Consultant Process - Schedule of Events/Activities (*Consultant Responsibility)

Before arrival:
Set up meeting dates, locations and times
Arrange for equipment needs for each meeting:
Large projection screen
6' or 8' table
Lapel microphone for large group meeting(s)
Have Information Survey Forms completed as appropriate (returned by)
Collect and forward articles, school board work documents, budget proposals, cut proposals,
educational reform, and any other materials related to the current situation
Send list of all music teachers in the district
Send a list of all schools in the district
Send a list of all schools in the districtMeet with music dealers, asking for voluntary contributions
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*Analyze data; Formulate rough draft of Status Report (as possible with extant data) Day 1:
Arr in
4:00-6:30 p.m. (proposed)- Exclusive meeting with music teachers (2-1/2 to 3 hours)
*Present the schedule for the consultation
*Review the situation and purpose for consultation
*Uniting teachers/Empowering parents
*Brainstorming on district - history of music, honors & awards, confirm statistics, develop
"dream list", define issues
Gather and analyze remaining statistical data as necessary to complete the Status Report
Day 2:
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*Analyze data and configure the Status Report (cost benefit analysis) final draft
Day 3:TBA (two hours) – Open meeting with Community (Parents, teachers, public)
*Why we are there, give them the schedule
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*Go through (empowering) overheads as appropriate
*Clarify specified and hidden issues
*Ask for questions. (Observe for selecting Leadership Team candidates)
Have someone "pass the hat" during the question time
Have people sign up names, addresses and telephone numbers if they wish to be involved in
the process.
Have them sign on a separate list if they wish to serve on the Leadership Team.
*See about organizing music boosters (and/or into committees)
Meeting with Leadership Team (2-4 hours)
Order in refreshments
Proof read the report, edit and reprint
Set up strategies according to local needs
Assign specific tasks to specific people as team determines needstelephone banks
administrative meetings
music booster organizing
Select key speaker(s) for presenting proposal to board and/or administration
Request Task Force?
Follow-up:
*Continued availability for assistance as necessary:
*Advice, interpretation of issues, further consultation (without an additional site visit)