

Task 1: Identify 2018-2019 Learning Communities for Harrison and Maine Street

Public Relations Plan Process			
Date	Implementation Tasks	Leaders: Carol Frericks, Jim Sohn & Chrissy Cox	Costs
August 31	Identify end goal. Assign leaders.	Identify the four current elementary schools that will be operational in 2018-19 with grade levels K-2 & 3-5 for the Harrison and Maine Street Learning Communities. Carol Frericks, Jim Sohn, and Chrissy Cox	
September 7	Determine who to engage for consultation. Conduct walk-throughs for consultation.	Consult with Dane Barnes, Shane Barnes, Anne Cashman, Richard Pugh, Kathi Dooley, and some volunteer Ellington, Madison, Berrian, Adams educators. Consult with some volunteer Ellington, Madison, Berrian, Adams parents. Consult with Dane Barnes regarding walk-throughs and building needs. Chrissy and Jim will conduct walk-throughs with teacher and parent volunteers.	Possibly transportation
September 14	Discuss plans/results of consultations.	Determine plan to address any consultation concerns.	
September 21	Discuss and write public relations plan recommendation.	Determine execution of public relations recommendation plan and prepare document for presentation to the Superintendent Webb and Board of Education.	
September 28	Identify the four current schools that will be operational in 2018-19 with grade levels K-2 and 3-5.	Recommendation for Superintendent Webb: Harrison Street K-5 Learning Community: Berrian K-1 and Adams 2-5 Maine Street K-5 Learning Community: Ellington K-2 and Madison 3-5	
Public Relations Plan Recommendation			
<p>The leaders and consultation group members recommend the Harrison Street K-5 Learning Community attend Berrian School for grades K-2 and Adams School for grades 3-5, and the Maine Street K-5 Learning Community attend Ellington School for grades K-2 and Madison School for grades 3-5. With approval from Superintendent Webb, consideration will be given to the Harrison Street K-5 Learning Community attending Berrian School for grades K-1 and Adams School for grades 2-5 in order to provide more space for students.</p>			

Task 1: Identify 2018-2019 Learning Communities for Harrison and Maine Street

Public Relations Plan – Implementation Tasks			
Date	Implementation Tasks	Leaders: Carol Frericks, Jim Sohn and Chrissy Cox	Costs
October 25	Present recommendation to the BOE for approval.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff, parents and community members who participated in the consultation process. Superintendent Webb requests approval of the Public Relations Plan Recommendation.	
Prior to October 25 and After BOE input	Determine staff implications and communicate with each QF member impacted.	With approval from Superintendent Webb, consideration will be given to the Harrison Street K-5 Learning Community attending Berrian School for grades K-1 and Adams School for grades 2-5 in order to provide more space for students. Determine staff implications related to the grades K-1 and 2-5 shift, including PE, music, special education, intervention, coaching, and all other support staff.	
Update – January 24, 2018 Board Meeting			
January 19	Present updates to Superintendent Webb.	Implementation tasks have been completed, to date. December K-5 Newsletter to parents provided information about all new K-5 Learning Communities. Per Board Member Whitfield’s request, Principal Sohn and Principal Cox have prepared 2018-2019 administrative first responder protocols for Thomas S. Baldwin and Harrison Street Elementary Schools.	
January 24	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.	
February	Principals will share 2018-2019	Principal Sohn and Principal Cox will share the 2018-2019 administrative first responder protocols for Thomas S. Baldwin and Harrison Street Elementary Schools with each staff.	
Update – May 23, 2018 Board Meeting			
May 23	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Final Public Relations Plan.	
Task 1: Final Public Relations Plan			
The Harrison* K-5 Learning Community will attend Harrison* K-1 on 8th Street (formerly Berrian School) or Harrison* 2-5 on Jefferson Street (formerly Adams School). The Thomas S. Baldwin Learning Community will attend Baldwin K-2 on 30th Street (formerly Ellington School) or Baldwin 3-5 on Maine Street (formerly Madison School).			
*The Harrison Learning Community will be named soon and this name will be changed accordingly.			