

**Enfield Public Schools
PK-2/Gr. 3-5 Reorganization Timeline***

TASK	TIMELINE	COMMENTS/CONSIDERATIONS
Demographer's Report Received	August 15, 2010	Principals will include this information as part of the decision making process
Principals will decide on a recommendation to close 2 or 3 schools	By August 27, 2010	
BOE to vote on schools to be reutilized and the reorganization plan	To be determined	
Create a Press Release and page on the district website devoted to communicating the ongoing reorganization plan to parents	After the BOE vote	
Principals will meet with C. Chemerka to determine how PTO budgets and student activity accounts will be dispersed to reorganized schools in 2011-2012	October 2010	
Schedule a meeting between Dr. Gallacher and the PTO Presidents	October 2010	
Central Office will inform Dept. Chairs of their responsibilities in the reorganization plan	By the end of October 2010	Develop an inventory of equipment and curricula (for example)
Pupil Services will determine best school placements for PAL, ASD, & ECP classrooms	November 2010	
Inform parents of the schools their children will attend	Prior to the Christmas Vacation	
Custodians will update inventory of school furniture, equipment, supplies, etc.	Completed by January 2011	This will help inform facilities as they develop their logistical moving plan. The town's assistance will be needed
Scenarios for transporting students to reorganized schools using the Bus Software	February 1, 2011	The boundary lines need to be determined

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Facilities will develop and submit a logistical plan for moving furniture and supplies	Completed by February 2011	Administrators/custodians/staff will need to know procedures for packing/labeling and organizing furniture and supplies to prepare for the move in the summer of 2011
IT will develop and submit a logistical plan to Dr. Gallacher for transferring student e files to new schools	Completed by February 2011	
Packing boxes distributed to schools	First week in April 2011	
Principals will work with Dr. Gallacher and C. Drezek to recommend staff assignments	Completed by April 2011	
Principals will develop a plan for sharing and transferring essential student information in order to most appropriately place students in classrooms (i.e. files: cum, SPED, health, confidential, etc.)	April 2011	This plan will be implemented in late May/early June Administrators/Central Office need time to arrange for any teacher coverage/release time that may be necessary to implement this plan
Principals will develop a plan to prepare for the staff transition to new schools	April 2011	It is important for principals to meet with new staff prior to the end of the school year to help prepare for 2011-2012 school year
Inform Principals of their school assignments	April 2011	Rationale- Principals will need several months of time to work together to plan for an effective transition to the new configurations of PK-2/Gr. 3-5
Teachers and other staff will be informed of their school assignments.	April 2011	This date is tentative based on budget approval
Teachers will meet across buildings to determine student placements in classrooms	Late May/early June 2011	Principals and teachers must consider creating balanced classrooms that address: gender, SPED, race, etc.
Open House for parents & students to visit new school, meet principals & staff	June 2011	

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Moving all furniture and supplies, teachers' boxes and file cabinets, etc. to the new assigned schools	ASAP after the last day of school; completed by a date to be determined by B. Peluso	

Other Comments/Considerations:

Dr. Gallacher will ask the BOE to approve additional Early Release Days in the spring in order for teachers to accomplish the many tasks associated with the reorganization.

*Revised on 9-16-10 to include input from the BOE School Reorganization Subcommittee.