
Michael Rettig Presents:

Designing Quality Elementary School Schedules

The creation of an effective school schedule is a key component of every elementary principal's work. While many different personnel should be involved in the process, to delegate this responsibility is to abdicate the role of instructional leader. Based upon 35+ years of experience working in schools across the country Dr. Michael D. Rettig, professor emeritus from James Madison University, will outline problems which have been identified with typical elementary school schedules, related general principles for effective elementary school scheduling, provide a process for creating quality schedules, and share examples and templates. Particular attention will be paid to the following topics:

- Optimal scheduling of "Encore" teachers (PE, music, art, etc.) within and across buildings,
- Scheduling and organizing an Intervention/Enrichment during which Response to Intervention tiered instruction may be provided,
- Preserving large blocks of uninterrupted instructional time for classroom teachers, and
- Scheduling support services (special education, ESOL, reading support, instrumental music, etc.)

In addition during this session Dr. Rettig also will share the basics of parallel block scheduling, a model of school time organization that strives to accomplish the following goals:

- Reduced-size classes for small group reading and mathematics instruction,
- Accelerated literacy acquisition in kindergarten and first grade classrooms,
- Support services such as special education, ESL, talented and gifted which are integrated with the regular school program,
- Efficient and equitable related arts schedules and common planning time for grade level teachers, and
- Options for practice, reinforcement, remediation and enrichment of the regular school program, and options for scheduling instrumental music.

Handouts, sample schedules, and a digital scheduling template (in Excel) will be provided.



Dr. Rettig has served as a consultant on school scheduling issues in 41 states with over 750 school districts nationally and internationally. He also has conducted hundreds of workshops and has authored or co-authored numerous articles and books on school scheduling and related topics.

Workshop Information

Date: September 20, 2012

Location: Wintergreen Resort & Conference Center
Wisconsin Dells, Wisconsin

Time: 8:30-3:30

Cost: \$50.00

Register: www.myquickreg.com
Limit of 100 Participants

Questions: Contact Wanda Williams at
williamsw@cesa5.org
608-745-5481

Cancellation Refunds for Participants: Registered participants will receive a full refund if they cancel more than 3 working days before a workshop. Because of our commitments to the trainer and the food vendor, participants who cancel less than 3 working days or do not attend, will be billed the full fee.



State Personnel Development Grant