



PARENT FRIENDLY SITE READINESS TIMELINE FOR KRUSE ELEMENTARY

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	Administration
January 2008	Begin soliciting input from parents on issues associated with reconfiguration through PTO and SIT (for example which grade should have Eco-Week feedback)	Encourage any interested staff to attend HR meetings on personnel movement	
	Work with SIT on Site Readiness Plan—publish and share meeting notes through our email list and online	Begin discussions with staff about our personnel movement plan	
February 2008	Work with SIT on Site Readiness Plan—publish and share meeting notes through our email list and online	Meet with HR at Kruse to address staff questions on personnel movement	
March 2008	Work with SIT on Site Readiness Plan—publish and share meeting notes through our email list and online	Begin making decisions connected to personnel movement plan	
April 2008	Begin planning fundraisers for Eco week expenses	Begin planning fundraisers for Eco week expenses	DGCIC: April 30 Draft Site Plans due to Assistant Superintendents

May 2008	Continue planning fundraisers for Eco week expenses	Continue discussions and decisions connected to our personnel movement plan	
Summer 2008	New grade-level teams (changes in teaching assignments) will be announced	6 th grade teachers will mentor 5 th grade teachers about the Eco Week experience	
September 2008	<p>New grade-level teams will begin working with their new students and our parent community</p> <p>Our SIT will continue work on our Site Readiness Plan</p> <p>Complete Eco-Week fundraising activities</p> <p>Share results of fundraisers through SIT and PTO</p> <p>Discuss MS transitions with 5/6 grade parents and answer questions during our intake conferences</p>	<p>New grade-level teams will continue their collaborative work from the summer with their new students</p> <p>Our staff will continue work on our Site Readiness Plan</p> <p>5th and 6th grade teams will collaboratively plan Eco curriculum</p> <p>Teach Eco curriculum to both 5th and 6th grade students</p>	
October 2008	<p>Celebrate a successful Eco-Week experience at Pingree Park</p> <p>Our SIT will continue work on our Site Readiness Plan</p>	<p>Celebrate a successful Eco-Week experience at Pingree Park</p> <p>Our staff will continue work on our Site Readiness Plan</p>	
November 2008	Our SIT will finalize our Site Plan based on feedback from the DGCIC and Asst. Supt.	<p>Our staff will work on our Site Readiness Plan</p> <p>Staff meetings will include a feeder system update component so staff members are aware of activities conducted during our FCHS feeder meetings</p>	DGCIC: November 1, 2008 Site Plans due to Assistant Superintendents

<p>December 2008</p>	<p>Meetings will be held on an ongoing basis, as needed, to address concerns and issues that arise connected to grade configuration—these meetings may take place during SIT, PTO, or at a separately scheduled time</p>	<p>Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration</p> <p>Staff meetings will include a feeder system update component so staff members are aware of activities conducted during our FCHS feeder meetings</p>	
<p>January 2009</p>	<p>The MS principal from our feeder school will be invited to meet with parents at our PTO meeting and answer questions about the MS model</p> <p>Discuss MS transitions with 5/6 grade parents and answer questions during our January Parent/Teacher conferences</p> <p>Meetings will be held on an ongoing basis, as needed, to address concerns and issues that arise connected to grade configuration</p>	<p>Counselors will schedule student visits to MS</p> <p>Begin implementation of “MS expectations” for behavior and academics</p> <p>Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration</p>	
<p>February 2009</p>	<p>The MS principal from our feeder school will be invited to meet with parents at our PTO meeting and answer questions about the MS model.</p> <p>Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration</p>	<p>MS principal(s) will be invited to meet with staff and 5/6 grade students to answer questions about the MS model</p> <p>Meetings will be held on an ongoing basis, as needed, to address concerns and issues that arise connected to grade configuration</p>	

<p>March 2009</p>	<p>The MS principal from our feeder school will be invited to meet with parents at our PTO meeting and answer questions about the MS model, successful transitioning, and her school in general</p> <p>Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration</p>	<p>MS principal will be invited to meet with staff to answer question about the MS model</p> <p>Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration</p>	
<p>April 2009</p>	<p>Registration information from our feeder school will be shared with our parents of 5/6 grade students</p> <p>Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration</p>	<p>Visit feeder MS with students</p> <p>MS principal will be invited to meet with staff to answer question about the MS model. Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration</p>	
<p>May 2009</p>	<p>Kruse staff members will meet with parents of students who may have a more difficult transition to MS, focusing on supports/interventions that have proven successful with these students at the ES and what they will need to be successful at the MS level</p> <p>Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration</p>	<p>Aid students in registering for MS classes.</p> <p>Meet with MS personnel to discuss students who may have a more difficult transition to MS, focusing on supports/interventions that have proven successful with these students at the ES.</p> <p>Meetings will be held on an ongoing basis, as needed to address concerns and issues that arise connected to grade configuration.</p>	

Summer 2009	Meet with MS personnel as needed to successfully transition students to MS	Meet with individual parents, on an as needed basis, to troubleshoot any MS transition issues that may arise	
August 2009	Meetings will be held with our PTO and SIT on an as needed basis to revise our transition plan for the 2010-2011 school year and to follow-up on any issues that remain unresolved from the 2009-2010 transition plan	Meetings will be held with our staff on an as needed basis to revise our transition plan for the 2010-2011 school year and to follow-up on any issues that remain unresolved from the 2009-2010 transition plan	