

April 3, 2007

To: School Closure/Consolidation Principals
From: Kathy Johnson, Facilities Planning Manger

RE: Move Activity Dates

Dear Principals:

The purpose of this memo is to outline the key dates related to move activity at all School Closure/Consolidation Schools. These dates apply to all buildings whether they are a closing or receiving school. Please share this information with staff. This schedule was discussed at the move training that done at each school with all of the staffs in February:

6/22/07	Last Student Day
6/26/07	Last Teacher Contract Day
6/27/07	Move Activity Begins
<u>6/27/07-8/17/07</u>	<u>No staff access to any closure/consolidation building during normal business hours</u>
8/20/07	First day back for teachers and staff
9/5/07	First day of school, school year 07-08

It is important to note that all teachers and staff must be packed and ready to move by the last contract day on 6/26/07. Movers will start loading items the following day.

Due to the amount of construction and move activity during the summer, no access to the buildings will be granted during normal business hours (7:30am to 4:30pm). Teachers and staff can regain access on Monday, 8/20/07.

I can answer any questions Thursday at the Books and Bricks meeting.