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## Bell Schedule Redesign Timeline

Berkeley High School  
2021-2022

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

| <b>Step</b>   | <b>Date</b>        | <b>Action Items</b>   |
|---|--------------------|---|
| 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<br><input type="checkbox"/> Identify opportunities, challenges, strengths, threats<br><input type="checkbox"/> Create proposal for PD |
| Convene Advisory Curriculum Committee   | April 2022         | <input type="checkbox"/> Identify purpose, scope, and outcomes of committee<br><input type="checkbox"/> Assign tasks  |
| Communicate with community partners,  | April 2022         | <input type="checkbox"/> City of Berkeley Business Liaison  |

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| businesses<br>-City of Berkeley Business Liaison<br>-AC Transit: Ryan Lau |                     | <input type="checkbox"/> AC Transit Liaison  |
| Master Scheduling   | March 2022          |  |
| Board Approval<br>-schedule<br>-costs associated                          | March 2022          |  |
| Finalize Board Presentation   | Mid February 2022   | <input type="checkbox"/> Create slideshow<br><input type="checkbox"/> Practice presentation<br><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<br><input type="checkbox"/> Share survey<br><input type="checkbox"/> Analyze survey data                                      |
| Family Survey   | Early February 2022 | <input type="checkbox"/> Make survey<br><input type="checkbox"/> Share survey<br><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<br><input type="checkbox"/> Plan facilitation<br><input type="checkbox"/> Communicate to staff about viewing |

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| Staff Town Hall #2                             | Late January 2022     | <input type="checkbox"/> Create agenda<br><input type="checkbox"/> Choose moderator<br><input type="checkbox"/> Reserve webinar platform<br><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<br><input type="checkbox"/> Choose moderator<br><input type="checkbox"/> Reserve webinar platform<br><input type="checkbox"/> Communicate time/date with families, students, staff |
| Board Update                                   | January 2022          | <input type="checkbox"/> Create presentation<br><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<br><input type="checkbox"/> Share survey<br><input type="checkbox"/> Analyze survey data   |
| Student Focus Group #1                         | Early December 2021   | <input type="checkbox"/> Identify and invite students<br><input type="checkbox"/> Plan facilitation<br><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<br><input type="checkbox"/> Reserve webinar platform<br><input type="checkbox"/> Communicate time/date with families, students, staff   |
| Family Town Hall #1                                    | Late November / Early December 2021 | <input type="checkbox"/> Create agenda<br><input type="checkbox"/> Choose moderator<br><input type="checkbox"/> Reserve webinar platform<br><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<br><input type="checkbox"/> Share survey<br><input type="checkbox"/> Analyze survey data   |
|  |                                     |   |
|  |                                     |   |
| Schedule Committee Meetings                            | Early November 2021                 | <input type="checkbox"/> Google Calendar invitations<br><input type="checkbox"/> Whole staff communication<br><input type="checkbox"/> Agendas  |
| Committee Interest Survey                              | Late October 2021                   | <input type="checkbox"/> Create survey<br><input type="checkbox"/> Determine criteria / makeup of committee<br><input type="checkbox"/> Craft message to staff  |
| Convene Central Office / BHS Team                      | Oct 29, 2021                        | <input type="checkbox"/> Invite attendees<br><input type="checkbox"/> Create agenda   |
| Launch communication campaign<br>-Utilize Berkeleyside | Late October 2021                   | <input type="checkbox"/> Connect with Berkeleyside<br><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<br>-Study local comprehensive high schools with similar modified block schedules<br>-Study potential academic impacts<br>-Review studies about block schedule and student experience<br>-Activate BREa on analysis for bell schedule | Late October 2021 | <input type="checkbox"/> Identify local comprehensive high schools with modified block schedules<br><input type="checkbox"/> Gather data from those schools on student achievement and well-being<br><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<br>-leverage academic experiences about bells schedule change (argumentative essay, socratic seminar)   | Oct 13, 2021      | <input type="checkbox"/> Share Timeline<br><input type="checkbox"/> receive feedback on process  |
| Discuss with Admin Team   | Oct 7, 2021       | <input type="checkbox"/> Share Timeline<br><input type="checkbox"/> receive feedback on process  |
| Consult with Labor Partners<br>-Reach out to Matt and Amanda (BFT) zoom check-in<br>-Share timeline<br>-Start with schedule we had last year with possible improvements   | Oct 5, 2021       | <input type="checkbox"/> Share Timeline<br><input type="checkbox"/> receive feedback on process  |
| Meeting with Ruben and Brent  | Sept 24, 2021     | <input checked="" type="checkbox"/> Share Timeline<br><input checked="" type="checkbox"/> receive feedback on process  |

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