



## Design Administration Checklist

District Name:	Y = Yes N = No		
Observation Date:	N/A = unsure or not applicable		
<b>1.</b> Prepared the Team– Facilitator invited participants, emailed the TA Practice in 60 video, and ensured participants had necessary information prior to the process.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>2.</b> Set the Stage - Facilitator provided an overview of the Design process, desired outcomes, and key administration steps. Leaders agreed on a plan for Develop and Engage, Dialogue, and Adopt.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>3.</b> Developed – Participants create descriptive statements of their ideal school related to hopes and dreams for students, staff, families, and the community. These statements also describe the context, systems, and structures that support those hopes and dreams.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>4.</b> Dialogued and Aligned – Facilitator prompted for clarification of the statements and reviewed them under the SWIFT Domains and Features to ensure breadth. As needed, the Facilitator conducted initial polling to see which statements were acceptable to the participants at a Level 1, 2, or 3	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>5.</b> Agreed - Facilitator confirmed the scope and process for an agreement survey, who would be taking the survey, and how results would be used.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>6.</b> Conducted Agreement Vote – Facilitator ensures process for final vote via electronic survey is conducted.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>7.</b> Follow-up: The Facilitator ensures the Team has written documentation of the process and a meeting scheduled following the close of the adoption vote.	<b>Y</b>	<b>N</b>	<b>N/A</b>