Elementary Transition Decisions 2012-2013

Title	Priority	Status	Time-Frame	Decison Date

Page Reference	Budget Impact	Responsibility	Follow-Up Required

Description

Notes

Title	Priority	Status	Time-Frame	Decison Date
Move 6 Kindergarten classrooms to 3 elementary	1	**Closed**	September	9/4/2012

Page Reference	Budget Impact	Responsibility	Follow-Up Required
3-8	Yes	School	Administration will place teachers and classrooms appropriate to staffing needs, enrollments, space, and School

Description

Integrate Kindergartens into 3 grades 1-4 elementary schools.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Transportation Cohorts	1	**Closed**	September	9/4/2012

Page Reference	Budget Impact	Responsibility	Follow-Up Required
19-20	No	School	Policy Subcommittee will bring revised Student Transportation policy forward identifying the 3 cohorts bussed

Description

Kindergarten students will be bussed with grades 1-4 students to each of the K-4 elementary schools.

Notes

Transportation Eligibility and maximum walk distances to bus stops and implementation of bus pass system separate items

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Title	Priority	Status	Time-Frame	Decison Date
Determine Transportation Plan for Elementary	1	**Closed**	November	11/13/2012

Page Reference	Budget Impact	Responsibility	Follow-Up Required
19-20	No	School	The School Committee approved elementary transportation Option #1. K-4 students will ride elementary routes.

Description

The Policy Subcommittee will develop a S.C. policy draft that addresses the transportation plan for 2013-2014. The School Committee will consider options and provide direction to the policy Subcommittee.

Notes

Elementary Transition Decisions 2012-2013

Title	Priority	Status	Time-Frame	Decison Date
Number of Full-Day K Classes Offered 2013-2014	1	**Closed**	October 9	10/9/2012

Page Reference	Budget Impact	Responsibility	Follow-Up Required
5-20	Yes	School	Admin Notification of K Staff, Begin process of placement October 2012. Begin preparing bid documents for

Description

Prepare to offer 5 sections of full-day kindergarten in 2013-2014, with flexibility to add sections after January lottery. Determine the number of full-day kindergarten sessions that will be offered in 2013-2014. Options: None-12

Important factors to consider: Salaries, equipment, tuition, demand, renovations all impacting budget.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Renovation of K Classrooms in Elementary Schools	1	**Closed**	October 9	10/9/2012

Page Reference	Budget Impact	Responsibility	Follow-Up Required
7-8	Yes	School	Consultants and contractors brought on board in November - March.

Description

Prepare all 12 classrooms as indicated in B&G Subcommittee list presented on 10/9/12

Determine number of Kindergarten classrooms to renovate in 2012-2013 and Summer 2013, decision to follow determination of number of sections of full-day Kindergarten. Determine what level of renovation, choices in what is renovated to what level. Facilities Director will present tiered options.

Notes

This decision should immediately follow decision about the number of sections of full-day Kindergarten.

Title	Priority	Status	Time-Frame	Decison Date
Disposition of Hubert	1	**Closed**	October 9 S.C.	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
22-23	Yes	School	Logistics, Move Plan, Communication, Possible Renovation

Description

The School Committee approved Option #5, Hubert to be shared by HHS Preschool classrooms and CHAPS. CHAPS is approved to move into Hubert for the 2013-2014 school year. The 3 HHS Preschool classrooms will move to Hubert for the 2014-2015 school year. There were 7 options identified by the ETC.

1. Vacant Building for 2013-2014; 2. One CHAPS Classroom; 3. CHAPS Expansion; 4. Preschool from High School; 5. CHAPS and Preschool Share Hubert; 6. Preschools from HHS and Mulready; 7. Division of Preschool from High School.

Notes

Elementary Transition Decisions 2012-2013

Title	Priority	Status	Time-Frame	Decison Date
Full-day Kindergarten Tuition for 2013-2014	1	**Open**	December	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
5-13	Yes	School	Administration implements payment and collection plan and ongoing budgetary analysis eported annually when

Description

Determine Full-day Kindergarten tuition in context of how may sections will be offered in 2013-2014. If we get a K Expansion Grant (Max. $60K), tuition must be $4,000. or less.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Staffing: Special Education	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
9	Yes	S.C./Admin	Staffing decisions.

Description

Special Education licensed staff needs to be matched with student needs in the new configuration. The ETC recommended an additional Speech and Language Pathologist (SLP) and several realignments. The Superintendent will include the SLP recommendation in the analysis used to produce a staffing recommendation that will be made to the School Committee during budget development. The Superintendent will make realignment decisions in consultation with the Pupil Services Director and others.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Move Expenses	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
35	Yes	School	

Description

Estimated cost to move 6 classrooms to elementaries at $1,275 per x 6-12 Room setups $7,650.- $15,300.
ETC recommended consideration of stipends for teachers to pack and unpack. Stipends are not included in $7,650.- $15,300. estimate.

Notes

Elementary Transition Decisions 2012-2013

Title	Priority	Status	Time-Frame	Decison Date
Staffing: Related Arts	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
9	Yes	School	

Description

The ETC recommended no changes in related arts staffing-- art music, and library. The Superintendent will include related arts needs in the analysis used to produce a staffing recommendation that will be made to the School Committee during budget development.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Staffing: Nurses, P.E., Health	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
10	Yes	School	Budget process.

Description

One school nurse currently serves Hubert. The ETC recommended that the 1.0 FTE Hubert nurse position be assigned to the new Quinn M.S. that will see a one-third population increase. The ETC also recommended the reassignment of the Hubert .4 FTE Physical Education teacher to elementary schools to enable full-day K, P.E. time equal to grade 1 time. This position will be included in the staffing analysis performed by the Superintendent.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Staffing: Custodial/ Maintenance	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
9	Yes	School	Budget process.

Description

The ETC recommends no changes. The Superintendent will include existing positions in analysis leading to 2013-2014 staffing recommendations made to School Committee. Use of Hubert will have impact on this recommendation.

Notes

Elementary Transition Decisions 2012-2013

Title	Priority	Status	Time-Frame	Decison Date
Staffing: Secretary	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
9	Yes	School	

Description

The Hubert Kindergarten will not exist after June 2013. The ETC recommended consideration that this position be restructured to the role of District Registrar, centralizing the school registration process. The Superintendent will include this recommendation in the analysis used to produce a staffing recommendation that will be made to the School Committee during budget development.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Staffing: .5 Principal	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
9	Yes	School	Budget process.

Description

The Hubert Kindergarten will not exist after June 2013. The .5 Principal position should be evaluated in regard to staffing for 2013-2014. This position will be included in the staffing analysis performed by the Superintendent to prepare 2013-2014 staffing recommendations to the School Committee.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Staffing: Paraeducators	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
10	Yes	School	

Description

The ETC recommended that each Kindergarten classroom have a para-educator assigned. The Superintendent will include this recommendation in the analysis used to produce a staffing recommendation that will be made to the School Committee during budget development.

Notes

Elementary Transition Decisions 2012-2013

Title	Priority	Status	Time-Frame	Decison Date
Technology Equipment	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
17, 32	Yes	School	

Description

The ETC recommended that new equipment be placed in each Kindergarten Classroom: Table with 3 student workstations, LCD Projector, and document camera. ($4,600. per classroom)

Notes

Follows decision on how many classrooms will be utilized in 2013-2014.

Title	Priority	Status	Time-Frame	Decison Date
Teacher Preparation and Training- K	2	**Open**	November 2012-August	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
17	No	Administration	

Description

The ETC recommended a multi-part professional learning schedule to prepare teachers for teach full-day Kindergarten sessions.

Notes

Follows determination of the number of full-day K sessions offered.

Title	Priority	Status	Time-Frame	Decison Date
Kindergarten Furniture Purchases	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
7-8, 32-35	Yes	School	Selection process, bid process, purchase and install, and/or move existing furniture as decided from Hubert to

Description

Determine budget for new/used furniture as needed for Kindergarten classrooms located in elementary schools.

Notes

Follows determinations of classroom usage in 2013-2014.

Elementary Transition Decisions 2012-2013

Title	Priority	Status	Time-Frame	Decison Date
Kindergarten Play Space Equipment	2	**Open**	December	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
7-8, 19, 23, 32	Yes	School	

Description

Determine equipment that will be moved and equipment that will need to be purchased. A phased purchase plan over several years may be an option.

Notes

$65K each school

Title	Priority	Status	Time-Frame	Decison Date
Library, Books	2	**Open**	January-February	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
16	Yes	School	Budget process.

Description

Kindergarten books now owned will be distributed among the elementary schools. The ETC recommended that additional funds would allow supplementation of the Kindergarten books now dived among the three elementaries.

The ETC also recommended consideration of stipends for library/media teachers to evaluate existing library and divide books among elementaries.

Notes

Title	Priority	Status	Time-Frame	Decison Date
Tradition and Culture	3	**Open**	March-April	

Page Reference	Budget Impact	Responsibility	Follow-Up Required
20-22	No	Administration	

Description

Determine how Kindergarten traditions and field trips will continue in the elementary schools. The ETC stressed the importance of providing the needed time and resources to honor traditions after transition.

Notes