



## Valley Oak Transition Timeline 2007-2008

Action	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug
Timeline prepared for the staff, Board and community by Administration.	X											
Process for involuntary and voluntary transfers is determined with CSEA and DTA.	X											
Complete inventory of furniture, technology, library, all instructional materials, all site equipment (kiln, microphones, carts, etc) and all office equipment at Valley Oak. .		X										
Determine what remains for future uses of the VO site facility		X										
Meet with Valley Oak GATE parents and GATE Advisory to determine options for the program (6 classes) to move to other sites. The Board will determine with direction for priority for neighborhood transfers or for GATE class placements			X									
FINAL boundary decisions are made by the Board including if there will be school choice, any flexibility, grandfathering of upper grade students who wish to remain at their current sites.				X								
Valley Oak parent and student orientations to North, Birch and Korematsu.				X								
Communicate to the community all of the boundary decisions.				X								
Principal position for Korematsu posted				X								
Principal for Korematsu selected and named. Staff "intent to returns" and student "intent to enroll" forms are sent and returned by the end of the month. Estimates for each site's enrollment are completed.					X							
Allocation of staff numbers are made based on these enrollments.						X						
Determine where the openings are within the schools for displaced VO staff.						X						
CSEA/DTA transfer is completed. CDC, Children's Center and Special Education Program plans for 08-09 site placements are finalized. Parents are informed of the moves for each of the programs.						X						
Student assignments for each site are finalized, including GATE students.							X	X				
Physical moves are choreographed for VO staff moving to Korematsu, for VO staff moving to other schools, for other school staff moving to Korematsu, and for new hires to move into prepared classrooms.									X			
Personnel support from M and O are hired for the moves, boxes are purchased and brought to the moving staff, every box is labeled with classroom assignments given to each moving teacher, and every school site has a definite date for the day after school where the teachers' boxes will be moved to Korematsu or to other sites.									X			
Orientations held for staff, students and parents new to Korematsu to prepare for 2008-09										X		