

Transition Time Line

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| September 2009 | *Local units go about the business of starting up for their individual schools |
| October 2009 | *Discuss having a transition volunteer – someone to coordinate and develop a transition plan

*E15 Core team to start |
| November 2009 | *Make sure you are advertising what you are doing at your specific school this year. Why fundraising is important this year. And why fundraising dollars will benefit students this year. |
| December 2009 | *Start working on comprehensive nominating committees |
| January 2009 | *Chartering meetings will start being planned for E15 and PCMS PTSA's

*Start thinking about sharing communications between schools |
| February 2009 | *Nominating committees for the new PTSA's to be elected

*PTA's should be aware of upcoming movement of teachers and possible RIF's

*Teacher forms are due at end of month for transfers |
| March 2009 | *District begins placing teachers |
| April 2009 | *New PTSA's should be ready to accept donations |
| May 2009 | *Staff Appreciation Week |
| June 2009 | *Post back to school dates in all appropriate school/PTSA newsletters |
| July 2009 | *Make sure communications go to new population as well as those staying |
| August 2009 | *Back to school staff luncheons – acknowledge and welcome new staff

*Consider a back to school welcoming event for families and students |
| September 2010 | *All students in their own schools

*Communications should continue between local units to help with transition |