

Summary of Scheduling Recommendations for a Combined Bedford/Coleytown Grades 6-8 (2019-2020)

On November 28, 2018 Dr. Michael Rettig spent the day with Dr. Buono and the Bedford/Coleytown administrators to explore the feasibility of a staggered schedule for the 2019-20 school year. After contemplating the scheduling challenges associated with this approach, including but not limited to scheduling co-curricular activities and the fact that over 1,300 students would remain in the building for over five hours a day, Dr. Rettig suggested we attempt to schedule the entire school during our current hours of operation.

After an examination of students, teachers, team configurations, and classrooms, it was determined that a nine period schedule would provide the space necessary to run our current program. After this initial analysis, a master schedule was developed as well as schedules for some individual teams. Below are some of the attributes of the schedule:

- each grade level will have 4 ½ teams
- each period will be 41 minutes long
- lunch will be scheduled for 1 of the 9 periods (it will also be 41 minutes)
- students will have 3 minutes passing time between classes
- all split classes will be eliminated
- no more than 5 PE classes will run concurrently
- classes will not be scheduled in the Media Center

All in all, this schedule maximizes the efficient use of space. However, in doing so it requires teachers to share classroom space when the room would otherwise be vacant.

Michael D. Rettig – Summary of Experience

Michael D. Rettig is the founder of School Scheduling Associates, LLC. He spent 15 years as a professor in the College of Education and Director of the Center for School Leadership at James Madison University (JMU), Harrisonburg, VA. He retired from JMU as Professor Emeritus in June 2006 to work full-time with schools across the country. In addition to his work in higher education, he taught public school in Syracuse, NY for 10 years and served as a school principal in Virginia for six years.

Dr. Rettig has served as a consultant on school scheduling issues in 43 states with over 1000 schools nationally and internationally in Bermuda, Canada, Dubai, Germany, Japan, The Netherlands, Thailand, Saudi Arabia, Singapore, and the United Kingdom. He also has conducted hundreds of workshops and has authored or co-authored numerous articles and books on school scheduling and related topics.

A past president and board member of the Virginia Association of Curriculum and Supervision, he has received many awards including the Service Award from the Shenandoah chapter of Phi Delta Kappa (PDK). He was also named a Madison Scholar at James Madison University and was the recipient of the outstanding graduate student award through PDK at the University of Virginia.