

Task 9: Determine Plan for Transition of Instructional Materials & Technology

Public Relations Plan Process			
Date	Implementation Tasks	Leaders: Michaela Fray, Brian Trowbridge, Dan Ware, Dane Barnes, SAMs	Costs
August 31	Identify end goal. Assign leaders.	Determine timeline with implementation tasks and a comprehensive communication plan for the transition of instructional materials, including technology. Michaela Fray, Brian Trowbridge	
September 7	Determine who to engage for consultation.	Consult with Dane Barnes and Dan Ware. Consult with Dane Barnes and Dan Ware regarding utilizing a resource management system. Brian and Michaela will gather feedback from stakeholders.	Potentially Resource Management System
September 14	Discuss plans/results of consultations.	Determine a plan to address any concerns with consultation.	Cost of Moving and Moving Materials
September 21	Discuss and write public relations plan recommendation.	Determine execution of the public relations plan.	
September 28	Determine plan for timeline with implementation tasks and develop a comprehensive communication plan for the transition of instructional materials, including technology.	Recommendations for Superintendent Webb: Approve the following timeline and public relations plan for the transition of instructional materials from the current K-3 schools and Baldwin to the new K-5 schools.	
Public Relations Plan Recommendation			
Leaders will complete the following implementation tasks according to the following timeline for successful transition of instructional materials, which includes a comprehensive communication plan. Implementation tasks begin in November.			

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Public Relations Plan – Implementation Tasks			
Date	Implementation Tasks	Leaders: Michaela Fray, Brian Trowbridge, Dan Ware, Dane Barnes, SAMs	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 members who participated in the consultation process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.	
November 6	Timeline with specific plan for transition of instructional materials is drafted.	Brian Trowbridge and Michaela Fray will collaboratively draft timeline and plan with stake-holders. The timeline with specific plan will be submitted to Carol Frericks and Superintendent Webb. Schedule presentation of recommendation to Superintendent Webb for approval.	Cost of inventory tool.
November 9	Implementation of timeline and plan will begin. Execute communication plan.	Timeline and plan are shared with all stakeholders. Execute communication to parents through K-5 Transition Newsletter with Raquel Piazza. Implementation tasks within the timeline will begin.	Cost of Moving and Moving Materials
November – July	Implementation tasks continue with continuous communication updates.	Implementation tasks will continue until all instructional materials and technology are transitioned.	Cost of Moving and Moving Materials
Update – January 24, 2018 Board Meeting			
January 19	Present updates to Superintendent Webb.	Implementation tasks have been completed, to date. New K-5 furniture showcase will be held on January 31 st and February 7 th at Lincoln-Douglas Elementary School. Teacher survey completed by February 12 th . K-5 Transition: Instructional Materials Guide and Timeline will be distributed to staff in February. K-5 Newsletter to parents will include information about Task 9 in April.	
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.	
January 31-February 16	Gather input on K-5 classroom furniture from teachers.	Provide new K-5 furniture showcase on January 31 st and February 7 th at Lincoln-Douglas Elementary School. Complete teacher survey by February 12 th .	

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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.	
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Task 9: Final Public Relations Plan

The transition plan for all K-5 instructional materials and technology, including refurbished furniture, has been communicated to all K-5 teachers and support staff. Staff members have participated in online surveys and received feedback about their specific requests regarding classroom furniture and refurbished furniture. The K-5 Transition of Materials Timeline indicating details from January through August 2018 has been updated periodically and communicated to all staff members. Time sensitive memos have been utilized to enhance communication throughout the process. Staff members have received protocols and labels for packing instructional materials and have been preparing for the transition to new classrooms. From June 4th through July 31st, maintenance, custodial, and technology staff will move instructional and technology materials to each new K-5 learning community.