

Amityville Memorial High School Scheduling Presentation

Ms. Mary Stephens
Dr. John Cardone





Priorities

- Develop a schedule with transparency and collaboration
- Create a scheduling team
- Continue 9th grade teaming
 - 9th grade teams to have the same teachers in English 9, Geometry, Earth Science, Global 9
- Link students' Academic Intervention Service (AIS) classes to their core teachers



Priorities continued

- Minimize teacher preps and classrooms
- Effective pairing special education and general education co-teacher partnerships
- Effective pairing ENL and general education co-teacher partnerships
- Collaborative planning time for co-teacher and departments (to the best extent possible)



Scheduling Team

- Purpose- To assist in the development of the Master Schedule
 - ◆ Members
 - Ms. Mary Stephens- High School Principal
 - Dr. John Cardone- High School Assistant Principal
 - Mr. Peter Paternostro- Administrator for Pupil Personnel Services
 - Dr. Stephanie Thomas- Director of Guidance
 - Dr. Fran Fernandez- Director of Fine Arts
 - Mr. Evan Farkas- Director of Athletics, Physical Education and Health
 - Ms. Angela Garcia- Director of English as a New Language and World Languages
 - Mr. Matthew Greiss- High School Teacher



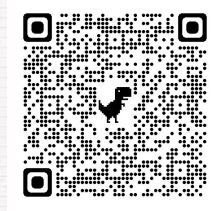
Scheduling Committee

- Purpose- To provide feedback on the scheduling process
 - ◆ Amityville Memorial High School Staff Members

Ms. Mary Stephens Principal	Dr. John Cardone Assistant Principal	Dr. Stephanie Thomas Director of Guidance	Dr. Tonya Bates Instructional Supervisor for Math
Jennifer Rivera Guidance Counselor	Shiverne Taliefero Guidance Counselor	Dawn Mizrachi Social Studies Chairperson	Matthew Greiss Social Studies Teacher
Soraya Bonny-Rankin School Psychologist	Suzanne Carlucci Lead ENL teacher	Jodi Wilsher English Chairperson	Maria Carrua English Teacher
Tonya Delgado English Teacher			

Scheduling Committee ideas led to the following implementations

Teacher Course Request Information form



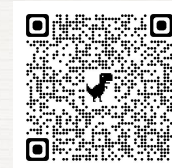
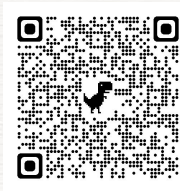
- Sent to staff January 3rd
- Questions asked:
 - Course preference
 - Co-teacher preference
 - Special education- integrated vs. special class
 - Teacher assistant preference
 - Classroom request



Scheduling Committee ideas led to the following implementations

Future Me Week!

- January 17th through January 20th
 - [Grade level assembly presentations led by guidance counselors](#)
 - [Course Selection Sheets distributed](#) (also made available on student site)
 - Elective presentations occurred during lunch periods (Gallery Walk Created)
 - Friday, January 20th department electives were promoted in all classes
 - [Monday, January 23rd course selection e-mail was sent to students.](#)



Master Schedule Timeline

- ★ **October-** Department chairs submit new course requests for secondary course catalog to building principals and Curriculum Advisory Council ✓
 - ★ **November-** Principals submit draft of secondary course catalog to Dr. Lange for review ✓
 - ★ **December-** Presentation to the Board of Education for secondary course catalog approval ✓
 - ★ **February-** Students will meet with Guidance Counselors to complete course requests for the 2023-24 school year ✓
 - ★ **March-** Meet with District office to discuss anticipated staff FTE needs for the 2023-24 school year ✓
 - ★ **March-April-** Master Schedulers work on building master schedules
 - ★ **April-** Building Master Scheduling team review of proposed schedule
 - ★ **May 1st-** Building principals meet with Dr. Lange to review master schedule runs
 - ★ **June 1st-** Teacher schedules presented to teachers
 - ★ **August-** Guidance counselors will enter the results from summer school
- Student schedules available for students and parents





Thank you!