

Bell Schedule Redesign Timeline

Berkeley High School
2021-2022

	<i>Family Input</i>
	<i>Student Input</i>
	<i>Staff Input</i>

Step	Date	Action Items
Launch 2022-2023 School Year with New Bell Schedule	August 2022	
Communicate 2022-2023 Bell Schedule with students, staff, families, community	May to August 2022	
PD Plan for supporting Bell Schedule Changes	April 2022	<input type="checkbox"/> Meet with PD Leads <input type="checkbox"/> Identify opportunities, challenges, strengths, threats <input type="checkbox"/> Create proposal for PD
Convene Advisory Curriculum Committee	April 2022	<input type="checkbox"/> Identify purpose, scope, and outcomes of committee <input type="checkbox"/> Assign tasks
Communicate with community partners,	April 2022	<input type="checkbox"/> City of Berkeley Business Liaison

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businesses -City of Berkeley Business Liaison -AC Transit: Ryan Lau		<input type="checkbox"/> AC Transit Liaison
Master Scheduling	March 2022	
Board Approval -schedule -costs associated	March 2022	
Finalize Board Presentation	Mid February 2022	<input type="checkbox"/> Create slideshow <input type="checkbox"/> Practice presentation <input type="checkbox"/> Communicate to staff, students, families
BHS Admin Team Finalize proposal to Superintendent	Mid February 2022	<input type="checkbox"/> Add item to admin team meeting agenda
Staff Survey	Early February 2022	<input type="checkbox"/> Make survey <input type="checkbox"/> Share survey <input type="checkbox"/> Analyze survey data
Family Survey	Early February 2022	<input type="checkbox"/> Make survey <input type="checkbox"/> Share survey <input type="checkbox"/> Analyze survey data
Discuss with Admin Team	Early February 2022	<input type="checkbox"/> Add item to admin team agenda
Visit school site with Block Schedule	Early February 2022	<input type="checkbox"/> Request invitation from local school
Student Focus Group #2	Late January 2022	<input type="checkbox"/> Identify and invite students <input type="checkbox"/> Plan facilitation <input type="checkbox"/> Communicate to staff about viewing

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Staff Town Hall #2	Late January 2022	<input type="checkbox"/> Create agenda <input type="checkbox"/> Choose moderator <input type="checkbox"/> Reserve webinar platform <input type="checkbox"/> Communicate time/date with families, students, staff
Discuss during PD	Late January 2022	<input type="checkbox"/> Request PD coordinators & Juan to send this message to teacher leaders
Family Town Hall #2	Late January 2022	<input type="checkbox"/> Create agenda <input type="checkbox"/> Choose moderator <input type="checkbox"/> Reserve webinar platform <input type="checkbox"/> Communicate time/date with families, students, staff
Board Update	January 2022	<input type="checkbox"/> Create presentation <input type="checkbox"/> Submit presentation prior to the Friday before the Board Meeting
Finalize Update Presentation for Board Meeting	Early January 2022	<input type="checkbox"/> Materials submitted Friday before the Board Meeting
Student Survey	Early December 2021	<input type="checkbox"/> Make survey <input type="checkbox"/> Share survey <input type="checkbox"/> Analyze survey data
Student Focus Group #1	Early December 2021	<input type="checkbox"/> Identify and invite students <input type="checkbox"/> Plan facilitation <input type="checkbox"/> Communicate to staff about viewing
Discuss with Admin Team	Early December 2021	<input type="checkbox"/> Add item to admin team meeting agenda
Staff Town Hall #1	Late November / Early	<input type="checkbox"/> Create agenda

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	December 2021	<input type="checkbox"/> Choose moderator <input type="checkbox"/> Reserve webinar platform <input type="checkbox"/> Communicate time/date with families, students, staff
Family Town Hall #1	Late November / Early December 2021	<input type="checkbox"/> Create agenda <input type="checkbox"/> Choose moderator <input type="checkbox"/> Reserve webinar platform <input type="checkbox"/> Communicate time/date with families, students, staff
Discuss during PD	Mid November 2021	<input type="checkbox"/> Request PD coordinators & Juan to send this message to teacher leaders
Community Survey	Mid November 2021	<input type="checkbox"/> Make survey <input type="checkbox"/> Share survey <input type="checkbox"/> Analyze survey data
Schedule Committee Meetings	Early November 2021	<input type="checkbox"/> Google Calendar invitations <input type="checkbox"/> Whole staff communication <input type="checkbox"/> Agendas
Committee Interest Survey	Late October 2021	<input type="checkbox"/> Create survey <input type="checkbox"/> Determine criteria / makeup of committee <input type="checkbox"/> Craft message to staff
Convene Central Office / BHS Team	Oct 29, 2021	<input type="checkbox"/> Invite attendees <input type="checkbox"/> Create agenda
Launch communication campaign -Utilize Berkeleyside	Late October 2021	<input type="checkbox"/> Connect with Berkeleyside <input type="checkbox"/> Connect with Mayor and City Counsel

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-Notify city partners: mayor, city council, key staff, lunch-time business liaison		<input type="checkbox"/> Connect with Lunch-time business liaison
Landscape analysis and Data Analysis -Study local comprehensive high schools with similar modified block schedules -Study potential academic impacts -Review studies about block schedule and student experience -Activate BREa on analysis for bell schedule	Late October 2021	<input type="checkbox"/> Identify local comprehensive high schools with modified block schedules <input type="checkbox"/> Gather data from those schools on student achievement and well-being <input type="checkbox"/> Identify academic research based studies on modified block schedules
Board Presentation to outline steps in the process	October 20, 2021	<input type="checkbox"/> Submit board materials by 10/14
Meet with PD Coordinators -leverage academic experiences about bells schedule change (argumentative essay, socratic seminar)	Oct 13, 2021	<input type="checkbox"/> Share Timeline <input type="checkbox"/> receive feedback on process
Discuss with Admin Team	Oct 7, 2021	<input type="checkbox"/> Share Timeline <input type="checkbox"/> receive feedback on process
Consult with Labor Partners -Reach out to Matt and Amanda (BFT) zoom check-in -Share timeline -Start with schedule we had last year with possible improvements	Oct 5, 2021	<input type="checkbox"/> Share Timeline <input type="checkbox"/> receive feedback on process
Meeting with Ruben and Brent	Sept 24, 2021	<input checked="" type="checkbox"/> Share Timeline <input checked="" type="checkbox"/> receive feedback on process

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