

Addendum 3: Outline of Steps to be considered in change processes

The following process will be used to collect data upon which curriculum decisions will be made:

1. Identify needs
 - a. Why change is needed (documented and framed), using research and data;
 - b. Assess current program;
 - c. External state reform guidelines and timelines;
 - d. Public expectations; and
 - e. Communications with those impacted by the change.
2. Brainstorm possible solutions/identify preferred vision
 - a. Open to possible solutions;
 - b. Use of available research findings;
 - c. Data collection; and
 - d. Timelines for trials, research.
3. Evaluate possible solutions
 - a. Agree on standards for evaluating solutions;
 - b. Relate to special needs children including highly capable;
 - c. Assessment of pilots; and
 - d. Data, survey, research.
4. Select preferred solution
 - a. Selection based on the data collected through the evaluation process; and
 - b. Communicate the solution to impacted people.
5. Develop implementation plan
 - a. Timeline includes tasks, who, when, and how;
 - b. Budget for the implementation; and,
 - c. Identify the level of support necessary for all school staff (inservice, peer coaching, study groups, materials, data collection, etc.)
6. Assess the plan and effect of the change
 - a. In advance of implementation know how the outcome will be assessed;
 - b. Assess on timetable;
 - c. Did change have desired effect; and,
 - d. Celebrate end of cycle.