

**Office of School Design  
Protocol for Design Teams and New School Development  
Phase II: 2008-2009**

**Phase II Schools:**

Asian Studies Academy (PK-8)  
Montessori II Elementary (PK-6)  
School of Journalism (9-12)  
Bulkeley Upper Pathway: 1. Teacher Prep Academy (11-12)  
Bulkeley Upper Pathway: 2. TBD (11-12)

Young Men's Leadership Academy (7-12)  
Young Women's Leadership Academy (7-12)  
Community Partnership High School (9-12)  
Insurance City Institute (9-12)  
Annie Fisher STEM Magnet School (PK-8) *opening Aug 2010*

**Research Projects in 2008:**

Montessori Erdkinder (7-8)  
Global Affairs Institute (9-12)

PK-3 Learning Center  
Urban Planning & Design Academy (11-12)

*Based on 2008 CMT & CAPT results there will be several elementary schools and one high school in redesign. Priority models for redesign schools will be based on the Phase II schools listed above that align with the district's five-year reform plan.*

**Charge of the Office of School Design**

The Office of School Design is charged with developing new school options in the Hartford System of Schools aligned with the Board's five-year reform framework that focuses in part on creating an All-Choice system of schools. The All-Choice system of high performing schools will be developed by adopting a diverse provider approach, redesigning low-performing schools, bringing in national and international successful school designs, and adopting seven PK-12 pathways. The Office is staffed by a:

1. Senior Director
2. Office Executive Assistant
3. Secondary School Design Specialist
4. Elementary School Design Specialist
5. Career Technical School Design Specialist

The Office of School Design will hold periodic meetings with designees from the Facilities Office, MHIS, Communications, Assessment, Strategic Planning, Human Resources and the Parent Office to ensure a well planned structure of support prior to implementation. Each design team will also have a communications plan to keep constituents well informed on progress, meeting times, and design team contacts. Parent/community forums will be held in partnership with the Parent Office to share information regarding design plans and to answer questions regarding the district's Five-Year Reform Framework.

**Design Approach**

The Office of School Design will conduct its school design work via *Design Teams* made up of selected volunteer educators, parents, community members, business and organizational partners, and students when age appropriate. Completed *School Design Specifications* will be presented to the Hartford Board of Education for reading and formal adoption. Each Design Team will have one Design Specialist assigned to support the team's work. Additionally, the Design Team will have two documents to guide its work:

1. Rigor, Relevance and Relationships Framework

2. School Design Specifications Form

**Forming the Design Team**

Each Design Team will consist of a steering team and four subcommittees. The steering team will be a small team that will be charged with organizing the subcommittees and ensuring that the *School Design Specifications Form* is completed on time and meets the expectations set forth by the Office of School Design. The steering committee sets the course for the subcommittees by drafting an overview of the school model and school mission and vision statements. Additionally, the steering committee with the assistance of the Office of School Design must identify research articles and/or books that provide a compelling argument for the design and when available, articles that discuss implementation challenges or lessons learned. Design team members for new school designs will be selected from a volunteer pool with the goal of creating a mixed representative working group. Design team members for schools in *redesign* will include the FRA and the school-based PTO leader.

**THE DESIGN TEAM**

<p><b>Design Team Steering Committee (approximately 8 people)</b></p> <ul style="list-style-type: none"> <li>• Two Co-Chairs (<i>preferably one teacher leader and one external partner</i>)</li> <li>• One “theme” expert</li> <li>• One Parent</li> <li>• Chair of each subcommittee</li> <li>• Design Specialist – Office of School Design</li> </ul>	
<p><b>Curriculum and Professional Development Subcommittee</b></p> <p>Should include:</p> <ul style="list-style-type: none"> <li>• Teacher from each content area</li> <li>• ELL expert</li> <li>• Special education expert</li> <li>• Parent</li> </ul>	<p><b>Support Services and Parental Involvement Subcommittee</b></p> <p>Should include:</p> <ul style="list-style-type: none"> <li>• Special education expert</li> <li>• Parent</li> <li>• Support Services expert</li> <li>• Community partner</li> </ul>
<p><b>Partnerships and Co-curricular Programming Subcommittee</b></p> <p>Should include:</p> <ul style="list-style-type: none"> <li>• Major business partner</li> <li>• Community partner</li> <li>• Higher Education partner</li> <li>• Teacher</li> <li>• Parent</li> </ul>	<p><b>Governance and Student Leadership Subcommittee</b></p> <p>Should include:</p> <ul style="list-style-type: none"> <li>• Teacher</li> <li>• Parent</li> <li>• Student or Alumni</li> <li>• Major Partner</li> </ul>

**Design Team Roles and Responsibilities**

- Guide the design phase through the hiring of the new school Principal
- Attend after-school design team meetings; complete subcommittee tasks
- Record an agenda and minutes for all meetings to include attendance and updated timelines
- Adhere to timelines for submission of design drafts and the final draft until completion of the School Design Specifications Form
- Identify research basis for the school design and local/national/international model school sites w/demonstrated achievement success
- Act as a proxy for the School Governance Council until such a Council is established by the new Principal
- Attend Board of Education meetings when the agenda includes discussions of that school design

**Timeline for 2008 Board Presentations**

<b>April - August</b>	Design Team planning meetings, research and writing
<b>September</b>	All final drafts due to the Office of School Design
<b>October</b>	Design Specifications discussed at Superintendent's Cabinet 1 <sup>st</sup> Reading: STEM (PK-8); Asian Studies Academy (PK-8); Montessori II (PK-6); Bulkeley Teacher Prep (11-12); Bulkeley Upper TBD (11-12)
<b>November</b>	1 <sup>st</sup> Reading: Insurance City H.S. (9-12); Community Partnership High School (9-12); Journalism (9-12); Men's Leadership (7-12); Women's Leadership (7-12)
<b>December</b>	2 <sup>nd</sup> Reading & Adoption: STEM (PK-8); Asian Studies Academy (PK-8); Montessori II (PK-6); Bulkeley Teacher Prep (11-12); Bulkeley Upper TBD (11-12) 2 <sup>nd</sup> Reading & Adoption: Insurance City H.S. (9-12); Community Partnership High School (9-12); Journalism (9-12); Men's Leadership (7-12); Women's Leadership (7-12)
<b>December/January</b>	Post New Principal Positions

**Post Board Adoption**

Once the Design Specifications are approved by the Board of Education, new Principal/leadership positions will be posted. A representative group from the Design Team will participate in the interview process for the new Principal. Recommendations will be sent to the Superintendent for final selection. Once the Principal is hired, the Design Team will act as a proxy for the **School Governance Council** until such Council is formally established by the new Principal. Higher education, industry, community, and business partners may transition into an **External Advisory Board** to continue to provide the school with field expertise and ensure the rigor and relevance of the curriculum.

Questions regarding the school design process should be directed to Dr. Christina Kishimoto in the Office of School Design at 860.695.8860.