

## Consultancy Protocol

### October LDOE High School Redesign Convening

Schools will turn in their draft plans by October 8. JHU team and LDOE will review. Then during the October Convening, schools and the LEA representative will meet with one LDOE staff member and one JHU team member for 50 minutes to get feedback on and engage in joint problem solving on their plans. Schools should prepare answers to the below questions as a team. The questions will be used to structure the consultancy.

#### Tips for Successful Consultancies:

- In our experience, schools sometimes struggle to distill answers to the five questions in the initial 10 minute presentation. There are five questions so you might think about allocating approximately 2 minutes per question.
- Teams should agree in advance what role individuals will play. Who will talk about specific topics? Will one person answer each question?
- It is probably helpful to do a “dress rehearsal” before coming to the October convening and checking the time of your presentation.
- Visuals are welcome!

#### Protocol:

Element of Consultancy	Time
<ul style="list-style-type: none"><li>- Schools have 10 minutes to present on the below questions: Please share the most critical elements of your draft redesign plan. Make sure to address the following:<ul style="list-style-type: none"><li>o What do you see as the top 3 to 5 elements of your redesign? How will your school be different in one year and in five years?</li><li>o How will your redesign help better meet currently unmet needs of your students, faculty, and community?</li><li>o What is your technical assistance and capacity building plan to enable strong implementation and sustainability of your redesign?</li><li>o What do you think will be the hardest element of your design to implement? What challenges need to be problem solved?</li><li>o Are there any barriers on which you need support from your district or LDOE?</li></ul></li></ul>	10 minutes
<ul style="list-style-type: none"><li>- Consultancy team has 10 minutes to ask clarifying questions and follow ups to seek additional information.</li></ul>	10 minutes
<ul style="list-style-type: none"><li>- Consultancy team takes 5 minutes to react to the plan, addressing the questions below<ul style="list-style-type: none"><li>o What are the strengths?</li><li>o Any gaps or challenges to be solved?</li><li>o Is there a way to extend and/or support the school’s core ideas/strategies further?</li><li>o Recommended next steps?</li></ul></li></ul>	5 minutes
<ul style="list-style-type: none"><li>- School responds to what they heard.</li></ul>	5 minutes
<ul style="list-style-type: none"><li>- Discussion between school team and consultancy team about moving forward. Consultancy team should draw out plans for any lever that hasn’t been mentioned. Next steps (how to get to plan submission deadline in January) should be stressed. Make sure to include discussion of barriers (since LEA and SEA reps are present) and remaining challenges to be solved</li></ul>	20 minutes
	50 minutes

## NM PED October Guidance to Schools for Redesign Plan