



**STATE COLLEGE AREA SCHOOL DISTRICT
ADMINISTRATIVE OFFICES**

131 WEST NITTANY AVENUE • STATE COLLEGE PENNSYLVANIA • 16801-4899
TELEPHONE: 814-231-1016 • FAX: 814-231-4130

To: SCASD Board of Directors
From: Robert J. O'Donnell
Date: July 19, 2012
Re: Selection Process of Educational Planner for State High Project

As part of the update to our district's 2009 High School Educational Specifications document, we plan to collaborate with an educational planner. We plan to engage with an experienced educational planning professional to help facilitate the process and obtain input from our staff and entire school community as part of the visioning process. The process will focus on present and future educational programming and experiences for students, which are the most critical aspects of any construction/renovation project. The development and refinement of our educational specifications document is a requirement of Pennsylvania Department of Education's Planning Construction (PlanCon) process.

Below is a draft process that we would like to execute prior to proposing a finalist to the full board. Our intent is to engage in discussion with you on July 23, 2012, regarding this process.

**Draft Selection Process for Educational Planner
Revised: July 17, 2012**

1. Role of Educational Planner (Consultant):
 - a. Partner with our administrative team, high school staff, and larger school community to facilitate the updating of our 2009 high school educational specification document (visioning process included).
 - b. Bring conceptualizations to the process that represent learning environments supporting the development of 21st Century Skills.
 - i. Organizational Models for Learning Spaces
 - ii. Core Progression
 - iii. Differentiation of Learners' Needs
 - iv. Master Schedule
 - v. Grade Level Transitions
 - c. Develop an understanding of the culture of the community and school to ensure it is included within the visioning process
 - d. Collaborate with district and architect to ensure the program model is represented within the educational specification document and is realized within the high school facility schematic design.

2. Selection Process & Timeline

- a. Through an RFP Process, the district and high school administration will identify and invite up to six planners to meet with a selection team.
- b. The selection team will consist of the following:
 - i. Members of the School Board's *Culture, Climate and Learning Committee*
 - ii. Superintendent, Assistant Superintendent, Directors of Curriculum
 - iii. High School Principals, Director of CTC, Grade Level Principals
 - iv. Curriculum Coordinators
 - v. Representatives from the HS Building Leadership Team
 - vi. Other High School Teacher Representatives
- c. Interviews: August 8 - 16, 2012
 - i. High School Staff: Private
 - ii. CCL & District Level Administration: Public
- d. Deliberation: Private
 - i. Sharing of High School Staff feedback with CCL and District Administration
- e. Board Information/Discussion
 - i. Recommendation from CCL & Administration: August 27, 2012

3. Criteria for Selection of Educational Planner

- a. Ranking criteria for RFP documents (interview selection)
 - i. See draft Rubric
- b. Interview Questions with Rating System for each Interviewer
 - i. Rating System for Each Question
 - ii. Overall Summative Rating
 - iii. Narrative Feedback