

RMS Steering Committee Meeting Summary

September 8th at Highland Middle School

- **Inclusive welcome** - Introduced new members. Reflected on Chapter Two of our foundational text ("*The Successful Middle School: This We Believe*"). Reviewed our six community agreement norms.
- **Purpose** - Discussed the two project deliverables (recommended middle school model(s) & recommended implementation plan). Gathering stakeholder feedback throughout this year is a central part of our work together.
- **Design Thinking** – Committee was introduced to the "Design Thinking" process framework¹ and accompanying month-by-month project timeline. Design thinking centers human needs and strengths and places equity at the forefront. Design Thinking includes:
 1. **Empathize** (understand what it's like to be a middle school student & what their needs are, as they see them)
 2. **Define** (using student needs as the foundation, clarify and identify key needs we are trying to solve for)
 3. **Ideate** (brainstorm potential solutions for these identified needs)
 4. **Prototype** (prioritize what was ideated and turn priorities into real-life solutions that can be tested with stakeholders)
 5. **Test** (try out prototype(s) and gather stakeholder feedback for continued improvement and refinement)

Our 2022-23 month-by-month project timeline:

1. September: Empathize
 2. October: Define
 3. November: Ideate
 4. December and January: Prototype & create draft of recommended middle school model(s)
 5. February: Create draft recommended implementation plan for recommended middle school model(s)
 6. March: Gather stakeholder feedback on draft recommended implementation plan
 7. April and May: Revise implementation plan using stakeholder feedback
 8. June: Finalize recommended implementation plan and share deliverables with Superintendent and Executive Team; determine final plan
 9. June – December 2023: Communicate about and plan for implementation in BSD's comprehensive middle schools
 10. January – July 2024: Preparation for implementation
 11. August 2024: Begin implementation in schools and gather process feedback
- **Empathy Activity** – To better understand the concept of empathy—which serves as the first step and foundation of human-centered design thinking—we watched a short [video](#) and completed a "outline of a student" visual to focus on a middle school student's needs, desires and wishes. See examples of our products below.
 - **Nuts and Bolts** - We reviewed next steps which include:

