

Fremont City Schools  
**FMS Project Transition Plan: November 2011 Summary**

(Work to be Completed	Responsible Person	Due Date	
<b>NEW BUILDING ORGANIZATION</b>			
Determine technology needs and budget	Cabinet	October 2010	SMARTboards and iPads have been ordered. Notebooks ordered for comp tech classes and towers ordered for engineering technology classes. Curriculum <b>is working on determining</b> how iPads will be utilized by students and how mobile carts, 1 per floor (30), will be utilized.
Determine all FEA staffing and procedures	Traci & Chris	November 2010	Worked with FEA re: survey. Grouped staff per survey results. Met with all staff per timeline.
Determine extra-curricular & athletic programs. Look at mid-year move implications for elementary and FMS (6th grade).	Art, Chris & Tony	November 2010	For 2011-2012 Grade 6 students will not be involved with 7/8 extra-curricular activities. Grade 6 'Make A Difference Club' will be a separate club in January. Decisions regarding grades 6-8 clubs for future years will be decided at a later time.
Determine all OAPSE staffing and procedures	Chris & Kim	November 2010	Worked with OAPSE re: survey. Staff completed by timeline.
Determine room assignments for staff	Tony	January 2011	Completed and shared with staff.
Investigate hiring of HVAC specialist	Kim	January 2011	Not needed at this time.
Develop a plan to move MD students to new building	Sandy	January 2011	An MD classroom has been designed at the new FMS. The 2011-12 school year will be used as a planning year for students to begin in 2012-13. Currently identifying supplies and equipment needs.
Review display cases and bulletin boards (Art/Music Display) and needs for new building	Traci	November 2011	<b>Hallway</b> bulletin board needs will be <b>after the move</b> . Currently working on assigning display cases to staff to have decorated by Opening Ceremony.
Determine how students will be grouped and location for 2011-12 school year. Look at teacher room locations with elementary principals.	Chris	February 2011	A plan was shared with BOE, staff and parents in February. Teachers will remain with students during the move except for Mrs. Ruble's students. Meeting set in October, re: this item. Will share info with parents and students in November <b>during conferences</b> . Elementary principals moved most of the 6 <sup>th</sup> grade staff to portables for the 2011-12 school year.
Determine storage spaces and what will be moved into storage spaces. Need space for student council, concessions and school supplies too.	Laramie	April 2011	Storage areas have been designated for specific items and information has been shared with staff.
Review Campus Wear Plan (consequences) and other student handbook implications	Traci & Sandy	May 2011	The policy has been revised to reflect "elementary" and "secondary". BOE approved new policy and it has been included in handbooks.

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Buy new scoreboards for gymnasium Need BOE approval for advertisers	Art & Dave	May 2011	Contracted with DL Stack to purchase scoreboards (7 of 8 panels sold). Need to put resolution on BOE agenda in Nov. 2011 for installation in Dec. 2011.
Determine busing needs and routes. Establish school open and end times based on busing.	Kim & Bill	June 2011	School opening and ending times established in Spring 2011 and communicated with all stakeholders in a variety of ways. Bus routes for Jan. 2012 completed (includes high school busing). Busing costs determined and budgeted. Timeline for sharing new busing completed. The BOE approved the policy on October 3 <sup>rd</sup> . High school busing letters will be sent in October and Grades 6-8 busing letters will be mailed in December.
Determine gifted programming model	Sandy	June 2011	Gifted programming model completed. Meetings need to take place throughout 2011-12 school year.
Create an elementary "specials schedule" including orchestra/band	Chris	June 2011	Completed and shared with everyone.
Create Master Schedule: Assign students to teachers. Check # student desks/chairs in classrooms and cafeteria	FMS Leadership	June 2011	A master schedule was completed and shared with staff in April. Will need to check on furniture in December 2011. Will re-check master schedule in November.
Solve 6 <sup>th</sup> grade report cards mid-year move implications	Denice	June 2011	Changes were made to Grade 6 report card to resemble Grade 7-8 report cards. Changes were made with NOECA and BOE approved on August 15 <sup>th</sup> .
Review athletic schedules & gym space. May need to purchase banners.	Art, Jose & Tony	June 2011	Athletic schedules completed for FMS & Ross. HS banners ordered. FMS banners ordered 9/22/11/.
Determine cleaning schedules	Kim	June 2011	Cleaning schedules completed. Will review with pertinent staff on PD Day, October 17 <sup>th</sup> .
Revise building budgets. Determine Title I funding (no title for 6th grade)	Dave & Denice	June 2011	Completed.
Organize entire office area/space	Traci	June 2011	Completed. Office supplies will be ordered in November.
Determine and assign parking spaces available for staff at Ross and FMS	Kim with Jose & Tony	July 2011	Parking assigned to each building. Procedures identified for registering vehicles, assigning spots and distributing parking passes. Ross will distribute different color tags for front parking, custodial area, cafeteria and student parking. FMS is currently assigning spots for staff.
Review LEED needs (i.e. bike racks, LEED signs); recycling needs	Kim	July 2011	Completed.

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Determine workroom and teacher lounge needs	Traci & Tony	July 2011	Representatives identified needs. All items ordered. Reps will organize packing and unpacking workrooms.
<ul style="list-style-type: none"> <li>• Determine drop-off &amp; pick-up procedures</li> <li>• Determine how students get to buses</li> <li>• Determine athletic/field trip bus pick-up and drop-off (FMS &amp; Ross)</li> <li>• Determine how students who ride with a high school student get to Ross from FMS</li> <li>• Determine morning entrance doors/afternoon exit doors for Ross &amp; FMS</li> <li>• Organize breakfast procedures</li> </ul>	Traci, Kim & Ross/FMS Leadership Teams	July 2011	School times established in spring and communicated with all stakeholders. Other procedures established and communication plan put in place. Everything is ready for the start of the school year. <b>Traffic lights blinking yellow.</b>
Develop communication plan for parents, staff and students regarding pick-up and drop off at both buildings.	Traci, Kim & Ross/FMS Leadership Teams	July 2011	
Order and install outdoor signage	Kim	August 2011	
Order accessories for restrooms to be available for contractor install	Kim	August 2011	Completed.
Identify equipment/facility training for all staff and develop a training schedule (phones, HVAC, lights, kitchen, etc.)	Kim	August 2011	Working with Chris Moore and contractors. <b>Training schedule set.</b>
Develop safety plan for building (tornado, fire, etc.); need signs also	Kim & Tony	August 2011	Completed; will share with staff at <b>during</b> staff meetings in December.
Contract with a security monitoring company	Kim	August 2011	Habitec will monitor the security system until July 1, 2012.
Determine time clock needs	Kim	August 2011	Will bring both time clocks from FMS to new building. Will place one time clock at custodial entrance and one time clock in main office. Move will take place on 1/15/12/
Determine attic stock/inventory location	Kim	September 2011	In progress.
Purchase Point of Sale System for Cafeteria; give to Rhonda to install	Kim & Michaeleen	September 2011	Point of sale system purchased. Will install week of Nov 27 <sup>th</sup> .

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Assign PE/Athletic storage areas. purchase storage containers, etc. as needed	Laramie	September 2011	Met with PE teachers. They have seen layout of storage area. Storage bins ordered.
Work with staff on how to hang items on walls	Kim	September 2011	Completed. Memo sent to staff on 11/8/11.
Keys: Develop procedures and policy for key distribution/security codes, organize keys (includes who is responsible for security system programming, who will staff report losses to)	Kim	September 2011	Keying worksheet completed and submitted to Construction Manager on October 3 <sup>rd</sup> .
Little Giant painted on gymnasium wall	Laramie	Sept/Oct 2011	Beth Sage has been contracted with and will begin work on November 30 <sup>th</sup> . Mural will be completed by December 15 <sup>th</sup> .
Order stationery, envelopes, business cards, etc.	Tina/Faye	October 2011	Business cards ordered.
Create an internal teacher hallway, restroom, stairwell, entry, exit, daily monitoring/supervision/duty schedule	Tony	October 2011	A duty schedule and internal procedure has been created to guide and monitor the flow of student traffic in the middle school.
Develop rules for cafeteria flow-through	Tony	October 2011	Rules have been created along with a lunch schedule that will guide the students around the cafeteria during lunch.
Develop student restroom procedures and open/close RR schedule	Tony	October 2011	A schedule of restroom breaks has been created by teams and is currently being implemented. Cafeteria restroom procedures, including limiting access, have been developed. Still need restroom rules and stairwell rules.
Assign Lockers; have PE teachers organize lockers in locker rooms also. Need locker times and etiquette	Tony	November 2011	Additional lockers added. Numbering system completed. Locker combinations have been given to Tina.
Determine process for inventorying all items	Kim	November 2011	Completed. Furniture is being inventoried.
Purchase maintenance equipment for building.	Kim	TBD	Completed.
Order name plates for classrooms and create staff mailboxes	Kim	TBD	Mailboxes ordered. Christine Smith will type names for mailboxes. Deb is working on name tags for classrooms.

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Give scheduling board and scoreboards to Curt for contractors to install	Art & Tony	TBD	Scheduling board taken to new FMS for installation on November 7 <sup>th</sup> . Scoreboards delivered in December.
Determine procedures & schedules for picture IDs for staff and students	Chris	TBD	In progress.
Create new teacher evaluation schedule	Chris	TBD	Completed and distributed to administrators.
Determine storage/file areas for warranty records, building plans, etc.	Traci & Kim	TBD	
Need officer to direct traffic at dismissal on Fangboner Road	<b>ON HOLD</b> pending installation of traffic light		Traffic lights <b>installed and blinking yellow</b> . Police are currently helping at entry and dismissal times at Ross.
<b>CURRICULUM</b>			
Develop technology curriculum & philosophy	Denice	November 2010	Meetings held with tech teachers and FMS Leadership. Expanded tech class to include grade 6. Currently working on Eng. Tech. & Comp. Tech. curriculum guides. Will include use of production lab in courses. Will create a Video Club supplemental. Need to train ASAP.
Develop 6th grade teaming philosophy	Denice & Tony	November 2010	Grade 6 teachers will be placed on teams similar to 7/8 staff. Teaming in-services scheduled prior to move.
Identify classes for Grades 6-8 students	Denice & Tony	November 2010	Completed.
Determine PD needs for teachers	Denice	December 2010	Teaming and Technology will be focus for the next year.
Determine status of LRC and moving overheads	Denice	January 2011	Continued progress made in cleaning LRC. Continued progress to inventory library. Overheads will be sold.
Inventory library books & determine needs for new FMS	Denice	January 2011	Currently inventorying library.
Work on after school programming	Denice	August 2011	No afterschool programming at FMS. Need to work on focused intervention and how this will work in January-end of year.
<b>MOVING</b>			
Create moving schedule	Traci	February 2011	Completed.

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Begin cleaning/organizing storage areas at FMS and determine moving procedures	Kim & Tony	October 2010	December moving calendar provided to teachers for moving boxes. All storage areas have been cleared. Updated moving instructions on Intranet.
Clean out special education files at FMS and Denice's room	Sandy, Denice	October 2010	Completed.
Determine athletic equipment/ uniforms moving procedures	Kim & Laramie	February 2011	Completed.
Determine piano & music moving procedures and locations for pianos.	Kim	February 2011	Completed
Determine Engineering Technology Moving Procedures	Kim	February 2011	Completed.
Determine process, timeline & location for old FMS SMARTBoards.	Denice & Rhonda	February 2011	Completed.
Determine process, timeline @ possible moves and/or purchase new Channel One TVs.	Kim, Denice & Janet	February 2011	Completed. Will not renew contract with Channel One. <b>Old working TVs will be sold at auction and others will be disposed of.</b>
Inventory furniture & determine what will be moved to new building or moved to other buildings	Kim	March 2011	All desks swapped between Ross and FMS. Lockers swapped between Ross and FMS for boys' PE locker room at Ross.
Determine process for moving student files/records (including 6 <sup>th</sup> grade)	Chris	September 2011	Completed and dates placed on moving schedule.
Determine moving/discarding procedures of science/art materials	Denice	September 2011	Teachers can visit Elizabeth's art room on Oct 25 <sup>th</sup> , 8:00-9:30 & 4:00-4:30 to get old items. New art materials will be moved from Washington to FMS on January 9 <sup>th</sup> .
Inventory & develop procedures and timeline for moving textbooks, other classroom materials & library	Denice	September 2011	Teachers/students will be directed via memo to pack items and take with them on bus to FMS visitations. Students will have the opportunity to try locker combinations, load materials into lockers and leave at the new building during visit. A suggested "fill the transition gap" of curricular options will be created for Grade 6 (1 week, 2 days), Grade 7 (3 days) and Grade 8 (1 day) and shared with teachers to adjust for loss of materials. Teachers have been given instructions on how and where to put curriculum materials at new FMS.

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Develop procedures and timeline for moving technology equipment and transferring files.	Rhonda	September 2011	Completed and dates placed on moving schedule.
“Clean out” remaining items at old FMS.	Kim & Tony	January 2012	
Determine copy machine needs & move copy machines	Dave	TBD	Copy machine locations established and electrical needs completed. Will move copy machines on January 16 <sup>th</sup> .
<b>STUDENTS, COMMUNITY</b>			
Plan FMS Opening Ceremony/Open Houses	Traci	April 2011	Dates established.
Plan student orientations / tours / open houses	Traci	April 2011	Dates established.
Plan “old” FMS Decommissioning Ceremony	Traci	TBD	Dates established.
<b>MISCELLANEOUS</b>			
Create art projects for new building:	Traci, Chris & Monique	2010-2011 school year	Sculpture selected and ordered. Will incorporate in landscaping. Art teachers creating two pieces. Jude Bischoff (artist-in-residence) will create one piece.
Review list of architectural items to save from FMS demolition. Decide movement of Freedom Shrine	Traci & Faye	November 2010	Completed (see list). Old Freedom Shrine <b>has been</b> removed by Exchange Club. Currently working on new location for items we are taking to FMS.
Contact First Presbyterian Church re: snow plowing of parking lot	Kim	December 2010	Completed
Determine future elementary classroom space/needs (6 <sup>th</sup> grade at FMS); review portable usage	Traci, Chris & Kim	December 2010	Will review again with BAC in Spring 2012.
Review open enrollment procedures	Chris	February 2011	Completed and BOE approved.
Work with BAC to relocate district office	Traci	March 2011	The BAC reviewed all potential areas. A site was recommended to the BOE on 2/7/11. Lease contract completed. Current lease extended. Architect hired and currently working on design.
Develop calendar for 2011-2012 and 2012-2013. Review mid-year move implications.	Traci & Chris	March 2011	Completed.

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Consider items for fundraiser possibilities (pool tile, etc.)	Traci, Chris & Hilary	June 2011	Will sell Cat's Meow and bricks to engrave and place at new FMS. Information advertised in newsletter, conferences, offices and open houses.
Determine summer parking for Ross; redo sidewalks/catch basins (work begins second week of June)	Kim	May 2011	Completed.
Complete Time Capsule Project	Chris	June 2011	Completed.
Order flags for exterior utility poles and directional signage	Traci	Summer 2011	In progress.
Contact ODE with new address, etc. of FMS and testing implications	Traci	August 2011	The ODE was contacted on April 18 <sup>th</sup> . Nancy McKillip will change address via EMIS. Grade 6 students will be coded at FMS during October count week. Grade 6 student data will be reflected on FMS report card. Nancy will change grade cards via EMIS as well. IRN # remains the same.
Contact newspaper, postal service, delivery service, magazine vendors, etc. regarding move	Traci	August 2011	List completed. Faye will send out postcards in December. Post office notified.
Create annual posting signs for new FMS	Traci	August 2011	Completed.
Update FMS page on web site	Rhonda	December 2011	
Work with landscaper on indoor plants in Fall 2011 and outdoor flower pots for patio and front entrance in Spring 2012.	Traci	November 2011 and Spring 2012	Indoor plants determined and will be purchased for Dedication Ceremony.
Create policy, timeline and procedures for discarding/selling/ donating unused FMS items	Dave & Kim	February 2012	Completed
Clean out Ross High School metal shop	Kim & Jose	TBD	Completed. Auction held on June 29, 2011.
Identify and solve any EMIS problems	Chris	TBD	All grade 6 students are in FMS/DASL with schedules. Elementary secretaries have access first semester.
See Gayle Jackson about donated trees for C. May	Traci	TBD	Tree will be planted in spring. Plaque need determined; will plan a small ceremony in spring/summer 2012.
Plan social gatherings for new FMS staff and possibly 6 <sup>th</sup> grade students	Tony	TBD	Monthly activities planned for students beginning in October.

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Assign Team Names & Floor Names	Tony	TBD	Team names have been selected by team members and areas are now being named.
Determine vending machines (old & new)	Kim	TBD	No vending machines at FMS.

**Notes:**

- Complete selection and ordering of furniture - *Completed*
- Redesign nurse’s clinic to accommodate restroom needs of incoming student - *Completed*
- Have elementary principals meet with FMS Leadership Team to review student files; organize teacher meetings if needed.
  - *Principals’ Meeting: December 1<sup>st</sup>. Tony will schedule meetings with teachers to discuss students and curriculum. Other transition meetings scheduled for psychologists, counselors and nurses.*
- Organize staff meetings for based on training needs. **Staff meeting dates scheduled with draft agendas.**
- Encourage elementary principals to have farewell gatherings for 2011/2012 Grade 6 students. – *Principals are planning for this*
- Order appliances that are “district provided” - *Completed*
- Order kilns for elementary and FMS buildings - *Completed*
- Determine area in building to hang LEED plaque, new building plaque, etc.
- Determine outdoor sign for FMS and Ross High School - *Completed*
- Discuss how mid-year move impacts DARE and other programs – *Completed*
- Determine cleaning at new building prior to opening. Dumpsters? Trash? Staff need directions - **Completed**
- Need subs for cafeteria, custodian and library for moving - *Completed*
- Determine who will be at building for shipping and receiving. - **Completed**
- Order grade 6 art supplies – *Completed*
- Order flags and properly dispose of old flags - **Completed**
- Determine how future tours of the building will be organized
- Decide on additional murals
- Prepare dedication marker for old FMS site