

Enfield Public Schools  
 PK-2/Gr. 3-5 Reorganization Timeline\*  
**Updated March 11, 2011**

| 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              | <b>Alcorn and Stowe Schools are selected to be reutilized</b>   |
| BOE to vote on schools to be reutilized and the reorganization plan  | To be determined                | <b>Dec. 14, 2010- Completed; Alcorn and Stowe Schools will be reutilized</b>  |
| Create a Press Release and page on the district website devoted to communicating the ongoing reorganization plan to parents                            | After the BOE vote              | <b>Completed</b>  |
| 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                    | <b>Completed</b>  |
| Schedule a meeting between Dr. Gallacher and the PTO Presidents  | October 2010                    | <b>Completed</b>  |
| 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); <b>In Progress</b>   |
| Pupil Services will determine best school placements for PAL, ASD, & ECP classrooms  | November 2010                   | <b>Completed:</b><br><b>PAL- Hale School, ASD- Memorial and Parkman, ECP- Crandall</b><br><b>Other: PK- Memorial; CHOICE K- Barnard</b> |
| Inform parents of the schools their children will attend   | Prior to the Christmas Vacation | <b>Completed</b>  |
| 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; <b>Completed</b>   |

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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   | <b>January 2011- 3000 boxes ordered</b><br><b>March 2011- Boxes delivered to the district</b>  |
| Principals will work with Dr. Gallacher and C. Drezek to recommend staff assignments  | Completed by April 2011    | <b>Work in Progress</b>  |
| 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<br><br>Administrators/Central Office need time to arrange for any teacher coverage/release time that may be necessary to implement this plan<br><br><b>March 2011- Committee formed; Work in Progress</b> |
| 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   | <b>May 2011</b>            | 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.

**Teachers will have the last day of school without students to finish packing boxes.**

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

March 11, 2011 updates are in **bold**.