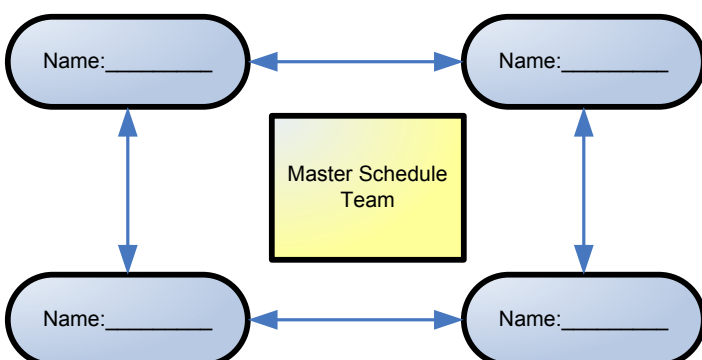
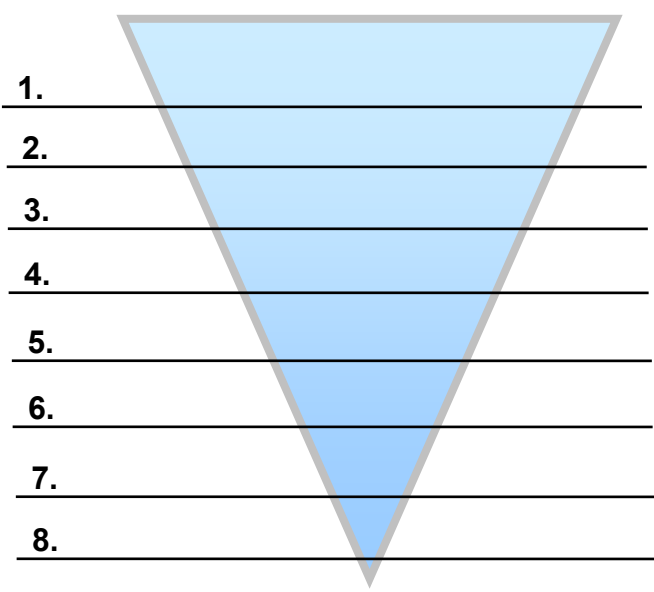
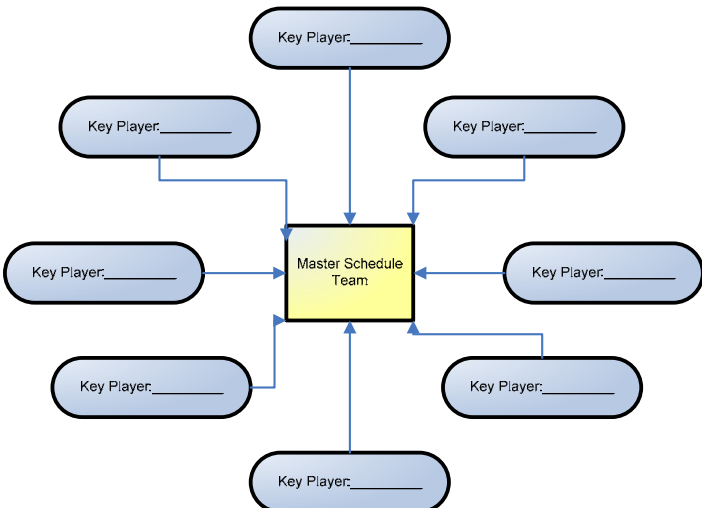


Secondary Master Schedule Development

Session 1: Laying the Groundwork for the Master Schedule – Graphic Organizer

Master Schedule Team	Master Schedule Priorities
<p>Master Schedule Team members are responsible for making the final decision (i.e. Principal, Vice Principal, Head Counselor, Site Tech., etc...)</p>  <p>The diagram shows a central yellow box labeled 'Master Schedule Team'. It is surrounded by four blue rounded rectangles, each containing 'Name: _____'. Double-headed blue arrows connect the central box to each of the four surrounding boxes. Additionally, double-headed blue arrows connect the top two boxes to each other, and the bottom two boxes to each other.</p>	<p>Goals and objectives must be identified and prioritized.</p>  <p>The diagram features a large blue inverted triangle with a grey border. To the left of the triangle, there are eight horizontal lines, each starting with a number from 1 to 8, representing a list of priorities.</p>
Key Stakeholders	Next Steps
<p>Key Stakeholders provide input to the Master Schedule Team. They must be kept informed but do not make final decisions.</p>  <p>The diagram shows a central yellow box labeled 'Master Schedule Team'. It is surrounded by eight blue rounded rectangles, each containing 'Key Player: _____'. Single-headed blue arrows point from each of these eight boxes towards the central 'Master Schedule Team' box.</p>	<p>Complete the following tasks before attending Session #2</p> <ul style="list-style-type: none"> • Review your WASC/Single Site Plan • Finalize the general vision for your master schedule • Identify and prioritize key goals and objectives • Identify the members of your site master schedule team and arrange to have them attend future training sessions • Communicate project timeline to Key Stakeholders such as Department Chairs, etc... • Begin discussions regarding number of periods, terms, and cycle days