

Schools that are effective in adopting expanded time are highly deliberate about how they make use of additional time, including the time for teachers. Successful ELT schools have clear structures and protocols to make the best use of teacher collaboration time.

Frank M. Silvia Elementary School (2009-2010)	
Principal	Denise Ward
School Schedule	7:30 AM – 3:40 PM
Grades Served	PK – 5
Number of Students	637
Performance	<a href="#">2010 MCAS Results</a>

Frank M. Silvia Elementary School has employed a number of best practices to support teachers as they adjust to a redesigned school schedule and improve their effectiveness. The school has aimed for a productive balance of individual preparation, collaborative planning, and full-faculty professional development, resulting in increased faculty moral. Since ELT has been adopted at the Silvia, the school has enjoyed a 100% teacher retention rate.

With ELT, Silvia teachers have benefitted from:

- **Independent Preparatory Time:** All teachers have 45 to 60 minutes of planning built into their schedule, four times a week.

Sample 4th Grade Silvia Teacher Schedule	
7:30 – 7:45	Homeroom
7:45 – 8:15	Calendar Math*
8:15 – 9:15	BLOCK A
9:15 – 10:15	Block B
10:15 – 10:30	Break (Recess)
10:30 – 11:30	Block C
11:30 – 12:39	Literacy Mini Lesson
12:39 – 1:27	Literacy Group Work
1:27 – 2:15	Individual Prep (M, T, W, F) Common Planning (Th)
2:15 – 3:15	Electives
3:15 – 3:25	Read Aloud

- **Common Planning Time:** Each week, teachers meet in grade-level groups for 45 minutes for collaborative planning, while their students are in enrichment classes. The meetings, facilitated by literacy and math coaches, focus on student work and data analysis. And each month, the principal meets with the grade-level teacher teams to review student performance data, discuss adjustments to instruction, and set school-wide goals.

Sample Rotating Common Planning Time Schedule	
Week 1	Math: Coaches facilitate
Week 2	ELA: Coaches facilitate

- **Classroom Observations:** Teachers at the Silvia are encouraged to visit their peers' classrooms and the principal arranges classroom coverage to enable it. This process is facilitated by subject area coaches and the principal, who lead "focus walks," that result in teachers providing each other with feedback.
  
- **Professional Development:** The Silvia holds a monthly two-hour staff meeting dedicated to teacher professional development—and this work is always aligned with the school-wide instructional focus.

\* **School-wide instructional focus**