

KINARD PARENT FRIENDLY SITE READINESS TIMELINE

SITE CHARGE:

- Provide a timeline for all stakeholders, internal and external
- Ensure curricular articulation and course flow for students
- Ensure effective student transitions from elementary to middle and middle to high school
- Ensure coordination of communication with all stakeholders, internal and external regarding feeder system issues
- Ensure effective communication and coordination with district personnel, particularly the assistant superintendent

Dates	Parents/Community	Staff	District Administration
January 2008	Kinard Site Based Decision Making Team (SBDMT) 1/10/08 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	SBDMT 1/10 Leadership Team Meeting Staff Meeting 1/16, 1/30	JHPM Leadership
February 2008	SBDMT 2/14/08 SBDMT 2/28/08 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting SBDMT 2/14, 2/28 Staff Meeting 2/13, 2/20, 2/27 Staff Collaboration Day 2/18	JHPM Leadership
March 2008	Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting Staff Meeting 3/12/2008	JHPM Leadership
April 2008	SBDMT 4/10/08 SBDMT 4/24/08 Parent Coffee (2 nd Friday)	Leadership Team Meeting SBDMT 4/10, 4/24 Staff Meeting 4/9	JHPM Leadership DGCIC: April 30 Draft Site Plans due to

	Parent Advisory (3 rd Thursday)	Staff Collaboration Day 4/21	Assistant Superintendents
May 2008	SBDMT 5/8/08 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	SBDMT 5/8/08 Staff Meeting 5/9, 5/23, 5/28	JHPM Leadership
Summer 2008	Parent Nigh 8 th and 9 th grade 8/28 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Nuts and Bolts Conference Staff Meeting 8/15/08	RTI Training Master Schedule planning with Michael Reddig
September 2008	SBDMT 9/11/08 Parent/Teacher conferences 9/30 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting Staff Meeting Parent/Teacher conferences 9/30 RTI training	JHPM Leadership RTI Training
October 2008	SBDMT 10/9/08 Parent/Teacher conferences 10/2 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting Staff Meeting Counselor visit to Moore Counselors meet with 8 th and 9 th graders to gather HS attendance information Parent/Teacher conferences 10/2 National Middle School Conference 10/30-31 RTI Training Master Schedule planning with Michael Reddig	JHPM Leadership FRHS Feeder Fair Traut and Zach parent nights National Middle School Conference 10/30-31 RTI Training Master Schedule planning with Michael Reddig
November 2008	SBDMT 11/13/08	Leadership Team Meeting	JHPM Leadership

	Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Staff Meeting RTI Training	DGCIC: November 1, 2008 Site Plans due to Assistant Superintendents RTI Training
December 2008	SBDMT 12/11/08 Information night for incoming students Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting Staff Meeting Information night for incoming students RTI Training (planning meeting)	JHPM Leadership Information night for incoming students RTI Training (planning meeting)
January 2009	SBDMT 1/8/09 Incoming student 6 th and 7 th grade parent meeting School Choice Deadline 1/30/09 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting Staff Meeting Incoming student 6 th and 7 th grade parent meeting	JHPM Leadership Incoming student 6 th and 7 th grade parent meeting
February 2009	SBDMT 2/12/09 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting Staff Meeting Counselors visit Zach, Traut, O'Dea, Moore, Bethke to register students Counselors coordinate HS registration materials WEB (Where Everyone Belongs) training for counselors	JHPM Leadership
March 2009	SBDMT 3/12/09 Parent Coffee (2 nd Friday)	Leadership Team Meeting Staff Meeting	JHPM Leadership

	Parent Advisory (3 rd Thursday)		
April 2009	SBDMT 4/9/09 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting Staff Meeting	JHPM Leadership
May 2009	SBDMT 5/14/09 Parent Coffee (2 nd Friday) Parent Advisory (3 rd Thursday)	Leadership Team Meeting Staff Meeting	JHPM Leadership
Summer 2009	Parent-parent mentoring Parent teacher social with all incoming parents	Parent teacher social with all incoming parents	Parent teacher social with all incoming parents
August 2009			