

JFK Reorganization (6th thru 8th)
Sixth Graders
Update Report #2
As of 11/9/2010

Mr. Coleman, Mrs. Collins and I have put together the following status report of our work to date on the JFK reorganization. We are also including a timeline of future updates and milestones leading up to the opening of school in September, 2011. As you'll recall, I met with the committee in August and gave my first update on our progress. At that meeting, I shared the assumptions we had made about how inclusion of the 6th grade would look at the middle school. At that time, I reported that we had some specifics but still had a lot of unanswered questions. Although we still have some questions needing to be worked out, the major questions are answered, and I'm pleased to say we are feeling quite comfortable with how it is coming together. We know you are anxious for specific answers to many of the issues we raised. Among others, questions such as class size, types of schedules for both students and teachers, types of specials available to 6th graders and how often, room utilization, etc. were articulated to us. I'm pleased to say we can answer many of these for you tonight. However, we are not prepared to give a final list of specific staff additions and reductions at this time. We do have a rough idea, but there are still some unknowns including special Ed and SRBI intervention needs in all three grades. These require some more time to address in their scheduling process.

In August, I suggested that our planning process last until November 1st with periodic status reports to you along the way. Was I ever the optimist? The good news is that we have figured out answers to the most difficult questions. The bad news is we still have some questions and hypotheses to test out. Therefore, I see the planning process continuing to the 1st of the year.

Given the above, I'd like to give you and the parents of our incoming 6th and 7th grade students an update of where we are in the reorganization process to date. At the same time, we'd like to address any comments you might have about the assumptions and conclusions we've made or on the issues yet to be resolved.

As I've told you before, in all of our planning efforts, our overriding assumption is that you want us to design a quality middle school program for Enfield's children.

Middle School Focus:

- Maintain House plan 6-8
- 6th graders will be organized by academic teams - 16 teachers divided into 8 Two person teams with 4 teams assigned to upstairs Red House and 4 teams assigned to upstairs White House
- 6th graders will not "loop" (not stay with the same teachers for 3 years)
- 7th & 8th graders will maintain their team and house organization and will continue "looping" (will stay with same team teachers for both 7th & 8th grade)
- 6th graders will be fully included middle school students

- 6th graders will share the same marking periods, report card schedule, progress reports, and utilize TAC for grading

Supervision:

- 6th grade teachers will be assigned to Housemasters for general supervision
- 6th grade classroom teachers will be assigned to Dept Chairs for content area supervision (4 people per English, Math, Science & Social Studies Dept Chairs)
- 6th grade special area teachers will be assigned to K-12 & 7-12 content specific Dept Chairs
- 7th & 8th grade teachers will continue to be assigned to Houses and Dept Chairs for supervision.

Curriculum:

- All content areas will be offered in 45-49 minute periods. Language Arts, Math, Science & Social Studies will have approximately the same time allotments and flexibility as they did when they were housed in K-6 schools.
- Specials (Health, Art, Music, PE) will be offered in 45-49 minute periods, but at this point we can't guarantee equity in terms that every 6th grade student will get the exact same number of minutes in each special. Looking at a semester/quarterly approach
- Special Ed will change to a more inclusive model, and consequently there will be fewer pull outs, and collaborative settings will become the norm to the greatest extent possible.

Schedule:

- 6th, 7th and 8th grades will share the JFK 7 period schedule including HR A and B
- 7th and 8th grade will loop and 6th will not.
- Will need 4 lunch waves instead of 3
- Will need to combine grades 6th & 7th within a lunch wave (we already combine 7th & 8th grades in one lunch wave
- Possibly need to split periods around the lunch waves (similar to period 5 at HS)
- Will be mixing 6th & 7th graders for some remedial classes
- Change 6th grade sped model from pull-out to a collaborative model
- May need to reconfigure the library -- make computers a teaching station and the other side a teaching station for some class periods
- Fundamental classes to be mixed (6, 7, & 8). Remedial Reading is currently mixed (7-8)

Staffing:

- 1.0 additional Housemaster
- 1.0 additional Housemaster's Secretary
- 1.0 Guidance Counselor
- Determine how many teachers needed to cover specials/duty periods (estimated)
 - 1.0 PE Teacher
 - 1.0 Art Teacher

- 1.0 FACS ?/PE? (To teach Health)
- 1.4 Music (.4 from HS)
- 0.4 WL (.4 from HS)
- Determine how many teachers needed to meet SRBI Intervention needs.
 - 1.0 Remedial Math Teacher
 - 1.0/2.0 Remedial Reading Teachers
- Determine how many teachers needed to meet Special Ed needs

Transportation:

- 6th, 7th and 8th grades will share the same busses (will have to determine with Dick Smyth # of any additional busses we will need)
- Late busses will continue for all grades – need at least one additional late bus

Activities:

- 6th, 7th and 8th grades will participate in all activities; including extra help, detentions, clubs, late bus, dances, end of year activities, etc.

Orientations:

- 6th grade parent orientation nights – grade level nights (one 7th grade night and two 6th grade nights?)
- 6th grade parent conferences will be organized in the middle school format (evenings) and not elementary half days.

Challenges:

- Use of cafeteria part-time for PE and/or outside areas
- Need additional computers and possibly an additional computer teacher
- Equipment/ furniture needs/specialized space needs:
- Need some of the library selections from elementary Libraries to MS
- Move some computers from closed elementary schools to deliver program
- Purchase additional cafeteria tables (number to be determined)
- Move elementary classroom furniture from 6th grade classrooms
- Teacher laptop computers need to come to JFK with teachers
- Additional storage bins for 6th grade instruments
- Need carts for teachers traveling between classes
- Music Options Band? Strings? Chorus? Activity period may be needed to do some of these things (How we do this is an issue still to be resolved) What staff and space do we need to schedule it?
- Determine with Café manager if any issues around preparing meals for 4 lunch waves and ways to wipe down tables between lunch waves (partially resolved)
- Insuring prep period, duty, lunch periods for all teachers (partially resolved)
- Determining how we schedule interventions / SRBI?
- Determine time to have a meet and greet with 6th grades once they are assigned to JFK. (possibly during one of the early release days in April and May)
- Need crosswalk warning lights at crosswalk in front of the school
- Need solution to parking lot congestion at beginning and end of day.

- Address storage needs for copy paper and some equipment. (possibly in re-utilized schools)
- Logistics of identifying and moving furniture and equipment needed for opening

JFK Middle School Transition Timeline November 2010 - Sept 2011

November 9, 2010	<ul style="list-style-type: none"> • Update to the BOE
December 14, 2010	<ul style="list-style-type: none"> • Update to the BOE
January 11, 2011	<ul style="list-style-type: none"> • Update to the BOE
February 8, 2011	<ul style="list-style-type: none"> • Update to the BOE
February 28, 2011	<ul style="list-style-type: none"> • BOE Budget Submitted
April 2011	<ul style="list-style-type: none"> • April 4-15 6th Grade Student Visits
April - May 2011	<ul style="list-style-type: none"> • April 29 - May 5 5th Grade Student Visits
	<ul style="list-style-type: none"> • Parent Meetings for incoming students @ JFK
May 2011	<ul style="list-style-type: none"> • meetings with newly assigned 6th grade staff
end June 2011	<ul style="list-style-type: none"> • Move furniture from elementary schools to JFK
July 2011	<ul style="list-style-type: none"> • Summer newsletter goes out to all students
by August 7, 2011	<ul style="list-style-type: none"> • Letter to all students with HR assignments
mid August	<ul style="list-style-type: none"> • Orientation for incoming 7th graders
mid August	<ul style="list-style-type: none"> • Orientation for incoming 6th graders
September 2011	<ul style="list-style-type: none"> • First day of school
mid September	<ul style="list-style-type: none"> • Team meetings with parents

J.F.K. 2011-2012

Enrollment Projections
(Based on October 1st count)

	<u>Total</u>	<u>Spec. Ed</u>	<u>504</u>	<u>SRBI</u>
<u>Grade 6</u>	446	48	11	?
<u>Grade 7</u>	377	51	14	?
<u>Grade 8</u>	441	57	10	63 (est.)
Total	1264	156	35	?