

## Sample Worksheet: Charge Statement—Build a Master Schedule

1. **Purpose/Objectives**—*The reason the group is forming...What the group is to accomplish.*
  - To create a building master schedule that includes classroom instructional time, common planning times, lunch, specials, and contractual requirements.
  - Needs to maximize instructional time and minimize transitional time
  - Fair and balance so no single team or special area felt they had a greater burden
  - Fit within contractual requirements such as length of day, length of lunch, beginning and ending times, and length and placement of planning periods
2. **Level of Authority**—*The extent to which the group can make and/or implement decisions without approval of others.*
  - They create the schedule, but it had to be reviewed and approved by the faculty and administration.
  - The faculty needs to review the schedule and provide feedback and suggestions to the committee.
3. **Communication Linkages**—*Who will need to be kept informed, in what form, and how often.*
  - Keep the principal informed about their meeting schedules and where they were meeting
  - Permit the principal to attend meetings
  - Discuss options with grade level teams when appropriate
4. **Time Requirement**—*Expectations for amount of meeting time.*
  - Meet at least once a week for a month
5. **Resources Available**—*Money, time, and materials for the group to use with or without prior approval.*
  - Multiple copies of previous years' schedules
  - Access to laptops, projectors, chart paper, and makers
  - Space in the library for meetings
6. **Membership Requirements**—*Who needs to participate, how will membership in groups be decided*
  - Representative of each team, including special areas
  - Each team selects their representative
  - Committee members needed to represent a cross section of faculty including years of experience, gender, and content area.
7. **Accountability/Expectations: Results, impact, accomplishments**
  - Create a schedule that matches all the parameters includes all contractual obligations, is reviewed and approved by faculty and administration.
  - First draft due by June 15