

## Grade Reconfiguration Materials Movement:

### General Communication and Timeline

<b>Date (2009)</b>	<b>What needs to take place</b>	<b>Who is responsible</b>
<b>April 7</b>	<b>Communication regarding materials movement with Principals, District Directors and lead representatives from various groups</b>	<b>Manny Ortega and Kevin Hahn</b>
April 8	Communication regarding materials movement with the entire Poudre School District staff (email and PSD staff e-news)	Manny Ortega, Kevin Hahn, Chuck DeWayne and Ellen Laubhan
<b>April 30</b>	<b>Elaborated communications regarding materials movement with Office Managers</b>	<b>Vic and Chuck Dewayne</b>
<b>Week of April 27</b>	<b>Delivery of packing boxes, tape and labels to schools</b>	<b>Chuck Dewayne and Jerel Nielsen</b>
<b>May 15</b>	<b>Last day to Contact Kris Cord for volunteer help regarding the packing and movement of materials</b>	<b>Teachers contact Principal and Principal contact Kris</b>
<b>May 15</b>	<b>Course offerings pulled from SILK</b>	<b>Chuck Dewayne and Wes Legget</b>
<b>May 15</b>	<b>Deadline to contact Chuck DeWayne and Mary Dougal if a teacher needs their personal items moved to their new school</b>	<b>Teacher</b>
<b>May 29</b>	<b>Principal, Teachers and/or volunteers pack up materials to be moved</b>	<b>School Principal and Teachers</b>
May 29	All material need to be ready for pick up at each school (Schools need to have the pick up materials at one central location within the building)	School Principal and Teachers
<b>June 1</b>	<b>All materials will be picked up and transported</b>	<b>Pete Hall, Ed Holder, and Mike Spearnak</b>
June 1-19	Materials re-inventoried and allocated to buildings	Chuck Dewayne
<b>June 22-26</b>	<b>Materials delivered to middle schools and high schools</b>	<b>Pete Hall, Ed Holder, and Mike Spearnak</b>
June 26 – August 7	Schools inventory materials and distribute to departments or teams	Principal of the school

**Principal's Role:** Responsible for communicating with staff and coordinating between the school and district.

- Designating a contact person for material movement. Send the name of the contact person to Chuck DeWayne, Manny Ortega, Kevin Hahn, and Pete Hall
  - Determine the process for how materials that will be moved will be packed and inform staff.
  - If you need volunteers, contact Kris Cord in the partnership center to request volunteers (What school, how many, for what days, for how long are some of the questions they will need to know). Kris needs to be contacted by May 15, 2009.
  - Designating personnel to unpack and distribute materials when delivered both the week of June 22-26 and new materials as delivered.
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**Office Manager's Role:** Primary communication link between the building and the district. Office managers will be copied on all district-to-principal communications regarding the material movement and will coordinate communications with their principal to the school staff.

- Create a master phone list like is typically done in late spring early summer
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## **Expectations**

### **Teachers moving as a result of grade reconfiguration:**

- Teachers need to have content materials packed in boxes and labeled by the end of the day on May 29, 2009.
- If requested prior to May 15<sup>th</sup> the district will move teachers' personal items (for teachers moving as a result of the grade reconfiguration process). Please know that we will move teachers' personal items to their new school prior to August 1, 2009.
- The boxes provided by the district are only for teachers moving from one level to another level as a result of grade configuration.
- Once the boxes are packed and labeled the teacher (or volunteer) will put the box in the hallway and the custodial staff will move them to a central pick up site to be determined by the building principal.
- All boxes will be organized in two areas, one for personal items and one for curricular items. All curricular items will be organized by color code prior to pick up.

- ID badges for middle school will be changed on an as needed basis. All new staff will have badges that reflect school name changes.
- Teachers who move to new buildings will have new phone extensions (phone numbers). All phone extension changes will be coordinated between Vic Rosengren and the School's Office Manager as normal.
- The district will provide schools with a procedure for saving data files onto the server for transfer to their new schools. Additionally, teachers should strongly consider backing their files to a thumb drive (**teacher will need to provide**) as back up. Do not move your computer as you will be assigned a computer to use at your new school.

### **Schools:**

- The district is expecting schools to implement their readiness plans as written.
- All information regarding materials movement will be placed on the website by April 8.
- The district staff will be focusing its efforts and staff toward these materials movements, facilities adjustments, and other related items for the grade configuration changes, which means they will not be available to move materials within the schools including, but not limited to, whiteboards, smart boards, furniture, etc.
- The district will provide buildings with "Check out Checklist" for teachers, including information on key collection.
- If schools need volunteers to help with packing/moving materials, contact Kris Cord (490-3207) in the Partnership Center to request volunteers (please state name of school, how many, for what days, for how long). Please contact Kris no later than May 15 for volunteer help.
- Do not send any materials or furniture to feeder schools unless approved by Pete Hall and Chuck Dewayne.
- We understand that site Technology Budgets are being developed now. These budget requests will be review, approved and implemented in the fall once school is underway.
- Once more, the district staff will be focusing their efforts and staff toward these materials movements, facilities adjustments, and other related items for the grade reconfiguration, which means they will not be available to move materials within the schools including, but not limited to, whiteboards, smart boards, furniture, etc