



Phase 1: Analysis of Transition Student Population

- Student trend data
- Cost of transition placement per student

Phase 2: Space Procurement

- Building Requirements
 - Classrooms:
 - Student breakout spaces:
 - Health Office:
 - Student Kitchen Space:
 - Bathrooms:
 - Staff Space:
 - Staff Lunchroom:
 - School Office:
 - Conference Room:
 - Laundry space (could be separate space or within a classroom/ kitchen):
 - Vocational Assessment Space:
 - Transportation: 2 small busses or vans for student transportation needs
- Location Preference: near local businesses and public transportation

Phase 3: Building Design & Renovation

- Community focus groups
- Plan developed for building renovation and design that includes ADA Standards for Accessible Design
- Plan developed for furniture needs, timeline to be coordinated with construction
- Plan developed for kitchen appliance needs that meet ADA standards
- Plan developed for refrigeration of student lunches in compliance with USDA school meal standards
- Announce property procurement, groundbreaking date, and program opening date to community

Phase 4: Instructional Planning

- Community focus groups
- Program name and district branding
- Staffing determined, positions posted, staff hired
- Implementation science, curriculum adoption, curriculum purchase
- Technology, planning, purchase, and installation
- Development of course offerings and course schedule
- Develop community partnerships for work based learning
- Coordination with transportation for students to access community based learning, work experience, and pathways at HCTC (Eden Prairie)
- Coordination with food service for student meals
- Coordination with buildings and grounds for custodial services
- Determine school day hours

Phase 5: Student Planning

- Meeting with students and families for schedule development
- Student tour of new building
- Staff move into the new building

Phase 6: Programming

- First day of school
- Open house for community