WHEN	WHO	WHAT	PROGRESS/NOTES
SEPTEMBER 2019	K-12 Gifted Education Teachers Angstadt/Zerbe/Lochinger	 Discuss review process Conduct self-assessment developed by the National Association of Gifted Children Preliminary discussion of self-assessment results 	
	Angstadt/Zerbe/Lochinger Gifted Parents Angstadt/Zerbe/Lochinger	 Prepare and distribute electronic survey to gather parent and student feedback on Gifted services Provide parent and student survey results to parent group forum priority recommendations to instructional staff 	
OCTOBER 2019	7-12 Gifted Teachers Angstadt/Zerbe/Lochinger K-6 Gifted Teachers Angstadt/Zerbe/Lochinger	 Organize assessment results into strengths, weaknesses, opportunities. Discuss parent feedback. Draft high level framework of recommendations Organize assessment results into strengths, weaknesses, opportunities. Discuss parent feedback. Draft high level framework of recommendations 	
NOVEMBER 2019	K-12 Gifted Education Teachers/K-12 Regular Education Teachers Angstadt/Zerbe/Lochinger	 Develop framework of recommendations with details. Gain input from Regular Education Teachers 	

DECEMBER 2019	Angstadt/Zerbe/Lochinger	Prepare draft document outlining findings and recommendations
JANUARY 2020	Gifted Teachers Angstadt/Zerbe/Lochinger	Finalize Draft of Gifted services review and recommendations
	Angstadt/Zerbe/Lochinger Angstadt/Zerbe/Lochinger	 Share final draft document electronically with staff, students and parents- gather feedback Organize presentation based on feedback.
FEBRUARY 2020	Angstadt/Zerbe	Present recommendations to Board of School Directors