

Key Dates and Implementation Timeline

Sept/Oct	Internal decisions made on how implementation would occur-- development of the "Books" (academic/school based questions) and "Bricks" (facilities questions) committees. Identification of committee leads: Hajara Rahim (Books) and Kathy Johnson (Bricks)
September	Guidance to principals in merged buildings on activities to begin working on (re: Holly's e-mail)
October 2	October 1 activated student count for staffing and budget adjustments
October 11	Initial planning meeting (Books & Bricks) (Kathy, Holly, Hajara)
October	Identification of Heery as the Move Coordinator
October 30	Initial Bricks meeting (Kathy Johnson)
Nov 1-30	Principal Selection Process for merged schools (Carla Santorno)
Nov. 7	Initial Books Principals meeting (Hajara Rahim)
Nov. 13	Development of Consolidation/Closure website
Nov. 16.	Books and Bricks monthly meeting (Hajara & Kathy)
December 1	Principals of merged schools selected (Superintendent Manhas)
December 4	Letter home to parents announcing selected principals
December 14	Monthly Books & Bricks meeting (1:00-3:00 pm-JSCEE- 2750)
December 15	Letters home to families explaining their enrollment status (Tracy Libros)
Dec. 11-15	Principals begin transition activities for merged schools
December	Initial training on packing, moving, and recycling for all schools. Maintenance will deliver first round of boxes to schools for early packing Heery International (Move planning consultant) will meet with principals and staff to do room-by-room function planning at the destination schools
January 6	City wide Kindergarten and Middles School Fair ((9:00-Noon-JSCEE)
January 9	Principals' pre-staffing meeting (1:00-3:00 pm JSCEE-2010)

January 16 **Deadline for room-by-room function planning and designations to be completed.**

Jan. 16 On-time Enrollment begins

Feb. 28 On-time Enrollment ends

January Principals begin planning for 2007-08

Jan-June **New transformation plans developed by merged schools' staffs**

Jan 2007 Packing and purging on-going, Technology, equipment and fixture inventory for identification of materials to be moved

January 18 Monthly Books & Bricks meeting (1:00-3:00 pm-JSCEE- 2776)

February 1 Monthly Principals' meeting (1:00-3:00 pm JSCEE-2010)

Feb. 16 to March 12 **Principals receive 2007-08 Budget allocations and Staffing packets. Principals to have completed budget and staffing worksheets and submitted to Education Directors. (Green and Blue books posted on the web)**

February On-going interviews with staff regarding building modifications required for receiving schools

Feb. 8 Monthly Books & Bricks meeting (1:00-3:00 pm-JSCEE- 3802)

March 1 **Monthly Principals' meeting has been cancelled due to Budget and Staffing due dates.**

March Moving Contractor hired by Central staff

March 15 Monthly Books & Bricks meeting (1:00-3:00 pm-JSCEE- 2776)

March 19-23 **School Budget and Staffing review and approval process by Ed. Directors and Program Managers**

April 5 Monthly Principals' meeting (1:00-3:00 pm JSCEE-2010)

April 19 Monthly Books & Bricks meeting (1:00-3:00 pm-JSCEE- 2750)

May 15 **Monthly Principals' meeting (1:00-3:00 pm JSCEE-2765)**

- May 15 Staff assignments of merged schools identified
- May 24 Monthly Books & Bricks meeting (1:00-3:00 pm-JSCEE- 2750)**
- May 30 Staff assignment by Room established in receiving schools**
- June 7 Monthly Principals' meeting (1:00-3:00 pm JSCEE-2010)
- June 14 Monthly Books & Bricks meeting (1:00-3:00 pm-JSCEE- 2750)
- June 22 Last student day**
- June 25-26 Teachers/staff pack (snow make up days)
- June 27 Move activity begins**
- June 27-
Aug 17 Moving of both closing and receiving schools – receiving schools will be reconfigured to accept new classroom assignments.
Technology Dept will migrate appropriate phone and data
- June 27 –
Aug17 Construction of any facilities modifications required in receiving schools
- Aug 20-24 Access to buildings for teachers/staff unpack; preparation for 2007-08
- September 5 First student day for school year 2007-08**
- September Identification of lost, broken items, collection of additional action requests by Heery International

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- Ongoing
- * Implementation team to Staff/BLT meetings to discuss process, procedures & transition ideas (already underway)
 - * Monthly Bricks meetings
 - * Monthly Books meetings
 - * Monthly Principals' meetings
 - * Joint Staff/BLT meetings at merged schools
 - * Joint student/parent activities at merged schools