

Lesher IB World Middle School
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	Administration
January 2008	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school philosophy 6 th grade Open House/Curriculum Fair	Middle School Readiness Team (MSRT) mtg. to write Lesher's readiness plan Monthly IBMYP articulations among 6 th - 10 th grade levels within IB feeder by content area	Monthly Junior High Principal mtgs. to discuss middle philosophy Monthly PSD Leadership mtgs. to discuss grade configuration change, etc. FCHS Feeder Principal mtg.
February 2008	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school philosophy SOC Deadline	Middle School Readiness Team (MSRT) mtg. to write Lesher's readiness plan Monthly IBMYP articulations among 6 th - 10 th grade levels within IB feeder by content area Principal Tom Dodd attends feeder elementary walk throughs Counselors meet with 6 th grade students for registration and transition	Monthly Junior High Principal mtgs. to discuss middle philosophy Monthly PSD Leadership mtgs. to discuss grade configuration change, etc. FCHS Principal Feeder mtg.
March 2008	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school philosophy March 28, 2008 Host Lesher "Meet & Greet" for interested feeder elementary teachers in media center	Middle School Readiness Team (MSRT) mtg. to write Lesher's readiness plan due April 30, 2008 Begin weekly (Monday) staff book study of the NMSA's <i>This We Believe in Action: Implementing Successful Middle Level Schools</i> for 1 CSU credit. Monthly IBMYP articulations	Monthly Junior High Principal mtgs. to discuss middle philosophy Monthly PSD Leadership mtgs. to discuss grade configuration change, etc.

		s among 6 th - 10 th grade levels within IB feeder by content area	
April 2008	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation 6 th Grade Orientation in April 2008	Continue weekly (Monday) staff book study of the NMSA's <i>This We Believe in Action: Implementing Successful Middle Level Schools</i> for 1 CSU credit. Monthly IBMYP articulations s among 6 th - 10 th grade levels within IB feeder by content area 3 Lesher teachers tour Windsor MS to observe technology integration Meeting with Daniel Gallegos & Julie Schiola on Harris partnership	Submit Draft Site Readiness Plan to Assistant Superintendent Manny Ortega and DGCIC April 30, 2008 Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.
May 2008	Communicate key components of Lesher's readiness plan draft via last newsletter (Voyager) Post site readiness draft on Lesher website for parent and community review	Discuss Site Readiness Plan with Lesher Leadership Team (Dept. Heads) at 1 st Wednesday mtg. Complete weekly (Monday) staff book study of the NMSA's <i>This We Believe in Action: Implementing Successful Middle Level Schools</i> for 1 CSU credit. Discuss Site Readiness Plan with Lesher faculty at 3 rd Wednesday mtg. Monthly IBMYP articulations s among 6 th - 10 th grade levels within IB feeder by content area	Share Readiness Plans with other Junior High Principals Monthly Junior High Principal mtg. Monthly PSD Leadership mtg. FCHS Feeder Principal mtg.
Summer 2008		Principal Tom Dodd designs master middle school schedule Lesher teachers attend the 2008 Boulder Nuts & Bolts Conference Tom Dodd & Daniel Gallegos meet with Harris parents to encourage support for	

		partnership Teachers change classrooms to move from departmentalization to grade level teams in close proximity	
September 2008	Back to School Night (all grades) Picnic & Bingo Night (6 th Grade)	Leshar teachers visit Colorado IB and/or dual language middle schools	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.
October 2008	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation	Leshar teachers attend the 2008 NMSA National Conference and Exhibit in Denver Middle School Readiness Team (MSRT) mtg. to finalize plans	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg. FCHS Feeder Principal mtg.
November 2008	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation	Principal Tom Dodd attends feeder elementary walk throughs Middle School Readiness Team (MSRT) mtg. to finalize plans New course description booklets are developed	Submit Final Site Readiness Plan to Assistant Superintendent Manny Ortega and DGCIC November 1, 2008 Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.
December 2008	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation IBMYP Information Night	Grade level course registration forms are updated	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.
January 2009	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation 5 th /6 th grade Open House/Curriculum Fair	Principal Tom Dodd attends feeder elementary walk throughs Principal Tom Dodd attends feeder PTO meetings	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.
February 2009	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation SOC Deadline	Principal Tom Dodd attends feeder PTO meetings Counselors meet with 5 th and 6 th grade students for registration and transition	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg. FCHS Feeder Principal mtg.

March 2009	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation	Principal Tom Dodd attends feeder elementary walk throughs	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.
April 2009	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation 5 th and 6 th Grade Orientation	Principal Tom Dodd attends feeder PTO meetings	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg. FCHS Feeder Principal mtg.
May 2009	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation 6 th , 7 th , and 8 th grade teaching teams will personally contact incoming 6 th grade students by phone, or letter welcoming them to Lesher	Principal Tom Dodd attends feeder PTO meetings	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.
Summer 2009	6 th , 7 th , and 8 th grade teaching teams will personally contact incoming 6 th grade students by phone, or letter welcoming them to Lesher	Teachers change classrooms to move from departmentalization to grade level teams in close proximity	
August 2009	Where Everybody Belongs (WEB) transition program begins All-school IB begins (existing honor track is maintained and enhanced) Bilingual program begins (Harris partnership)	Opening collaborative day faculty training/meeting (PSD Partnership Center)	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.
September 2009	Attend monthly (3 rd Monday) School Improvement Team (SIT) and (4 th Monday) Parent-Teacher-Student Organization (PTSO) mtgs. to discuss middle school implementation Back to School Night (all grades) Picnic & Bingo Night (6 th Grade)	Continue communicating via regularly scheduled Wednesday building meetings (1 st Wed.- leadership, 2 nd Wed.- departmental, 3 rd Wed.- faculty, 4 th Wed.- grade level) and quarterly staff collaborative day trainings	Monthly Junior High Principal mtg. Monthly PSD Leadership mtg.