the classroom or lunchroom.

When transitions outside of the classroom are involved, it helps to note specific periods of time for this so that instruction isn't cut prematurely. This also tends to keep transitions brief and purposeful to better protect actual teaching time. The expectation is that teachers actually teach all the way to the end time listed for a subject. Then they can begin the process of transitioning during the 5-minute period provided. Unlike specials, where instructional time is impacted if students don't arrive by the start time, or lunchtime, where late classes can impact the efficiency of the lunch line, recess doesn't really need to have a 5 minute transition time to travel to it. However, there does need to be built in transition time from the playground back to class to protect instructional time.

In addition -

Kindergarten:

1. If CKLA Skills is to go to 10:45 as

stated, then lunch should start at 10:50 to allow for transition time with the first group. Otherwise, teachers won't have a true 45 minutes for Skills (which is very important because students must master the content).

2. Math needs to be a minimum of 75 minutes, of which 45 minutes will be labeled Eureka Math and 30 minutes as Math I/E groups. Currently, 80 minutes is allocated, but in actuality, it's about 70 because students will need 5 minutes to transition after lunch to the classroom and 5 minutes to get to specials on time. I would move their specials to a different time and use some of the time from the last block of the day to ensure that teachers have a true 45-minute block of actual teaching time for CKLA and a true 75-minute math block before they must transition.

3. Math I/E time isn't specified, and the ELA I/E time must be its own block within the 7:45-9:30 block.

1st grade:

1. 1st and 2nd grades have the same I/E block (I'm assuming that this is the math I/E time since differentiated skills is listed in your email as 7:50 to 8:20). The I/E blocks need to be staggered to allow EC, ELL, and interventionist teachers to work with each group without pulling the students from core.

2. There's no science block. Listening and Learning does have science and social studies, but there will be some state standards

that are not addressed. Most schools I've been working with have been scheduling a science/social studies block of about 25 minutes in grades K-2 to address this.

3. A maximum of 120 minutes for math are needed.

#### 2nd grade:

1. Would the math I/E time be 7:50 to 8:20?
2. Intervention time is listed as 7:50 to 8:20, but specials don't start until 8:40. So what is happening during that 20 minute gap?
3. The CKLA block is listed as being taught 9:30 to 11:55, which is 145 minutes, not the 150 required.
4. See my note above about a science block.

#### 3rd grade:

1. 3rd and 4th grades have math I/E at the same time.
2. 5 more minutes is needed for the Eureka Math block, and you'll want to schedule a 5-minute transition time to specials, so it doesn't cut into teaching time for whole group math.
3. ARC needs to have a 90-minute uninterrupted block, there needs to be a 30-minute ELA I/E block (which is wide reading), and science/social studies needs to have its own separate block.
4. Transition time for recess isn't needed after lunch. Currently, 11:15-12:25 (70 minutes) is allocated for lunch/recess for Group 1 and 11:20-12:25 (65 minutes) is allocated for Group 2. I'd schedule recess to start at

11:50 and end at 12:20 and add that 5 minutes onto actual teaching time.

4th grade:

1. There's a 10-minute gap between math I/E and the start of Block 1. Yet there's no transition time factored in for going to specials after Block 1, returning to class for Block 2, and traveling to lunch after Block 2. That means that instruction will be cut short.
2. Each block needs to specify what's being taught (ARC, ELA I/E groups, math I/E groups, Eureka Math, Science/SS).
3. Transition time is needed to/from lunch.

5th grade:

1. Is wide reading incorporated in the ELA block? The specific time for it needs to be specified, as well as the time for the math I/E groups. I'm not very familiar with ARC, but I have been told that the writing is integrated with what the students are reading, so I'm wondering if it's going to be difficult for the science teacher to implement writing. Some other schools that departmentalize have the science teacher conduct the wide reading instead of writing, but you'd know best what would be most beneficial.
2. When departmentalizing, the blocks must be uninterrupted. Lunch has been scheduled in the middle of Block 3, which is not going to work.

The above may require some adjusting of lunch and/or

specialist times. If you get stuck,  
let me know, as I'm more than  
happy to draft a schedule for you.

**Tiffany Parker**  
Educational Services Director

**Crosswalk Education**  
[815.566.9997](tel:815.566.9997) m

<PastedGraphic-5.png>

On Jun 6, 2019, at  
4:06 AM, McMillan,  
Lamont G  
<[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)  
> wrote:

Thanks

**From:** Tiffany Parker  
<[tparker@crosswalk  
educationonline.com](mailto:tparker@crosswalkeducationonline.com)  
>

**Sent:** Wednesday,  
June 5, 2019 10:15  
PM

**To:** McMillan,  
Lamont G  
<[mcmilll@gcsnc.com](mailto:mcmilll@gcsnc.com)  
>

**Subject:** Re:  
2018Guilford  
ElemMasterSchedule  
Revised 8-24-18.xlsx

Great! I'll take a look  
at this tomorrow  
once I finish another  
school's schedule  
and will get some  
feedback to you.  
Enjoy what's left of  
your evening!

**Tiffany Parker**  
Educational Services  
Director

Crosswalk Education  
815.566.9997 m

<image001.png>

On Jun  
5,  
2019,  
at 2:42  
PM,  
McMill  
an,  
Lamont  
G  
<[mcmill  
l@gcsn  
c.com](mailto:mcmillan@gcsn.c.com)>  
wrote:

<2018G  
uilford  
ElemM  
asterSc  
hedule  
Revised  
8-24-  
18.xlsx  
>

This e-mail is for the  
sole use of the  
individual for whom it is  
intended. If you are  
neither the intended  
recipient, nor agent  
responsible for  
delivering this e-mail to  
the intended recipient,  
any disclosure,  
retransmission,

copying, or taking  
action in reliance on  
this information is  
strictly prohibited. If you  
have received this e-  
mail in error, please  
notify the person  
transmitting the  
information  
immediately. All e-mail  
correspondence to and  
from this e-mail  
address may be subject  
to NC Public Records  
Law which result in  
monitoring and  
disclosure to third  
parties, including law  
enforcement. In  
compliance with federal  
laws, Guilford County  
Schools administers all  
educational programs,  
employment activities  
and admissions without  
discrimination because  
of race, religion,  
national or ethnic origin,  
color, age, military  
service, disability or  
gender, except where  
exemption is  
appropriate and  
allowed by law. Refer to  
the Board of  
Education's  
Discrimination Free  
Environment Policy AC  
for a complete  
statement. Inquiries or  
complaints should be  
directed to the Guilford  
County Schools  
Compliance Officer,  
120 Franklin Boulevard,  
Greensboro, NC 27401;  
336-370-2323

This e-mail is for the sole use of the individual for  
whom it is intended. If you are neither the intended  
recipient, nor agent responsible for delivering this e-  
mail to the intended recipient, any disclosure,  
retransmission, copying, or taking action in reliance  
on this information is strictly prohibited. If you have



received this e-mail in error, please notify the person transmitting the information immediately. All e-mail correspondence to and from this e-mail address may be subject to NC Public Records Law which result in monitoring and disclosure to third parties, including law enforcement. In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-2323

This e-mail is for the sole use of the individual for whom it is intended. If you are neither the intended recipient, nor agent responsible for delivering this e-mail to the intended recipient, any disclosure, retransmission, copying, or taking action in reliance on this information is strictly prohibited. If you have received this e-mail in error, please notify the person transmitting the information immediately. All e-mail correspondence to and from this e-mail address may be subject to NC Public Records Law which result in monitoring and disclosure to third parties, including law enforcement. In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-2323

This e-mail is for the sole use of the individual for whom it is intended. If you are neither the intended recipient, nor agent responsible for delivering this e-mail to the intended recipient, any disclosure, retransmission, copying, or taking action in reliance on this information is strictly prohibited. If you have received this e-mail in error, please notify the person transmitting the information immediately. All e-mail correspondence to and from this e-mail address may be subject to NC Public Records Law which result in monitoring and disclosure to third parties, including law enforcement. In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-2323

**From:** [Tiffany Parker](#)  
**To:** [Oakley, Whitney W](#)  
**Subject:** Fwd: Sumner-bell schedule  
**Date:** Wednesday, August 21, 2019 11:01:58 PM  
**Attachments:** [PastedGraphic-5.png](#)

---

FYI

**Tiffany Parker**  
Educational Services Director

Crosswalk Education  
815.566.9997 m



Begin forwarded message:

**From:** Tiffany Parker <[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>  
**Subject:** Re: Sumner-bell schedule  
**Date:** August 13, 2019 at 2:05:49 PM EDT  
**To:** "Lennon, LaTeshia" <[lennonl@gcsnc.com](mailto:lennonl@gcsnc.com)>

Greetings!

I hope that your final preparations for the 2019-2020 school year are proceeding smoothly. I'm just checking in to see if any additional assistance is needed for revisions to Sumner's master schedule. Am I able to be of any further help or were you able to make the changes listed below?

Hoping all is well,  
**Tiffany Parker**  
Educational Services Director

Crosswalk Education  
815.566.9997 m



On Jun 6, 2019, at 2:04 PM, Tiffany Parker  
<[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)> wrote:

Hello!

Thanks for sending this. I reviewed the schedule and noticed that a

few tweaks need to be made to it to be in compliance with district expectations for MTSS implementation and curriculum guidelines:

- The total teaching time for CKLA must be at least 150 minutes as follows:
  - 60 minutes Skills is recommended
  - 45 minutes minimum uninterrupted for Listening & Learning
  - 45 minutes minimum uninterrupted for ELA I/E small groups
- The total teaching time for 3rd-5th ELA block must be 120 minutes as follows:
  - 90 minutes uninterrupted for ARC
  - 30 minutes uninterrupted for ELA I/E small groups (which is the wide reading time)
- The total teaching time for K-2 math can be 75 minutes as follows:
  - 45 minutes whole group
  - 30 minutes math I/E groups
- The total teaching time for 3-5 math must be at least 90 minutes as follows:
  - 60 minutes whole group
  - 30 minutes math I/E groups
- Intervention times for ELA and math need to be staggered to allow the EC, ELL, and interventionist teachers to pull students without affecting their access to core instruction. On the current schedule you sent, ELA I/E time is staggered in grades K-2, but it needs to be specified in 4th and 5th grades. Math I/E time has only specified in Kindergarten. Specific I/E blocks must be specified in grades 1-5 as well.

Revisions are needed as follows:

Kindergarten:

Only 140 minutes have been allocated for ELA, and it's not a true 140 minutes because it doesn't allow for transition time after specials and before lunch. So this brings it down to about 130 minutes. Listening & Learning needs a minimum of 45 minutes. In grades K-2, whole group math can be 45 minutes and small group math 30 minutes.

1st grade:

A minimum of 45 uninterrupted minutes are needed for L&L lessons and ELA small groups. The math I/E block needs to be specified.

2nd grade:

ELA I/E small group time must be uninterrupted. The math I/E block needs to be specified.

3rd grade:

A minimum of 90 uninterrupted minutes must be allocated for ARC. The schedule lists 85 minutes, however, there's no transition time built in to lunch, so this brings the block down to 80 minutes.

4th grade:

ELA and math I/E blocks (30 mins. each) need to be specified. Transition time is needed between math and lunch.

5th grade:

ELA and math I/E blocks (30 mins. each) need to be specified. Transition time isn't needed between subject areas unless students are leaving/returning to the classroom. It is needed when students are going to lunch. 35 minutes for science is a little low in comparison to some of the other schools, as 5th grade is a testing year (but it does meet the district requirements). You'd be better off taking the 10 minutes allocated for independent reading at the end of the day, as well as the unnecessary 5 minutes between ELA and science and rearrange the schedule to move that time to science so students have at least 50 minutes (I'm typically seeing 50-60 minutes allocated for science in 5th grade, but it's a matter of school choice).

The schedule is expected to reflect actual teaching time, so I would ensure that specific transition time is written into the schedule in the following cases:

1. When students are leaving the classroom or specialist to go to lunch.
2. When students are returning from lunch to the classroom or specialist.
3. When students are returning from recess to the classroom or specialist.
4. When students are transitioning to the specialist from the classroom or lunchroom.

The above may require some adjusting of lunch times. If you get stuck, let me know, as I'm more than happy to draft a schedule for you.

**Tiffany Parker**

Educational Services Director

Crosswalk Education  
815.566.9997 m

<PastedGraphic-5.png>

On Jun 6, 2019, at 12:09 PM, Lennon, LaTeshia  
<[lennonl@gcsnc.com](mailto:lennonl@gcsnc.com)> wrote:

Good evening Ms. Parker,  
Attached is the schedule we've worked on for Sumner

for the 2019-2020 school year.

*LaTeshia Lennon EdS*  
*Assistant Principal*  
*Sumner Elementary*  
*1915 Harris Dr*  
*Greensboro, Nc 27406*  
*336-316-5888 (school)*  
*336-316-5880 (fax)*

<image001.png>

This e-mail is for the sole use of the individual for whom it is intended. If you are neither the intended recipient, nor agent responsible for delivering this e-mail to the intended recipient, any disclosure, retransmission, copying, or taking action in reliance on this information is strictly prohibited. If you have received this e-mail in error, please notify the person transmitting the information immediately. All e-mail correspondence to and from this e-mail address may be subject to NC Public Records Law which result in monitoring and disclosure to third parties, including law enforcement. In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-2323<19-20 Master Schedule school.xlsx>



**From:** [Tiffany Parker](#)  
**To:** [Oakley, Whitney W](#)  
**Subject:** Fwd: Bluford/Peeler Master Schedule Suggestions  
**Date:** Wednesday, August 21, 2019 11:02:06 PM  
**Attachments:** [PastedGraphic-5.png](#)  
[PastedGraphic-5.png](#)  
[Bluford Peeler REV 08 20 19.xlsx](#)

---

FYI

**Tiffany Parker**  
Educational Services Director

Crosswalk Education  
815.566.9997 m



Begin forwarded message:

**From:** Tiffany Parker <[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>  
**Subject: Re: Bluford/Peeler Master Schedule Suggestions**  
**Date:** August 20, 2019 at 11:16:18 PM EDT  
**To:** "Biddle, Kristina L" <[biddlek@gcsnc.com](mailto:biddlek@gcsnc.com)>  
**Cc:** "Readus, Johnita A" <[readusj@gcsnc.com](mailto:readusj@gcsnc.com)>

Good evening,

Thanks for making the scheduling revisions so quickly, as well as providing an update about the elimination of the double specials. I've reviewed the revised schedules and noticed a few issues with them:

1. In grades K-2, 150 minutes minimum is needed for ELA. The schedule you sent today allows for 100 minutes in Kindergarten, 120 minutes in 1st grade, and 135 minutes in 2nd grade.

At the schools supported by Crosswalk Education, the instructional blocks for CKLA should be minimally scheduled as uninterrupted blocks as follows:

60 minutes for CKLA Skills  
45 minutes for CKLA Listening & Learning  
45 minutes for ELA small groups

2. Giving the K and 1st grade teachers the last blocks of the day to teach Listening and Learning is not advisable because of the children's attention spans (they're often are so tired by that point they nod off). Teachers have indicated, and I've observed, that it's extremely difficult to maintain the students' attention when L&L is scheduled after lunch with the little ones. I strongly recommend scheduling it prior to lunch for those two grades and then scheduling the instructional blocks that allow for more work with manipulatives, interaction with peers, and movement after lunch (i.e. math, ELA small group interventions, science).

3. Among grades K-2, intervention blocks need to be staggered to allow the EC, ELL, and intervention teachers to pull out students. The same is true for grades 3-5. The current schedules have math intervention time overlapped in K and 2nd grade, and 3rd and 5th grades, ELA intervention blocks overlap in K and 1st grade, and 3rd and 5th grades.

4. Since 5th grade is a tested year for science, the amount of instructional time block should ideally be 45 minutes or more in 4th and 5th grades.

5. An uninterrupted block of 90 minutes should be scheduled for ARC, with an additional 30 minutes for ELA I/E groups (wide reading). In 3rd grade, the 90 minute block is split up.

I have attached a suggested schedule that staggers intervention times in grades K-2 and 3-5, allows for uninterrupted CKLA Skills, L&L, and ARC blocks, and allows for more instructional time for science in the upper grades for the school's consideration. There is a 5-minute overlap in 3rd and 5th grades for wide reading, however, I scheduled 3rd grade's wide reading immediately before science, so if a teacher was pulling students from 5th grades and arrived 5 minutes late to 3rd grade, the student could still be pulled for a full 30-minute period (taking the first 5 minutes of science) without it causing an issue.

Please let me know if you think the attached will work or if the school would prefer to draft the scheduling revisions on your own.

Best wishes,  
**Tiffany Parker**  
Educational Services Director

Crosswalk Education  
815.566.9997 m



On Aug 20, 2019, at 11:30 AM, Biddle, Kristina L <[biddlek@gcsnc.com](mailto:biddlek@gcsnc.com)> wrote:

Good morning, Ms. Parker,

I am the chair of the scheduling committee and we are very grateful for your eyes and input. We have looked at everything again and taken all of your help to create a new schedule that (hopefully) reflects the changes needed. I am attaching it so that we can have your input on our changes.

\*\* As a side note, we have switched to a daily schedule, as we have lost music and art on multiple days and our teachers no longer have "double" specials multiple times per week.

We hope you have a wonderful week!

*Kris Biddle, M. Ed, NBCT*  
Curriculum Facilitator  
Bluford-Peeler S.T.E.A.M. Academy  
1901 Tuscaloosa Street  
Greensboro, NC 27401  
[336-370-8120](tel:336-370-8120)

---

**From:** Readus, Johnita A <[readusj@gcsnc.com](mailto:readusj@gcsnc.com)>

**Sent:** Tuesday, August 20, 2019 12:15 AM  
**To:** Biddle, Kristina L <[biddlek@gcsnc.com](mailto:biddlek@gcsnc.com)>  
**Subject:** Fwd: Bluford/Peeler Master Schedule Suggestions

Hello,

Our district has hired Ms Parker to review all schedules. Here is her feedback of what needs to change.

Sent from my iPhone

Begin forwarded message:

**From:** Tiffany Parker <[tparker@crosswalkeducationonline.com](mailto:tparker@crosswalkeducationonline.com)>  
**Date:** August 19, 2019 at 9:10:46 PM EDT  
**To:** "Readus, Johnita A" <[readusi@gcsnc.com](mailto:readusi@gcsnc.com)>  
**Subject:** Bluford/Peeler Master Schedule Suggestions

Good evening,

I apologize for the delay in sending you feedback on the school master schedule. It has been quite a week. I've reviewed what you sent me. Here are some items for consideration:

1. The master schedule should specify a 30-minute ELA I/E block and a 30-minute math intervention block at every grade level. While we see IE listed next to recess, I was under the impression that your state code requires all students to have a 30-minute activity period. So, if IE is to occur daily, that means your school would be out of compliance for those students receiving intervention services.
2. Dr. Contreras has specified that every grade level should have a science/ss block. While CKLA's Listening & Learning strand does address most science and social studies standards, K-2 should still have time allocated for those content areas. At your school, this poses a bit of a challenge, given that all grade levels spend 85 minutes in specials 3 times a week (but I see that science and technology are two of the specials). I see this was attempted by labeling recess as science, social studies, IE time, but that doesn't seem very realistic.
3. The master schedule shows some grade levels starting instruction at 7:50 (2nd, 3rd, and 5th), but 4th grade shows 8:00 as when instruction begins.
4. The BP specialist schedule doesn't always match up to what each grade level master lists in terms of the specific days where classes have 85 minute specials. On the BP schedule, 5th grade is shown as having double specials on T, Th, and F, however, the grade level master shows M, W, F as the 3 days. It's possible that revisions were made, but one of the schedules (either the master specialist or the grade level master didn't get changed). I just wanted to point that out to you so you can ensure that the days listed for 85-minute specials on the grade level schedule matches up to the specialist master schedule.
5. Some grade levels did not build in 5 minute transitions to/from lunch or specials. If recess was scheduled before/after lunch, then 5 minutes isn't needed. But if students are transitioning from the classroom to lunch or to the specialist, then we'd want to list the 5-minute transition time.
6. ELA I/E time (30 - 45 mins.) and math I/E time (30 mins.) need to be specifically called out within the schedule, at a different time than recess.
7. With that said, It's going to be difficult for EC, ELLs and interventionists to do pull out services (and/or push into classes) because two or more grade levels have scheduled their math blocks and/or ELA blocks at the same time. It's recommended that ELA and math be staggered a bit in K-2 and then in 3-5 so these services can easily be provided without needing to pull a student during another subject.



8. 5th grade scheduled only 25 minutes for recess.

9. The 4th grade schedule is not showing specials on Tuesdays and Thursdays. The science/ss content block is listed, and one class does have science that day, but the other two have instruments and art/music. It's not a big deal, but I would label that time as specials because that's what all 3 classes consistently have.

I've taken the times listed on each grade level's schedule and then entered them on the attached, making a few tweaks to the times to take the above points into consideration.

But, if you give me another day or two, I think I can tweak the schedule a bit more to get a little more time allocated to science in grades 4 and 5. I'd also like to see if we can avoid splitting the Listening and Learning block. I may not be successful, but let me see what I can come up with.

I'll be in touch,  
**Tiffany Parker**  
Educational Services Director

Crosswalk Education  
[815.566.9997](tel:815.566.9997) m

This e-mail is for the sole use of the individual for whom it is intended. If you are neither the intended recipient, nor agent responsible for delivering this e-mail to the intended recipient, any disclosure, retransmission, copying, or taking action in reliance on this information is strictly prohibited. If you have received this e-mail in error, please notify the person transmitting the information immediately. All e-mail correspondence to and from this e-mail address may be subject to NC Public Records Law which result in monitoring and disclosure to third parties, including law enforcement. In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; [336-370-2323](tel:336-370-2323)<BP K-5 Daily Schedule .docx>