

DRAFT - Process for Reviewing Secondary Schedule Options

1. Survey to better understand stakeholder wishes/desire/priorities for secondary schedule
  - a. Stakeholder Groups
    - i. School Board
    - ii. District Leadership
    - iii. Parents
    - iv. Secondary Principals
    - v. DFT Leadership
    - vi. Secondary Teachers/Teacher Reps
    - vii. Student Reps
  - b. Identify pre-existing surveys or create survey tool
    - i. Created by District Leadership with support from school board reps, building admin reps, teachers reps and student reps.
  - c. Analyze data to gather understand community priorities.
2. Convene district Secondary Schedule Task Force (SSTF) to lead the secondary schedule review process.
  - a. Members
    - i. Board Representation
      1. 2 or 3 members
    - ii. District Admin Representation
      1. Asst. Supt.
      2. Curriculum Dir.
      3. Spec Serv Dir.
      4. Senior HR Manager
      5. CFO
    - iii. Secondary Principals
    - iv. DFT leadership
    - v. Secondary Teachers Reps
    - vi. Student Reps
3. SSTF compares survey data to current district vision/improvement strategies to create a rank ordered list of priorities for reviewing schedule options.
  - a. List top 3 to 5 priorities for potential schedules
4. District staff gather multiple schedule options from districts across the state/country for review by the SSTF
5. District staff creates a schedule evaluation rubric following the priorities identified by the SSTF.

6. SSTF uses the schedule evaluation rubric to identify top 2 or 3 preferred options from those presented by district staff.
  - a. Discuss the pros and cons of each preferred schedule option.
    - i. Determine how each option supports/detracts from district and community priorities/vision for meeting the learning needs of our students.
      1. Consider the needs of our exceptional learners
      2. Consider the needs of the communities served in our schools
    - ii. Analyze the cost considerations for each possibility
    - iii. Discuss contractual considerations for each option
  - b. Determine whether or not to remove any of the preferred options following conversation from item 6a.
  - c. Finalize list of preferred options.
7. SSTF prepares a community presentation on the different preferred options
  - a. Presentation includes:
    - i. pros/cons from SSTF discussion
    - ii. How each schedule supports community/district vision for secondary schools
      1. Include how the schedule is responsive to the needs of our various communities and exceptional learners
8. Listening sessions are designed to gather anonymous feedback from teachers, parents and students.
  - a. Feedback is analyzed to share with SSTF
9. SSTF reviews information from the feedback sessions and rank orders the preferred options.
10. SSTF creates a presentation to share with the full board including an outline of the process, summary of the community presentation and feedback from the listening sessions.
11. Committee of the Whole Meeting is convened for SSTF to share presentation with the full school board
12. School Board selects a final schedule from the preferred options at formal board meeting and directs administration to begin working toward this new schedule.