## **TRANSITION TIMELINE**

	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19
SCHOOL PROGRAM PLANNING												
<ul> <li>Determine teaming structures</li> <li>Explore and establish curricular program offerings</li> <li>Create elementary &amp; middle school daily schedule</li> <li>Transition planning for students and parents</li> <li>Budget development for new model and transition needs</li> </ul>												
<ul> <li>SCHOOL STAFFING</li> <li>Determine staffing needs</li> <li>Identify staff assignments</li> <li>Inform staff impacted by transfer</li> <li>Inform staff impacted by nonrenewal</li> </ul>												
<ul> <li>SCHOOL SPACE</li> <li>Identify classroom and support spaces</li> <li>Identify needs for renovation</li> <li>Clarify budget sources and timeline for work</li> </ul>												
<ul> <li>PACKING &amp; MOVING</li> <li>Develop system for packing and moving</li> <li>Provide materials to classroom teachers</li> <li>Meet with specialty areas to develop plan for move</li> <li>Identify furniture needs and relocation plan</li> <li>Coordinate playground transition and move</li> </ul>												
<ul> <li>TECHNOLOGY</li> <li>Coordinate removal and relocation of infrastructure, hardware and phones</li> <li>Identify and implement equipment removal/recycle</li> <li>Reconfigure PowerSchool for new buildings</li> <li>Reconfigure and update school websites</li> </ul>												
<ul> <li>TRANSPORTATION</li> <li>Develop new routes for the schools</li> <li>Identify possible bussing impact on arrival and dismissal patterns</li> </ul>												
<ul> <li>HISTORY, CLOSING &amp; OPENING</li> <li>Establish planning committee</li> <li>Committee work to plan and organize celebrations</li> </ul>												
<ul> <li>FACILITIES</li> <li>Playground transition project</li> <li>Summer school relocation</li> <li>Planning for Pierson school close out</li> <li>Building systems shutdown</li> <li>Return to Town</li> </ul>												