



Mahtomedi Secondary School Program Process

Process Step	Detail	Participants
A. Initial Project Planning	Finalize Guiding Change Document Establish Design Team (September)	Board, Superintendent, Director of Teaching and Learning, Principals, TWI Consultant
B. Design Team Sessions	Overview of Process, Review Guiding Change, Review Decision Making Framework (October)	Design Team, Superintendent, Director of Teaching and Learning, Principals, TWI Consultant
	Shared Learning Session including Student Input (November)	Design Team, Superintendent, Director of Teaching and Learning, Principals, TWI Consultant, Secondary Students
	Resource Book Review - Grounding in historical and current information regarding secondary program design and schedule, including policies, state standards, trends and research and stakeholder input. (December)	Design Team, Superintendent, Director of Teaching and Learning, Principals, TWI Consultant, District staff as needed to present information and answer questions.
	Development of at least two different	Design Team, Director of Teaching and

	<p>secondary program design options (must meet parameters of Guiding Change Document. (January))</p> <p>Development of at least two different secondary program design options (must meet parameters of Guiding Change Document. (February))</p> <p>Refinement of options based on stakeholder feedback. (March)</p> <p>Finalize draft options based on stakeholder feedback for consideration and choice making by the School Board (May)</p>	Learning, Principals, TWI Consultant (Superintendent)
C. Stakeholder Engagement (Input)	Stakeholder Surveys (November)	Students, Families, Staff
D. Stakeholder Engagement (Feedback)	<p>Stakeholder focus groups in two rounds (February and April)</p> <p>Answer the questions:</p> <ul style="list-style-type: none"> • What are the strengths of each option? • What are your concerns about each option? • How would you improve these options? 	Students, Families, Staff