

WESTWOOD - HANLON ELEMENTARY SCHOOL PROJECT
Educational Programming Workplan + Schedule
 October 31, 2019



Task	Description	People Involved/Responsible	Target Start Date	Target End date
Educational Questionnaire	<ul style="list-style-type: none"> Series of questions focused around educational program, staffing, and schedule test 	School principals	October 31, 2019	November 8, 2019 (returned)
Principal Workshop #1: Interview and Walkthrough	<ul style="list-style-type: none"> Review Educational Questionnaire Walkthrough of existing building Discussion of needs, existing program, and vision for future program Heart mapping early Guiding Principles <ul style="list-style-type: none"> what is most important? What does learning look like? What are non-negotiables? 	School principals (may include additional participants e.g. – teacher leaders, parents, staff, etc.)	November 12, 2019 (Hanlon morning + Deerfield afternoon) November 14, 2019 (Sheehan – afternoon following Working Group)	
Special Education Interview + Visioning	<ul style="list-style-type: none"> Review Educational Questionnaire Discussion of needs, existing program, and vision for future program Heart mapping <ul style="list-style-type: none"> what is most important? What does learning look like? What are non-negotiables? 	SPED Director, Superintendent, (may include additional participants e.g. – teacher leaders, parents, staff, etc.)	November 19, 2019	

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<p>Educational Program</p>	<ul style="list-style-type: none"> • A document that detailed the existing educational program: <ul style="list-style-type: none"> ○ Grade + school configuration policies ○ Class size policies ○ School scheduling ○ Teaching methodology + structure ○ Teacher planning ○ Pre-K + K ○ Lunch Program ○ Technology instruction policies ○ Art ○ Music/Performing Arts ○ Physical Ed. ○ Special Ed. ○ Transportation policies ○ Functional/spatial relationships + adjacencies ○ Security + visual access 	<p>Information provided by District (Superintendent, building principals, etc.); compiled by D+W Educational Planner</p>	<p>Week of November 18, 2019 (Ed program outline provided to principals and Superintendent)</p>	<p>December 20, 2019 – Draft educational program Mid-Jan 2020 – Revised/final educational program</p>
<p>School Tours</p>	<ul style="list-style-type: none"> • Tour Next Generation learning environments with determined “look fors” <ul style="list-style-type: none"> ○ Sunita L. Williams (D+W Architects) ○ King Open (William Rawn Associates) ○ Other (TBD) 	<p>District-selected participants; lead by D+W team</p>	<p>Week of December 2</p>	

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<p>Educational Visioning – Part 1: 3-hour PD w/ Teachers</p>	<ul style="list-style-type: none"> • What is one moment where you learned something truly significant? <ul style="list-style-type: none"> ○ What did the moment look like? ○ What did it involve? ○ What did you learn? How did you learn it? Why did you learn it in that moment? ○ WHY does that experience matter? • Day in the life (in 3-parts): <ul style="list-style-type: none"> ○ Who is the elementary child? <ul style="list-style-type: none"> ▪ Likes, dislikes, background, skills, challenges, behaviors, etc. ▪ What skills: basic skills + essential skills will he or she need in the next 12 years, 20 years, 50 years? ○ What does his/her day look like? <ul style="list-style-type: none"> ▪ Schedule ▪ Curriculum ▪ Learning experiences ▪ Play ○ What type of environments support the idealized day of the elementary child? 	<p>Lead by D+W Educational Planner; participants include District administrators + elementary staff</p>	<p>December 2, 2019 (half-day early release; 3 hours)</p>	
<p>Principal Workshop #2: Space Summary, Guiding Principles, + Spatial Adjacencies</p>	<ul style="list-style-type: none"> • Debrief school tour visits and “look fors”: <ul style="list-style-type: none"> ○ What did you see? ○ What did learning look like? ○ What questions + concerns do you have? ○ What are you wondering about? • Compare program specifications to initial MSBA Space Summary for all three design enrollments • Revisiting, Refining, and Adding Guiding Principles 	<p>School principals (may include additional participants e.g. – teacher leaders, parents, staff, etc.)</p>	<p>December 9, 2019</p>	

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	<ul style="list-style-type: none"> ○ Diagramming exercise – what is the vision for an ideal building? What are the desired spatial relationships? 			
Educational Visioning – Part 2: Evening Public Forum(s)	<ul style="list-style-type: none"> • Present information to date and get feedback.. <ul style="list-style-type: none"> ○ Findings from initial public forums + exit slips ○ Guiding principles ○ Spatial adjacencies ○ School tours ○ Faculty visioning • Vision for a “healthy and supported community” • What guiding principles have we left out? • How is the community supported by the building? <ul style="list-style-type: none"> ○ How do we support the identity of each neighborhood in our school? 		December 9 + 12, 2019	
Educational Visioning – Part 3: Full Day District-wide	<ul style="list-style-type: none"> • Reflection – Where we are? Where we want to be? • What is one moment where you truly learned something significant? <ul style="list-style-type: none"> ○ What did the moment look like? ○ What did it involve? ○ What did you learn? How did you learn it? Why did you learn it in that moment? ○ WHY does that experience matter? • Basic skills vs. essential skills • What are “facilities for the future”? <ul style="list-style-type: none"> ○ What do they look like? ○ What is the student experience? ○ What does the schedule look like? ○ What programs are offered? ○ How do they support flexibility for the future? • Getting to the “facilities for the future” (strategic plan)? 	Staff, students, faculty, parents, community members, educational leaders outside of District	December 16, 2019 **if this is not included, the agenda for the 3-hour Faculty PD Visioning would be revised to reflect some of these exercises	

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	<ul style="list-style-type: none"> ○ Meaningful learning experiences ○ Curriculum ○ Healthy + supported community (social/emotional) ○ Play 			
Educational Programming Report	<ul style="list-style-type: none"> • A summary and synthesis of all information gathered during Visioning Sessions and Principal Workshops 		January 2020 – draft report submitted to Owner for review and edits	February 2020 – final report