### Secondary Master Scheduling & School Facilities

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## PART ONE: INTRODUCTIONS





- Two groups:

  New Friends
  Old Friends

Allan and Peter have been having fun together for a long time. Let's keep that going!

#### "Facilities Planning and Secondary Master Scheduling"



#### 1 What & Why

Master Scheduling organizes people, programs, AND facilities.

#### **3 Determine Direction**

Balancing maintenance with large-scale projects

#### **2 Know How**

Ongoing communication + long-term planning = success

#### **4 Remain Engaged**

Ed Services & Business Services must work at a team

Our Experience & What We Learned	
1. Facilities Are Critical	

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#### Who's With Us Today? Find a Partner and Introduce Yourself: 1. Your name and role 2. Why did you choose this session? 3. Goals for future application? 4. Finally...any tips for fun in Palm Springs!

## **PART TWO: Master Scheduling**

#### **What is Master Scheduling?**



A Detailed Plan about WHAT is being taught WHEN and WHERE.



A system to organize WHO works WHEN and WHERE.

A GOOD Master Schedule aligns all of this with current and future resources



A Promise that graduation requirements & elective courses are available.



A long-term process that involves advance planning, negotiation, & agreement.

#### **Master Scheduling is...**

A Detailed Plan about WHAT is being taught WHEN and WHERE.



WHAT = Courses, Activities, Parent Engagement, Childcare, Special Events

- Traditional Schedules (same courses, every day, 5 days per week)
- Block Schedules (some courses on Mon./Wed., others on Tues/Thu.)
- After Hours and Weekends

- Standard & Specialty Classrooms, Buildings/Wings, Indoor/Outdoor
- Performance Spaces, Physical Education, Culinary Arts, FF&E
- Parking, Pedestrian Traffic, Access, Security

#### **Master Scheduling is...**

A Promise that graduation requirements & elective courses are available.



#### Key Idea #1: Graduation Requirements Vary:

1) Minimum CA State 2) Local Expectations 3) CSU/UC

Key Idea #2: Requirements are non-negotiable: Math, Science (+ two lab), History/Social Studies, English, World Language, Electives, Career Tech Education

#### Key Idea #3: Scheduling and Facilities Matter EXPAND access or INHIBIT access?

#### **Master Scheduling is...**

A system to organize WHO works WHEN and WHERE.



- Formal Labor Agreement MAY contain language about access to facilities.
- · Facilities are needed for more than coursework: -counseling, administration, parent involvement, healthcare, clubs, outside agencies, community services
- · Scheduling school courses and activities affects scheduling maintenance and special projects


#### **Master Scheduling is...**

A long-term process that involves advance planning, negotiation, & agreement.



- Graduation requirements and interest in elective options drive course development.
- Current courses are modified and New courses are introduced.
- Curriculum Councils and School Boards review and approve courses.

#### Takeaways for Facilities:

- When new or modernized facilities are planned, explicit planning around course
- creation or course modification should be integrated.

  When courses are in the design phase, consideration for facilities should be included.
- When courses are in the approval phase, details about facilities should be provided.

Facility	Type a	and Loc	ation i	is C	ritical
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- Physical Education: Lockers, Track & Fields, MPR/Gymnasium, Weightroom, Wrestling, Storage
- Traditional Academics: Light, Air Quality, Furniture, Windows, Storage, Teaching Wall, Flexibility
  Science: Laboratories with Gas, Water, Light, Countertops, Vent
- Hoods, Display Cases, Lecture rooms
- Visual & Performing Arts: Sinks, Furniture, Equipment, Theaters, Stages, Kilns, Electricity
- Career Tech Ed: Culinary Arts, Photography, Pre-Med/Dentistry, Industrial Arts
- Prep: Teachers' access to space without students
- Location: 2nd floor, access to Kindergarten playground, proximity to key facilities (PE, Science, VAPA, CTE, workroom)

### **PART THREE: RESEARCH ON WHY FACILITIES MATTER**

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# THREE REASONS WHY Research Matters Professional Capacity Challenge Stereotypes about Intelligence Credibility Research carries believable evidence Mission Alignment Research as a form of Learning

#### "The Walls Speak" **Research Shows That Facilities Matter** Uline, Uline, Wolsey, Tschannen-Moran, & Tschannen-Moran, et al., Wolsey, 2009 2010 Uline & Tschannen-Moran, 2008 When spaces are Issues of Equity flexible in design Quality, Lighting, very important. Students, Staff, Acoustics, Maintenance & Students can Design all impact School Climate occupants build positive attitudes about their facilities. recognize their haves and have-nots. and Student Achievement

## PART FOUR: PRACTICAL STRATEGIES

#### Tips for getting in the door:



- Know **WHO** is in charge: Usually, the Principal in conjunction with Counselors and/or a school committee
- Know WHEN it's a good time: Depending on your goals, but maybe avoid late spring.
- Know **WHAT** to bring: Site Maps, Floor Plans, and an Open Mind.

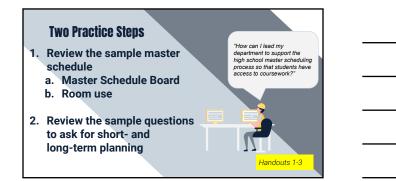
#### Tips for being prepared:

- 1. **Use Data: Be Realistic:** Demonstrate available funding
- 2. **Leverage positive politics:** asking for input and delivering a plan
- 3. Leverage positive management: setting realistic goals, allocating resources, documenting follow-ups and completion rates





PART FIVE: PRACTICE AND APPLICATION

## Thank you! Questions? Want more advice? We're here at the conference this week to help. Check out our resources at trigroup.us Peter@trigroup.us AGarde@husd.us Peter@trigroup.lnc.