



ZACH 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	<i>SBDM Team made a recommendation on ECO Week to PSD Administration.</i>		<i>Principal Feeder Meetings to Discuss Middle and High School Models</i>
February 2008			<i>Principal Feeder Meetings to Discuss Middle and High School Models</i>
March 2008	<i>Invite Principal of Kinard Junior High School to Zach Elementary SBDM Team Meeting to get Input on Middle School Model</i>	<i>Meet with School Improvement Team to Discuss Site Readiness Plan</i> <i>Discuss the Site Readiness Plan with Zach School Improvement Team</i> <i>Secure ECO Week Contract for fall 2008</i>	<i>Principal Feeder Meetings to Discuss Middle and High School Models</i>
April 2008	<i>Share and get input from Zach Elementary SBDM Team Meeting on the Site Readiness Plan</i> <i>Get input on fifth grade ECO with SBDM Team</i>		<i>Share Readiness Plans with other Elementary Principals</i> <i>DGCIC: April 30 Draft Site Plans due to Assistant Superintendents (Principal Submits Site Readiness Plan to District Committee)</i> <i>Principal Feeder Meetings to Discuss Middle and High School Models</i>
May 2008		<i>Fifth grade teachers develop ECO curriculum, select resources to support curriculum</i>	<i>Principal Feeder Meetings to Discuss Middle and High School Models</i>
Summer 2008			<i>ECO resources are purchased to</i>

			<i>support the ECO curriculum. Plan Parent Night at Fossil Ridge High School</i>
September 2008	<i>Fifth grade parents are informed of fifth grade ECO Week curriculum and experiences at Fifth Grade Back to School Night</i> <i>9/22-9/26 ECO Week – Culminating in trip to YMCA of the Rockies</i>		<i>Feeder Parent Night at Fossil Ridge High School to inform parents of Middle School and High School Programs 9/22</i> <i>Principal Feeder Meetings to Discuss Middle and High School Models</i>
October 2008	<i>10/28/08 Kinard Parent Information Night for Zach Parents</i>		<i>Principal Feeder Meetings to Discuss Middle and High School Models</i>
November 2008	<i>Determine plan to secure funds for the 2009-2010 ECO Week At 11/18 PTO Meeting</i>		<i>DGCIC: November 1, 2008 Site Plans due to Assistant Superintendents</i>
December 2008			
January 2009		<i>Begin discussion with Zach School Improvement Team the Process of Transitioning Students between grade levels. This will include student groupings and class roster development for 2009-2010</i>	
February 2009			<i>Collaboration Day with Bethke, Traut, and Zach Elementary School and Kinard Junior High School</i>
March 2009		<i>Begin planning discussions with 5th grade team plans for fall 09 ECO Week</i>	
April 2009		<i>Zach – 5th Grade Students will visit Kinard</i>	
May 2009		<i>Finalize ECO Week plan and budget requirements for fall 09 ECO Week</i>	
Summer 2009		<i>TBA</i>	
August 2009		<i>TBA</i>	