

ELEMENTARY SITE READINESS PLAN

#	Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (WHAT WILL BE DONE AND WHO IS RESPONSIBLE?)	TIMELINE	BUDGET
6	S3	Achievement	<p>Explain changes in your academic program describing . . .</p> <p>how you will enhance your focus on student achievement and track your success toward that focus.</p>	<p>We don't anticipate any major changes in our program because of the grade configuration change – however we will continue to improve our focus on student achievement (see below)</p>	3 year plan	
				<ul style="list-style-type: none"> • See Site Improvement Plan – Entire staff responsible • This plan includes our goals in the area of Reading, Writing and Math <ul style="list-style-type: none"> ◦ http://www.psdschools.org/schools/timnath/geninfo/plan0809.aspx 	On-line Nov.5, 2008	
				<ul style="list-style-type: none"> • 4 staff members and principal will attend training in the fall of 2008 with all other schools in PSD for RTI (Response to Intervention). The team will train all other staff members during the year for Fall 2009 implementation 	Team Training Fall 2008 Staff Training 2008-09	\$1000 Staff Compensation for training
				<ul style="list-style-type: none"> • MAP's (Measure of Academic Progress) assessments' for Reading and Math will be given 3 times per year instead of twice • Classroom teachers will be responsible for all assessments 		No cost
				<ul style="list-style-type: none"> • Formative assessments will be created in the areas of reading and writing that will give us tracking information at least every six weeks. Assessments will be created by Grade Level Teams 	2008-2009 School Year	
				<ul style="list-style-type: none"> • Book Study with "Whatever It Takes" book by Rick and Rebecca DuFour 	Second Semester 2008-2009 School Year	\$800 for books
				<ul style="list-style-type: none"> • Creation of the "Cub Reading Cave." This is a Guided Reading Leveled Book Room. A small group of teachers will do a Guided Reading Book Study this year and the rest of the staff will do the book study next year. 	2008-2009 School Year	\$600 for shelves \$4,000 grant for books in book room from the PSD Foundation. \$6,000 from school budget to finish purchase of books

ELEMENTARY SITE READINESS PLAN

7	S8, S9, S11, S12, S13, S15, S16, S17, S18, S19, S20, S23, S25, S26, S27, S40, S41	Academic program	<p>Explain changes in your academic program describing . . .</p> <p>changes in the academic program that you are planning because of this grade configuration change.</p>	<ul style="list-style-type: none"> Timnath will provide the 5th Grade students with the ECO-Week experience in the spring of 2009 at the YMCA Camp in Estes Park. 5th Grade teachers will attend the 6th grade ECO-Week in October 2008 to gain insight for structuring the 5th Grade ECO-Week 	Fall 2008 - Spring 2009	Timnath will pay for all substitutes associated with ECO-Week \$800 Per Week. PSD Configuration money will help pay for 5 th graders to attend ECO-Week along with some fundraising during the year. (\$3,000)
				<ul style="list-style-type: none"> Creation of an “Intervention/Enrichment Block” and moving Kindergarten into the blocks for literacy. This block will use teachers, Para’s, ELL, Resource, and Literacy teachers and para’s as well. This will create small groups of 6-7 for an intense 30 minutes block of time spent on specific reading skills. 	Fall 2008	PEA Relief money for extra Paraprofessional in the literacy block
				<ul style="list-style-type: none"> 5th Grade Classrooms will adjust their schedules to closer simulate the middle school schedule to prepare students for Middle School. 	January 2009	
8	S40, S47, S50	Extracurricular program	<p>Explain changes in your academic program describing . . .</p> <p>changes in the extracurricular offerings you are planning because of this grade configuration change.</p>	<p>Our current programs for 5th and 6th grade students will be shifted to 4th and 5th grade:</p> <ul style="list-style-type: none"> Lunchtime Intramurals (Flag Football, Volleyball, Basketball, Badminton, Track, and Team Handball) Choir Student Leadership Team (Student Council) Timnath TV News Team 	Fall 2009	Extra Duty Pay through PEA
				<p>We are in the process of creating our after school offerings for the 08-09 school year. The after school program will be divided up into two sessions. One is academic and the other being enrichment. PAWS (Positive After-school Workshop for Success) is designed for all grades levels. The academic session will be designed to help students who need the extra help in the content areas. The enrichment session will be designed for fun and developing new skills in non-academic areas.</p>	<p>Research and grant applications – Fall 08</p> <p>If grant is accepted we will start PAWS in Spring 09</p> <p>Research Basecamp care 08-09.</p>	<p>Money for after-school programs will be from grants and our PTO.</p> <p>There is a possibility we may be able to take over Basecamp as a fee based care and use that money to fund PAWS. We are looking into that possibility.</p>
9	S40, S46, S48, S49, S51	Athletic program	<p>Explain changes in your academic program describing . . .</p> <p>changes in the athletic programs</p>	<ul style="list-style-type: none"> There are no district athletic programs offered currently and there will be no change at the elementary level. (Any individual site programs will not change because of the grade configuration changes) 		

ELEMENTARY SITE READINESS PLAN

			you are planning because of this grade configuration change.			
15 A	S24	"Special" academic programs	<p>Explain changes in your academic program describing . . .</p> <p>changes in the gifted and talented and literacy programs you are planning because of this grade configuration change. (e.g., will they be offered at different grade levels or to more or fewer students or in different ways?)</p>	<ul style="list-style-type: none"> • Our Literacy focus has been 1st - 3rd grade and will shift from to K-3 according to our Site Improvement Plan and the PSD Initiative for Reading. We have already implemented the Intervention/Enrichment (I/E) blocks in grades K-3. • 4th and 5th grade begin the I/E blocks in Fall 09 • Planning with the central office we will provide accelerated opportunities for our 4th and 5th grade students in Math and Literacy for our students who qualify as Gifted and Talented. 	K-3 Fall 08 4-5 Fall 09	No Cost
15B	S24	"Special" academic programs	<p>Explain changes in your academic program, . . .</p> <p>unique to your site, in the area of special education and ELA. What consideration will need to occur at the district level?</p>	<ul style="list-style-type: none"> • Special Education and English Language Learner programs will continue to support identified students for all grade levels through the grade configuration change. • Consideration from the district level will need to be in the form of staffing. Our ELL population will change very little next year and our staffing needs will remain fairly close to what they are now. • We would like to consider a fee based PSD Early Childhood program depending on space. We have talked with Darcie Votipka about this possibility and may be able to start next fall depending on room availability. 	<p>Fee Based afterschool program (Basecamp) unsure of date yet.</p> <p>PAWS – Spring 09</p>	Pending grant status

ELEMENTARY SITE READINESS PLAN

TRANSITION						
#	Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (WHAT WILL BE DONE AND WHO IS RESPONSIBLE?)	TIMELINE	BUDGET
12	S1, S2, S10, S34	Academic	Explain changes in your academic program describing proactive steps are you taking on your own and with your middle school feeder to ensure that there is a smooth academic transition (excellent curricular articulation and no drop in academic achievement) for the then 5 th graders as they transition to 6 th grade.	<ul style="list-style-type: none"> • Patterning some 5th grade practices to match middle school • “Choice” Class Offerings will be limited to 1 block in the spring of 2009 on a trial basis to determine maturity level of students to handle the “Choice” class schedule. • Passing on ILP’s (Individual Literacy Plans), 504’s, GEP’s (Gifted Education Plans), and IEP’s (Individual Education Plans) to middle school – transition meeting • Special Education Transition team meeting with middle school • Our RTI Team and counselor will also be a transition team for students with specific needs between the middle school and Timnath • We will spend time on our collaboration days meeting with 6th grade teachers from our feeder middle school as a strong communication tool for our students. • 5th Grade students will meet with Middle School Counselors • The Fossil Ridge High School Feeder System will host a community forum for all the schools in the feeder system on September, 22, 2008 		Sub days for 5 th grade teachers to meet with 6 th grade teachers next year. (\$300)
13	S34, S35	Emotional & Developmental	Explain changes in your academic program describing proactive steps you are taking with your middle school feeder to ensure that the then 5 th graders are prepared emotionally and developmentally for the transition to sixth grade.	<ul style="list-style-type: none"> • Special Education Transition team meeting with middle school • Our RTI (Response to Intervention) Team and counselor will also be a transition team for students with specific needs between the middle school and Timnath • We will spend time on our collaboration days meeting with 6th grade teachers from our feeder middle school as a strong communication tool for our students. • Adding Study Skills Class with counselor • “Here’s looking at you” will be decided as a district curriculum • ECO Week will be a culminating activity in which we can not only capstone the students’ elementary experience, but prepare them for the middle school experience. • Passing on PBS (Positive Behavior Support) Swis Data to middle school – transition meeting • 5th Grade students will meet with Middle School Counselors 	2008-2009	No cost
14	S30	Opportunities for 2009 transition class	Explain changes in your academic program describing proactive steps you be taking to ensure that the current 4 th graders have leadership opportunities.	<ul style="list-style-type: none"> • Our “Cubs with Character Program” is a program designed to train and use students as role models, mentors and coaches for the younger grades. Currently, we choose students from 5th and 6th grade. We are already beginning to train 4th grade students to prepare them for the 08-09 school year. • School News will include 4th and 5th grade students • Our “Student Leadership Team” will include 4th and 5th grade students 	Started Fall 08 and will be ongoing	\$500 for T-shirts and some playground equipment

ELEMENTARY SITE READINESS PLAN

COMMUNICATION						
#	Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (WHAT WILL BE DONE AND WHO IS RESPONSIBLE?)	TIMELINE	BUDGET
1	S4, S6, S7, S65, S68, S69, S89	Parents and community channels	Explain changes in your academic program describing your communication plan with parents and your community around the changes associated with grade configuration. What avenues will be used? How often? What opportunities will there be for input from these groups?	<ul style="list-style-type: none"> • “Parent Input Nights” once a quarter. The Spring 08 Input Night will feature a Preston Information Night on May 06, 2008 about the Middle School Philosophy and answer questions. We will have at least one more focused on the change during the 08-09 school year. • Information will be posted on our Website under “Configuration Change” • Information will be sent out in our newsletter which goes out every two weeks (paper copy and email copy) • As part of our Leadership Team, our DAB (District Advisory Board) Representative will also be a liaison to parents and the district with information 	Fall 08	
2	S6, S7, S65, S68, S69, S89	Parent and community issues	Explain changes in your academic program describing specific concerns of your parents and community and what proactive steps you are taking to address them. (Please feel free to reference other questions if relevant rather than repeat information here.)	<ul style="list-style-type: none"> • Our school Covenant and Charter already allows for a “Critical Study Process” in which all members of our community (staff or parent) may bring concerns to our Leadership Team. These usually pertain to policies and procedures • We have Parent Input Nights once per quarter for parents to ask questions and hear where we are going. • Parent representative on the leadership team meet with parents to disseminate info and answer questions. • Q & A section of the newsletter for grade configuration 	Ongoing	
3	S22, S52, S53, S54, S55, S56, S57, S58, S59, S60, S61, S62, S63, S65, S69, S75, S87	Staff channels	Explain changes in your academic program describing your communication plan with your staff associated with grade configuration. What avenues will be used? How often? What opportunities will there be for input from the staff?	<p>We will continue to use our current staff communication process for dissemination and input to and from staff:</p> <ul style="list-style-type: none"> • Staff meetings on the second and fourth Thursday morning of each month • Grade Level Team meetings twice a month. One is on the first Tuesday of each month so Specialists can attend. The other meeting will occur on the Third Tuesday or another time better for the entire team. Meetings are from 3:45 – 5:00 PM. • Vertical Teams (Level 2 of Response to Intervention) will meet once every six weeks. • Principal will meet with individual staff as needed. 	Ongoing	
4	S22, S52, S53, S54, S55, S56, S57, S58, S59, S60, S61, S62, S63, S65, S69, S75, S87	Staff issues	Explain changes in your academic program describing specific concerns of your staff (both existing and prospective incoming) and what proactive steps are you taking to address them. (Please feel free to reference other questions if relevant rather than repeat information here.)	<p>Our school’s Covenant and Charter allows for a “Critical Study Process” in which all members of our community (staff or parent) may bring concerns to our Leadership Team as far as policy and procedure</p> <p>ISSUES:</p> <ul style="list-style-type: none"> • What will the process look like to place 6th grade teachers who wish to stay at the elementary level • The impact on specials, classified staff, GT and Literacy <p>Our leadership team will begin discussions and processes in December to be ready for the spring.</p>	December 08	

ELEMENTARY SITE READINESS PLAN

CULTURE/MORALE						
#	Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (WHAT WILL BE DONE AND WHO IS RESPONSIBLE?)	TIMELINE	BUDGET
5	S84, S85	School atmosphere	Explain changes in your academic program describing proactive steps you are taking to ensure/enhance the school culture/atmosphere/morale with the changes that will be happening at your school.	<ul style="list-style-type: none"> Our current 6th grade traditions will be moved to 5th grade (modified in some cases) so the atmosphere and culture can be continued without interruption. The "Question Behind the Question" Leadership for 4th grade in Spring curriculum Cubs with Character program will continue using 4th and 5th Grade students PBS (Positive Behavior Support), Cubs Code, Cubbies and Monthly Awards Assembly will continue Moving Carnival to fall in conjunction with the Timnath Founder's Day celebration so we start school positive and upbeat Eco Week will be moved to the end of 5th grade. We lost 25% of our students, 6 staff members in 2008 and we will lose 85 more students and 3 staff members in 2009! We will continue to rebuild the culture at Timnath. 	Fall 09 QBQ Spring 09	\$200 for materials for QBQ
ADMINISTRATIVE						
#	Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (WHAT WILL BE DONE AND WHO IS RESPONSIBLE?)	TIMELINE	BUDGET
10	S37, S40, S44, S45	School of Choice	Within the policy set by the district, explain changes in your academic program describing how you expect the number of school of choice students attending your school to be affected. How are you communicating that change? What effects will that change have on the nature/make-up of your student body (e.g., more or less SES kids, more or fewer athletes, more or fewer GT kids etc.)?	<ul style="list-style-type: none"> Following the district adopted policy we don't expect to have any more School of Choice applications than normal. Most of our School of Choice applications are for Kindergarten from outside the district. 		
11	S76, S77	SIT	What changes, if any, will occur with your SIT team?	<ul style="list-style-type: none"> Our SIT team will be reorganizing a bit based on the guidelines from the DAB. Any changes will be done in May 08 and implemented in Fall 08. 		
OTHER						
#	Appendix	CATEGORY	CRITICAL QUESTIONS	ACTION PLAN (WHAT WILL BE DONE AND WHO IS RESPONSIBLE?)	TIMELINE	BUDGET
		Additional information	What additional changes or other information associated with the grade configuration change would you like to communicate to the district and your community through this readiness plan?			