



MARBLEHEAD  
PUBLIC SCHOOLS

Lucretia and Joseph Brown School  
Sean Satterfield, Ed.D, Principal  
40-42 Baldwin Road  
Marblehead, MA 01945  
[satterfield.sean@marbleheadschoos.org](mailto:satterfield.sean@marbleheadschoos.org)  
Phone: 781-639-3180 x0  
781.639.3180 x0

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Dear Parents:

Yesterday, Superintendent Buckey, Assistant Superintendent Murphy and I met to review feedback from the Brown School community in relation to the recently shared K - 3 schedule.

Early in April, elementary principals were asked to outline school based priorities to help inform the direction of teaching and learning for the 2021 - 2022 school year. Both Principal Ota and I determined that developing an aligned K- 3 Master Schedule to ensure continuity of content and instruction was paramount. In planning the opening of the new Brown School, we welcomed the opportunity to finally fully align the lower elementary schools to ensure equity and access for all students. Previously, we had five different schools sharing resources, materials and staff. The new schedule supports the two schools using their allocated supports to better meet the needs of students.

The Master Schedule recently shared is not new to the first and second grade teachers and students at Coffin.

Last year, Coffin instituted an early version of this schedule from April to June, as we moved to full day instruction. Each classroom teacher had an Allied Arts special schedule that was the same each day, and teachers had instructional blocks where they were given support by reading and math tutors for each Math and Language Arts lesson. Though teachers were anxious about the schedule at first, once instituted, they clearly liked the consistency of the daily instructional schedule, the additional support it provided, and the opportunity to collaborate on a daily basis in a shared planning block.

As principal at Coffin, I immediately saw the positive results of this new master schedule, especially the opportunity it provided for more small group instruction with our tutors, as well as powerful collaborative time for the teachers built into each day. With the opening of the new Brown School to be imminent, I wanted this schedule to be instituted in the fall so that this schedule could reflect the design of the Brown's new educational spaces.

Attached to this letter is a FAQ which gives more specific information on the key elements of the K-3 Master Schedule. As shared previously by Dr. Buckey, morning recess has been reimplemented. As we move through the school year, I welcome the input from parents and staff on this schedule. We will be setting up a parent and teacher forum to submit feedback, the data which we can use to modify the schedule as needed after the first trimester.

Sean Satterfield, Ed.D  
Principal, Brown School