



## PRESTON 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

<b>Dates</b>	<b>Parents/Community</b>	<b>Staff</b>	<b>District Administration</b>
<b>January 2008</b>	Preston Parent Organization (PPO) Dr Wilson  Meet with Bacon PTA  Implementation Meeting	2 Staff Development Leadership meeting Department meetings  Meet with Timnath 6 <sup>th</sup> grade teachers  Implementation Meeting	JHPM Leadership  Feeder meeting
<b>February 2008</b>	PPO Meeting (Bob Richburg)  Implementation Meeting	2 Staff Development Leadership meeting Department meetings  Meet with Shepardson 6 <sup>th</sup> grade teachers  Implementation Meeting	JHPM Leadership  Feeder meeting
<b>March 2008</b>	PPO Meeting  Implementation Meeting	2 Staff Development Leadership meeting Department meetings  Implementation Meeting	JHPM Leadership  Feeder meeting
<b>April 2008</b>	PPO Meeting  Implementation Meeting	2 Staff Development Leadership meeting Department meetings  Implementation	DGCIC: April 30 Draft Site Plans due to Assistant Superintendents  Meet JHP

		Meeting	
<b>May 2008</b>	<p>PPO Meeting</p> <p>Meet with Werner PTA</p> <p>Meet with Timnath Parents</p> <p>Implementation Meeting</p> <p>Preston Update to feeder elementary schools</p>	<p>2 Staff Development Leadership meeting Department meetings</p> <p>Implementation Meeting</p>	<p>JHPM Leadership</p> <p>Feeder meeting</p> <p>Meet JHP (Share Plans)</p>
<b>Summer 2008</b>	<p>Preston newsletter</p> <p>WEB Leader training (Where Everyone Belongs)</p> <p>WEB for all 7<sup>th</sup> grade students</p> <p>Parent orientation</p>	<p>Nuts and Bolts conference (7 staff members)</p> <p>Bob Richnurg with staff</p> <p>Implementation for our 7<sup>th</sup> grade group</p> <p>RTI training for administration</p> <p>Leadership retreat</p> <p>Middle school leadership meet with scheduling expert</p> <p>Preston partnership meetings</p>	
<b>September 2008</b>	<p>PPO Meeting</p> <p>Back to School Night (9-4)</p> <p>Meet with feeder parents (9-22) FRHS</p> <p>Implementation Meeting</p>	<p>Back to School Night (9-4)</p> <p>2 Staff Development Leadership meeting</p> <p>Department meetings</p> <p>Implementation Meeting</p>	<p>JHPM Leadership</p> <p>Feeder meeting</p> <p>Meet JHP</p>

	<p>Preston Update to feeder elementary schools</p> <p>Magazine Fundraising</p> <p>NASA Night for interested parents and students from our feeder schools (September 25th)</p>	<p>Collaboration day Meet to discuss curriculum</p> <p><b>Response To Intervention (RTI) Training</b></p>	
<b>October 2008</b>	<p>PPO Meeting</p> <p>Meet with feeder parents</p> <p>Implementation Meeting</p> <p>Preston Update to feeder elementary schools</p> <p>Parent teacher conferences</p> <p>NASA Night for interested parents and students from our feeder schools (October 9th)</p>	<p>2 Staff Development Leadership meeting Department meetings</p> <p>Implementation Meeting</p> <p>Draft of Schedule 2009-10</p> <p>Preston teachers attend the 2208 Middle School Conference in Denver (10-30, 10-31, 11-1)</p> <p>RTI Training</p>	<p>JHPM</p> <p>Leadership</p> <p>Feeder meeting</p> <p>Meet JHP</p>
<b>November 2008</b>	<p>PPO Meeting November 11<sup>th</sup> Dr. Cook (FRHS) Mrs. Winey (internet Safety)</p> <p>Meet with feeder parents</p> <p>Implementation Meeting</p> <p>Preston Update to feeder elementary schools</p> <p>NASA night for interested parents and students from our feeder schools (November 6<sup>th</sup>)</p>	<p>2 Staff Development Leadership meeting Department meetings</p> <p>Implementation Meeting</p> <p>NMSA Conference</p>	<p>DGCIC: November 1, 2008 Site Plans due to Assistant Superintendents</p> <p>JHPM Leadership</p> <p>Feeder meeting</p>
<b>December 2008</b>	<p>PPO Meeting December 9<sup>th</sup></p>	<p>2 Staff Development Leadership meeting</p>	<p>JHPM Leadership</p>

	<p>Mini Grants</p> <p>Implementation Meeting</p> <p>Preston Update to feeder elementary schools</p>	<p>Department meetings</p> <p>Implementation Meeting</p> <p>RTI Training</p>	<p>Feeder meeting</p>
<b>January 2009</b>	<p>PPO Meeting January 13<sup>th</sup></p> <p>Communication with Teens</p> <p>Meet with feeder families</p> <p>Preston Open house</p> <p>Implementation Meeting</p> <p>Preston Update to feeder elementary schools</p>	<p>2 Staff Development Leadership meeting</p> <p>Department meetings</p> <p>Implementation Meeting</p>	<p>JHPM Leadership</p> <p>Feeder meeting</p> <p>Meet JHP</p>
<b>February 2009</b>	<p>PPO Meeting February 10<sup>th</sup></p> <p>Implementation Meeting</p> <p>Preston Update to feeder elementary schools</p>	<p>2 Staff Development Leadership meeting</p> <p>Department meetings</p> <p>Implementation Meeting</p>	<p>JHPM Leadership</p> <p>Feeder meeting</p> <p>Meet JHP</p>
<b>March 2009</b>	<p>PPO Meeting</p> <p>Implementation Meeting</p> <p>Preston Update to feeder elementary schools</p>	<p>2 Staff Development Leadership meeting</p> <p>Department meetings</p> <p>Implementation Meeting</p>	<p>JHPM Leadership</p> <p>Feeder meeting</p> <p>Meet JHP</p>
<b>April 2009</b>	<p>PPO Meeting April 14<sup>th</sup></p> <p>Invite Planning</p> <p>Implementation Meeting</p> <p>Preston Update to feeder elementary schools</p>	<p>2 Staff Development Leadership meeting</p> <p>Department meetings</p> <p>Implementation Meeting</p>	<p>JHPM Leadership</p> <p>Feeder meeting</p> <p>Meet JHP</p>
<b>May 2009</b>	<p>PPO Meeting May 12<sup>th</sup></p> <p>Business</p>	<p>2 Staff Development Leadership meeting</p> <p>Department meetings</p>	<p>JHPM Leadership</p>

	Implementation Meeting Preston Update to feeder elementary schools	Implementation Meeting	Feeder meeting
<b>Summer 2009</b>		Implementation whole school  2 Staff Development	
<b>August 2009</b>	PPO Meeting  Implementation Meeting  Preston Update to feeder elementary schools	Implementation Whole School  WEB Days  6 <sup>th</sup> , 7 <sup>th</sup> grade orientation day	