

---

# MEDICINE HAT CATHOLIC BOARD OF EDUCATION



---

## GRADE RECONFIGURATION WORK PLAN 2010 - 2011



## TABLE OF CONTENTS

Backgrounder .....	Page 3
Key Issue: <b>Student Registration &amp; Transition</b> .....	Page 4
Key Issue: <b>Academy Program of Studies</b> .....	Page 5
Key Issue: <b>Programming for Students with Special Education Needs</b> .....	Page 6
Key Issue: <b>Staffing</b> .....	Page 7 - 8
Key Issue: <b>School Facility Needs</b> .....	Page 9
Key Issue: <b>Equipment and Furniture</b> .....	Page 10
Key Issue: <b>Technology</b> .....	Page 11
Key Issue: <b>Instructional Resources</b> .....	Page 12
Key Issue: <b>School Attendance Zones</b> .....	Page 13
Key Issue: <b>Student Transportation</b> .....	Page 14
Key Issue: <b>Extra Curricular Activities, Including Inter-School Athletics</b> .....	Page 15
Key Issue: <b>Transition Funding</b> .....	Page 16
Key Issue: <b>Playground Needs</b> .....	Page 17
Key Issue: <b>Re-opening St. Thomas Aquinas School</b> .....	Page 18
i. Facility inspection	
ii. Principal, Secretary, Custodian	
iii. Temporary Location of Office	
Key Issue: <b>Communication Plan</b> .....	Page 19
Appendix 1: <b>Timeline</b> .....	Page 20 - 27

## **BACKGROUNDER**

**The Board of Trustees at a Special Board Meeting held at St. Louis School on December 10, 2009 approved the following Grade Reconfiguration Plan for implementation September 2010.**

Note: (current configuration is indicated in the brackets)

### **Grade Reconfiguration for Implementation September 2010:**

1. **St. Michael's Medicine Hat K-6**  
Current configuration (K-5)
2. **St. Francis K-6**  
Current configuration (K-5)
3. **St. Louis K-6**  
Current configuration (K-5)
4. **St. Mary's 7-9 dual track with French Immersion in Grade 7-9, Fine Arts Academy in Grades 7-9**  
Current configuration ( K-7 French Immersion and Grades 6-8 with Fine Arts programming)
5. **Mother Teresa K-6**  
Current configuration (K-5)
6. **St. Patrick's K-5**  
Current configuration (K-4)
7. **Notre Dame 6-9 with Sports Academy programming**  
Current configuration (5-8) with Sports Academy programming
8. **McCoy 10-12**  
Current configuration ( 9-12)
9. **Add: St. Thomas Aquinas School will be returned to our operational inventory and will be home to the French Immersion K-6 Program. The current lease of St. Thomas Aquinas School to the Francophone Board will not be renewed.**

The Board and Senior Administration acknowledge and appreciate the input received from our Catholic stakeholders at the Special Meetings held over the last two months. The input certainly assisted the Board in making this decision. The Division will face challenges as we move toward implementation, but we strongly believe we have provided for the best possible learning environments for our students; and at the same time, started a process of dealing with the concern of overcrowding in some of our schools.

The Grade Reconfiguration Implementation Work Plan outlines the implementation process.

## KEY ISSUE: STUDENT REGISTRATION AND TRANSITION

Outcome	Task and Timeline	Most Responsible
Development of a new STUDENT REGISTRATION FORM (including new language regarding Catholicity)	Superintendent will forward Catholicity statement to Executive Assistant by <u>Jan 8, 2010</u>	Executive Assistant Superintendent
Development of a new STUDENT REGISTRATION FORM	Update the Student Registration Form completed by <u>January 15, 2010</u>  Hard Copy Student Registration Form(s) to schools by <u>February 5, 2010</u>	Executive Assistant
The Division will register students for the 2010-2011 school year.	Internal Student Registration <u>Feb 8 – 12, 2010</u> . Note: Registration Form is status quo; Full Day Kindergarten programming is contingent on Budget	Superintendent Executive Assistant School Administration
The Division will register students for the 2010-2011 school year	Student Services determines Pre-School sites for 2010-2011 by <u>March 15, 2010</u> ; and conducts pre-school registration at a date to be determined	Director of Student Services
Modify SIRS to capture Catholicity data	Identification of Catholicity data needed to be captured by SIRS; <u>January 22, 2010</u>	Superintendent Director of Information Systems
Open House(s) for St. Thomas students and parents and staff	By <u>January 30, 2010</u> ; Approach Francophone Senior Administration to seek permission to hold an Open House in February 2010 <ul style="list-style-type: none"> <li>Open House August 26, 2010</li> </ul>	Superintendent
Coordinate transition for St. Mary's to St. Thomas Aquinas School of school resources	St. Mary's Administration calculate instructional time to determine <i>if</i> the FI Program and Grade 6 Regular Programming can be shut down early in June 2010; by <u>January 30, 2010</u>	Superintendent St. Mary's Administration

## KEY ISSUE: ACADEMY PROGRAM OF STUDIES

Outcome	Task and Timeline	Most Responsible
Establish Academy Programming configuration for 2010 – 2011  <b>Note: Contingent on the results of the Program Review and Budget Allocations; Academy Programming is subject to change</b>	School Administration develops program scenarios and share these with staff, parents and senior administration; by <u>January 31, 2010</u>	St. Mary's Administration Notre Dame Administration
Establish Academy Programming configuration for 2010 – 2011	Complete Academy Program Review <i>Survey Results</i> ; by <u>January 31, 2010</u>	Consultant Superintendent of Schools
Establish Academy Programming configuration for 2010 – 2011	Academy Programming structure for 2010 – 2011 is determined; by <u>February 12, 2010</u> and is communicated to parents ASAP	School Administration Senior Administration
Establish Academy Programming configuration for 2010 – 2011	Notre Dame to establish a Sports Academy Parent Advisory Committee; by <u>October 31, 2010</u>	Notre Dame Administration

## KEY ISSUE: PROGRAMMING FOR STUDENTS WITH SPECIAL NEEDS

Outcome	Task and Timeline	Most Responsible
Establish Special Education allocation to each school	Examine school population and school needs in order to determine FTE allocations; by <u>March 12, 2010</u>	Director of Student Services
Establish K & E Program in Grade 8 and 9 at St. Mary's School	Educate staff, students and parents about the program including Parent Information evenings; staff orientation sessions; establish and order resources; identify the numbers and the codes of students; by <u>August 2010</u>	Director of Student Services
Recommendation on feasibility to offer K & E Program in Grade 8 and 9 at Notre Dame Academy	Student numbers; space, program needs, staffing; by <u>March 12, 2010</u>	Director of Student Services

## KEY ISSUE: STAFFING

Outcome	Task and Timeline	Most Responsible
Principal transfers will occur in a manner to enhance planning for 2010 - 2011	Transfers potentially <u>May 3, 2010</u>	Superintendent Deputy Superintendent
Appoint Principal for St. Thomas Aquinas School	<u>Have new principal in place by April 01, 2010;</u>	Superintendent Deputy Superintendent
Hire Secretary, Library Technician and Custodian for St. Thomas Aquinas School	Secretary for <u>April 01, 2010</u>  Library Technician by; <u>June 15, 2010</u>  Custodian for <u>August 01, 2010</u>	Deputy Superintendent Superintendent
Establish Admin allocation to each school	Examine school population and school needs in order to determine FTE allocations by <u>March 12, 2010</u>	Deputy Superintendent Superintendent
Establish new support staff allocations to schools in light of grade reconfiguration	Examine school population and school needs in order to determine FTE allocations by <u>March 12, 2010</u>	Deputy Superintendent Secretary-Treasurer
Allocate extra resources for manpower in July and August 2010	Develop cost(s) for contracting services; by <u>April 01, 2010</u>  Develop costs for additional summer staff; by <u>April 01, 2010</u>	Secretary-Treasurer
Resources are moved and are in place in a timely fashion	Transferred Teachers move personal belongings; by June 29, 2010.  Digital File transfer will comply with Administrative Procedure and be completed by <u>August 01, 2010</u>	Transferred Teachers Director of Information Systems
Resources are moved and are in place in a timely fashion	Transferred Teachers will hand in keys to School Administration by <u>June 29, 2010</u>	Transferred Teachers
Resources are moved and are in place in a timely fashion	Security codes for Transferred Teachers will be in place on <u>July 02, 2010.</u>	Director of Information Systems
Adequate staff will be available to support transition during July and August 2010	Senior Administration will ask all Managers to make recommendations on a July and August vacation schedule that will allow for the completion of all work plan tasks; by <u>January 31, 2010</u>	Senior Administration

All schools will be staffed to deliver the required program of studies	Call for all job sharing & transfer requests; by <u>February 12, 2010</u>	Deputy Superintendent
	Enrolment numbers & projections due; by <u>February 26, 2010</u>	Deputy Superintendent Secretary-Treasurer School Administration
	Principals submit their “projected FTE Staffing list” to Sr. Admin (incl. expected courses and/or grades to be offered and number of sections for each; by <u>March 5, 2010</u>	School Administration
	Admin Hires or Transfers Announced by; <u>March 12, 2010</u>	Deputy Superintendent
	1 <sup>st</sup> draft of staffing; by <u>March 16, 2010</u>	Deputy Superintendent
	Round 1 of staffing posted; by <u>March 23, 2010</u>	Deputy Superintendent
	ERIP applications due; by <u>April 01, 2010</u>	
	1 <sup>st</sup> Round of staffing completed by; <u>April 14, 2010</u>	Deputy Superintendent
	Board to make ERIP decisions by; <u>April 13, 2010</u>	Superintendent
	Round 2 of staffing posted; by <u>April 23, 2010</u>	Deputy Superintendent
	Round 2 of staffing complete; by <u>April 29, 2010</u>	Deputy Superintendent
	Principals move to new schools; by <u>May 3, 2010</u>	Superintendent of Schools
	Round 3 of staffing posted; by <u>May 11, 2010</u>	Deputy Superintendent
	Round 3 of staffing complete; by <u>May 21, 2010</u>	Deputy Superintendent
	All resignations due; by <u>May 31, 2010</u>	Teachers
Remaining staffing, if any, is completed; by <u>June 1, 2010</u>	Deputy Superintendent	
	Staffing presented to the Board; by <u>June 8, 2010</u>	Superintendent

## KEY ISSUE: SCHOOL FACILITY NEEDS

Outcome	Task and Timeline	Most Responsible
Establish maintenance and facility upgrades required for St. Thomas Aquinas School	Audit of the existing condition of St. Thomas Aquinas School including determining improvements made by the lessee; by <u>March 01, 2010</u>	Secretary-Treasurer Facilities & Operations Supervisor
New Modulars at St. Patrick's, St. Michael's Medicine Hat and St. Mary's (with upgrades) are operational	Establish maintenance required for new modular's; by <u>August 15, 2010</u>	Secretary-Treasurer

**KEY ISSUE: EQUIPMENT AND FURNITURE**

<b>Outcome</b>	<b>Task and Timeline</b>	<b>Most Responsible</b>
To equip St. Thomas Aquinas School with necessary custodial equipment	Establish what custodial equipment will be required for St. Thomas Aquinas School by <u>April 01, 2010</u>	Secretary-Treasurer
To equip the Child Care Modulars at St. Mary's School with necessary custodial equipment if needed	Establish what custodial equipment will be required for child care modulars at St. Mary's School by <u>April 01, 2010</u>	Secretary-Treasurer
Properly equip all division schools -Teacher Desks -Student Desks -Chairs -Filing Cabinets	Prepare school list of the furniture and equipment that is needed and list of that which is surplus; by <u>April 01, 2010</u>	School Administration Superintendent/Facilities & Operations Supervisor
Properly equip all division schools -Teacher Desks -Student Desks -Chairs -Filing Cabinets	Re-distribute equipment and furniture as necessary; by <u>August 01, 2010</u>	School Administration Superintendent/Facilities & Operations Supervisor

**KEY ISSUE: TECHNOLOGY**

Outcome	Task and Timeline	Most Responsible
Properly equip all division schools with technology including: -SmartBoards -Computers -Laptops -Printers -Projectors -Fax Machine -Telecommunications -Senteo	Prepare school list(s) with a recommendation to Senior Administration of the technology equipment that is needed and list of that which is surplus; by <u>February 12, 2010</u>	Director of Information Systems
Properly equip all division schools with technology including: -SmartBoards -Computers -Laptops -Printers -Projectors -Fax Machine -Telecommunications -Senteo	Re-distribute technology equipment as necessary; by <u>August 15, 2010</u>	Director of Information Systems

## KEY ISSUE: INSTRUCTIONAL RESOURCES

Outcome	Task and Timeline	Most Responsible
<p>Each School will have the classroom learning resources it needs</p>	<p>Prepare school list(s) of student textbooks and related resources that are surplus/needed. Submit lists to Deputy Superintendent by; <u>April 30, 2010</u></p> <p>Textbooks/Resources boxed and ready to move; by <u>July 02, 2010</u></p> <p>Redistribute existing student textbooks and related resources as needed; by <u>July 09, 2010</u></p>	<p>School Administration Deputy Superintendent</p>
<p>Each School will have a centralized library that serves the needs of the students</p>	<p>Prepare school list(s) of library resources and related resources that are surplus/needed. Submit lists to Deputy Superintendent by; <u>April 30, 2010</u></p> <p>Library resources boxed and ready to move; by <u>July 02, 2010</u></p> <p>Redistribute existing library resources and related resources as needed; by <u>July 09, 2010</u></p>	<p>School Administration Deputy Superintendent</p>
<p>Each School will have the Physical Education resources it needs</p>	<p>Prepare school list(s) of Physical education resources and related resources that are surplus/needed. Submit lists to Deputy Superintendent by; <u>April 30, 2010</u></p> <p>Physical Education Resources boxed and ready to move; by <u>July 02, 2010</u></p> <p>Redistribute Physical Education Resources and related resources as needed; by <u>July 09, 2010</u></p>	<p>School Administration Deputy Superintendent</p>

**KEY ISSUE: SCHOOL ATTENDANCE ZONES (NOTRE DAME, ST. MARY'S, ST. MICHAEL'S)**

Outcome	Task and Timeline	Most Responsible
The Division has a responsibility to assign attendance zones to schools in order to maximize operation and programming efficiencies	<p>Status Quo for 2010 – 2011.</p> <p>A public consultation will be initiated to review school boundaries and the practice of cross attendance and recommendations will be made to the Board of Trustees; by <u>December 14, 2010</u></p>	Superintendent

## KEY ISSUE: STUDENT TRANSPORTATION

Outcome	Task and Timeline	Most Responsible
The Division will provide cost effective transportation to and from school for eligible students	Coordinate with Totem Transportation to develop routes to transport French Immersion Students to St. Thomas; by <u>February 26, 2010</u>	Secretary-Treasurer
The Division will provide cost effective transportation to and from school for eligible students	Identifying the allowable start and close times for St. Thomas Aquinas School; by <u>February 26, 2010</u>	Secretary-Treasurer
The Division will provide cost effective transportation to and from school for eligible students	Evaluate the impact of the grade 6 and grade 9 moves and determine the number of buses required K – 12 division wide; by <u>February 26, 2010</u>	Secretary-Treasurer
The Division will provide cost effective transportation to and from school for eligible students	As part of the budget process, explore new funding alternatives and new efficiencies for transportation; by <u>February 26, 2010</u>	Secretary-Treasurer

## KEY ISSUE: EXTRA-CURRICULAR ACTIVITIES INCLUDING ATHLETICS

Outcome	Task and Timeline	Most Responsible
The Division will provide extra-curricular opportunities for students	The Deputy Superintendent will meet with principals and teachers to insure that the division continues to offer extensive extra-curricular opportunities for students by; <u>May 01, 2010</u>	Deputy Superintendent

**KEY ISSUE: TRANSITION FUNDING/BUDGET**

<b>Outcome</b>	<b>Task and Timeline</b>	<b>Most Responsible</b>
Extra <u>work week</u> for Library Technicians for all schools except for St. Michael's School BI to move library books and text books	Notify Library Technicians by <u>March 01, 2010</u>	Deputy Superintendent Human Resources Supervisor
Extra <u>work week</u> for Library Technicians for all schools except for St. Michael's School BI to move library books and text books	Review extra work week assignment with Human Resources to coordinate within ESS; by <u>May 1, 2010</u>	Deputy Superintendent Human Resources Supervisor

**KEY ISSUE: PLAYGROUND NEEDS**

<b>Outcome</b>	<b>Task and Timeline</b>	<b>Most Responsible</b>
Students will have access to an appropriate outdoor play structure at St. Thomas Aquinas School	Determine the cost of moving and installing the current playground structure from St. Mary's School to St. Thomas Aquinas School; by <b><u>February 12, 2010</u></b>	Secretary-Treasurer
Students will have access to an appropriate outdoor play structure at St. Thomas Aquinas School	Determine the cost of installing a new playground structure at St. Thomas Aquinas School; by <b><u>February 12, 2010</u></b>	Secretary-Treasurer

## KEY ISSUE: REOPENING ST. THOMAS AQUINAS SCHOOL

### TEMPORARY OFFICE

Outcome	Task and Timeline	Most Responsible
The Division will provide temporary office space for the St. Thomas Aquinas School Principal and Secretary	Transition an empty classroom at Mother Teresa School into a temporary office for the principal and secretary of St. Thomas Aquinas School; by <u>April 1, 2010</u> -2 phone lines -photocopier -filing cabinets -office supplies -fax machine -computer	Superintendent

## KEY ISSUE: COMMUNICATION PLAN

Outcome	Task and Timeline	Most Responsible
Inform stakeholders about student registration.	January 5, 2010 DLT Agenda Item Advertising in MH News, BI Commentator, Street Signs, TV, Parish Bulletins, School Newsletters in <u>February 2010</u>	Superintendent of Schools Executive Assistant
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	Publish Grade Reconfiguration Work plan on Division web page by; <u>January 15, 2010</u>	Superintendent Executive Assistant
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	Distribute Grade Reconfiguration Work plan to all division employees and school councils by; <u>January 15, 2010</u>	Superintendent
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	Provide monthly grade reconfiguration updates to the Board of Trustees; <u>ongoing</u>	Executive Assistant
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	Provide monthly grade reconfiguration updates to the Division web page; <u>ongoing</u>	Superintendent
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	Provide monthly grade reconfiguration updates via school newsletters; <u>ongoing</u>	Executive Assistant
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	The Division's "Zooming in on Our School Community" summer publication will feature a section on grade reconfiguration and the reopening of St. Thomas Aquinas School; <u>July/August 2010</u>	Executive Assistant
Keep French Immersion parents informed on progress towards the transfer of the French Immersion Program to St. Thomas Aquinas School	Senior administration will attend monthly meetings of the Canadian Parents For French (CPF) group at St. Mary's School; <u>ongoing</u>	Superintendent

## MEDICINE HAT CATHOLIC BOARD OF EDUCATION GRADE RECONFIGURATION 2010 - 2011

### TIMELINE

#### APPENDIX 1

DEADLINE	KEY ISSUE	TASK	MOST RESPONSIBLE
January 08	Student Registration and Transition	Superintendent forward to Executive Assistant new Catholicity Statement for 2010-2011 registration form	Superintendent of Schools
January 15	Communication Plan	Publish Grade Reconfiguration Work plan on Division web page	Superintendent Executive Assistant
January 15	Student Registration and Transition	Update the Student Registration Form	Executive Assistant
January 22, 2010	Student Registration and Transition	Identification of Catholicity data needed to be captured by SIRS;	Superintendent of Schools
January 29 2010	Student Registration and Transition	St. Mary's Administration calculate instructional time to determine <i>if</i> the FI Program and Grade 6 Regular Programming can be shut down early in June 2010	Superintendent of Schools St. Mary's Administration
January 29, 2010	Academy Program of Studies	School Administration develops program scenarios and share these with staff, parents and senior administration	St. Mary's and Notre Dame School Administration
January 30, 2010	Student Registration and Transition	Approach Francophone Senior Administration to seek permission to hold an Open House in April 2010 Open House August 26, 2010	Superintendent of Schools
January 31, 2010	Academy Program of Studies	Complete Academy Program Review <i>Survey Results</i>	Consultant Superintendent of Schools
February 01, 2010	Communication Plan	Advertising in MH News, BI Commentator, Street Signs, TV, Parish Bulletins, School Newsletters for registration week	Superintendent of Schools Executive Assistant
February 05, 2010	Student Registration and Transition	Hard Copy Student Registration Form(s) to schools	Executive Assistant

<b>DEADLINE</b>	<b>KEY ISSUE</b>	<b>TASK</b>	<b>MOST RESPONSIBLE</b>
Feb 08 – 12, 2010	Student Registration and Transition	Student Registration	Superintendent of Schools School Administration Executive Assistant
February 12, 2010	Academy Program of Studies	Academy Programming structure for 2010 – 2011 is determined and is communicated to parents ASAP	Senior Administration St. Mary's and Notre Dame School Administration
February 12, 2010	Staffing	Call for all job sharing & transfer requests	Deputy Superintendent
February 12, 2010	Technology	Prepare school list(s) with a recommendation to Senior Administration of the technology equipment that is needed and list of that which is surplus;	Director of Information Systems
February 12, 2010	Playground Needs	Determine the cost of moving and installing the current playground structure from St. Mary's School to St. Thomas Aquinas School	Secretary-Treasurer
February 12, 2010	Playground Needs	Determine the cost of installing a new playground structure at St. Thomas Aquinas School	Secretary-Treasurer
February 19, 2010	Programming for Students with special needs	Establish Student numbers; space, program needs, staffing; for possible Knowledge and Employability program at Notre Dame	Director of Student Services
February 26, 2010	Staffing	Enrolment numbers & projections due	Deputy Superintendent Secretary-Treasurer School Administration
February 26, 2010	Student Transportation	Coordinate with Totem Transportation to develop routes to transport French Immersion Students to St. Thomas	Secretary-Treasurer
February 26, 2010	Student Transportation	Identifying the allowable start and close times for St. Thomas Aquinas School	Secretary-Treasurer

## MEDICINE HAT CATHOLIC BOARD OF EDUCATION GRADE RECONFIGURATION 2010 - 2011 TIMELINE

### APPENDIX 1

DEADLINE	KEY ISSUE	TASK	MOST RESPONSIBLE
February 26, 2010	Student Transportation	Evaluate the impact of the grade 6 and grade 9 moves and determine the number of buses required K – 12 division wide	Secretary-Treasurer
February 26, 2010	Student Transportation	As part of the budget process, explore new funding alternatives and new efficiencies for transportation	Secretary-Treasurer
March 01, 2010	School facility needs	Audit of the existing condition of St. Thomas Aquinas School including determining improvements made by the lessee	Secretary-Treasurer Facilities and Operations Supervisor
March 01, 2010	Transition funding/BUDGET	Notify Library Technicians at impacted schools that they will be given extra hours during the summer	Deputy Superintendent Human Resources Supervisor
March 05, 2010	Staffing	Principals submit their “projected FTE Staffing list” to Sr. Admin (incl. expected courses and/or grades to be offered and number of sections for each	School Administration
March 12, 2010	Programming for students with special needs	Examine school population and school needs in order to determine FTE allocations	Director of Student Services
March 12, 2010	Staffing	Examine school population and school needs in order to determine school administration FTE allocations	Superintendent Deputy Superintendent
March 12, 2010	Staffing	Examine school population and school needs in order to determine school allocations for support staff	Superintendent Deputy Superintendent
March 12, 2010	Staffing	Admin Hires or Transfers Announced	Deputy Superintendent

<b>DEADLINE</b>	<b>KEY ISSUE</b>	<b>TASK</b>	<b>MOST RESPONSIBLE</b>
March 15, 2010	Staffin	Student Services determines Pre-School sites for 2010-2011	Director of Student Services
March 16, 2010	Staffing	1 <sup>st</sup> draft of staffing	Deputy Superintendent
March 23, 2010	Staffing	Round 1 of staffing posted	Deputy Superintendent
April 01, 2010	Staffing	Have principal in place for St. Thomas Aquinas School and begin working out of Mother Teresa School	Superintendent Deputy Superintendent
April 01, 2010	Staffing	Hire a secretary for St. Thomas Aquinas School and begin working out of Mother Teresa School	Deputy Superintendent
April 01, 2010	Staffing	Develop cost(s) for contracting services for extra human resources to help with grade reconfiguration transition.  Develop costs for additional summer staff; by April 01, 2010	Secretary-Treasurer
April 01, 2010	Staffing	ERIP applications due	Superintendent
April 01, 2010	Equipment and furniture	Establish what custodial equipment will be required for St. Thomas Aquinas School	Secretary-Treasurer
April 01, 2010	Equipment and furniture	Establish what custodial equipment will be required for child care modulars at St. Mary's School	Secretary-Treasurer
April 01, 2010	Equipment and furniture	Prepare school list of the furniture and equipment that is needed and list of that which is surplus	School Administration Superintendent/Facilities and Operations Supervisor

## MEDICINE HAT CATHOLIC BOARD OF EDUCATION GRADE RECONFIGURATION 2010 - 2011 TIMELINE

### APPENDIX 1

DEADLINE	KEY ISSUE	TASK	MOST RESPONSIBLE
April 01, 2010	Temporary Office for St. Thomas Aquinas School	Transition an empty classroom at Mother Teresa School into a temporary office for the principal and secretary of St. Thomas school phone lines -photocopier -filing cabinets -office supplies -fax machine -computer	Superintendent of Schools
April 13,2010	Staffing	Board to make ERIP decisions	Superintendent
April 14,2010	Staffing	1 <sup>st</sup> Round of staffing completed	Deputy Superintendent
April 29,2010	Staffing	Round 2 of staffing complete	Deputy Superintendent
April 30, 2010	Instructional Resources	Prepare school list(s) of student textbooks and related resources that are surplus/needed. Submit lists to Deputy Superintendent	School Administration Deputy Superintendent
April 30, 2010	Instructional Resources	Prepare school list(s) of library resources and related resources that are surplus/needed. Submit lists to Deputy Superintendent	School Administration Deputy Superintendent
April 30, 2010	Instructional Resources	Prepare school list(s) of physical education resources and related resources that are surplus/needed. Submit lists to Deputy Superintendent	School Administration Deputy Superintendent

<b>DEADLINE</b>	<b>KEY ISSUE</b>	<b>TASK</b>	<b>MOST RESPONSIBLE</b>
May 01, 2010	Programming for students with special needs	Educate staff, students and parents about the Knowledge and Employability program for St. Mary's including Parent Information evenings; staff orientation sessions; establish and order resources; identify the numbers and the codes of students	Director of Student Services
May 01, 2010	Transition funding/BUDGET	Review extra work week assignment with Human Resources to coordinate within ESS or create an exception by	Deputy Superintendent Human Resources Supervisor
May 03, 2010	Staffing	Principal Transfers	Superintendent Deputy Superintendent
May 03,2010	Staffing	Principals move to new schools	Superintendent of Schools
May 11,2010	Staffing	Round 3 of staffing posted	Deputy Superintendent
May 21,2010	Staffing	Round 3 of staffing complete	Deputy Superintendent
May 30, 2010	Extra-curricular activities including Athletics	The Deputy Superintendent will meet with Principals and Teachers to insure that the division continues to offer extensive extra-curricular opportunities for students.	Deputy Superintendent
May 31,2010	Staffing	All resignations due	Teachers
June 01, 2010	Staffing	Remaining staffing, if any, is completed	Deputy Superintendent
June 08, 2010	Staffing	Staffing presented to Board	Superintendent Deputy Superintendent
June 15, 2010	Staffing	Hire a Library Technician for St. Thomas Aquinas School and begin working out of either St. Mary's or Mother Teresa	Deputy Superintendent

## MEDICINE HAT CATHOLIC BOARD OF EDUCATION GRADE RECONFIGURATION 2010 - 2011 TIMELINE

### APPENDIX 1

DEADLINE	KEY ISSUE	TASK	MOST RESPONSIBLE
July 02, 2010	Instructional Resources	Textbooks/Resources boxed and ready to move	School Administration
July 02, 2010	Instructional Resources	Library resources move	School Administration
July 02, 2010	Instructional Resources	Physical Education resources boxed and ready to move	
July 09, 2010	Instructional Resources	Redistribute existing student textbooks and related resources as needed July 09, 2010	Deputy Superintendent
July 09, 2010	Instructional Resources	Redistribute existing library resources and related resources as needed	Deputy Superintendent
July 09, 2010	Instructional Resources	Redistribute physical education resources and related materials as necessary	Deputy Superintendent
August 01, 2010	Staffing	Hire a custodian for St. Thomas Aquinas School	Deputy Superintendent
August 01, 2010	Equipment and furniture	Re-distribute equipment and furniture as necessary	School Administration Superintendent/Facilities and Operations Supervisor
August 15, 2010	School Facility Needs	Establish maintenance required for new modular's	Secretary-Treasurer
August 15, 2010	Technology	Re-distribute technology equipment as necessary	Director of Information Systems
August 15, 2010	Communication Plan	The Division's "Zooming in on Our School Community" summer publication will feature a section on grade reconfiguration and the reopening of St. Thomas Aquinas School	Executive Assistant Superintendent

<b>DEADLINE</b>	<b>KEY ISSUE</b>	<b>TASK</b>	<b>MOST RESPONSIBLE</b>
August 26, 2010	Student Registration and Transition	Hold an Open House at St. Thomas Aquinas School in August 2010	Superintendent of Schools Principal and Staff St. Thomas Aquinas
October 31, 2010	Academy Program of Studies	Notre Dame to establish a Sports Academy Parent Advisory Committee	Notre Dame School Administration
December 14, 2010	School attendance zones (Notre Dame, St. Mary's, St. Michael's)	Status Quo for 2010 – 2011  A public consultation will be initiated to review school boundaries and the practice of cross attendance and recommendations will be made to the Board of Trustees	Superintendent
Ongoing January to June 2010	Communication Plan	Provide monthly grade reconfiguration updates to the Board of Trustees	Superintendent
Ongoing January to June 2010	Communication Plan	Provide monthly grade reconfiguration updates to the Division web page	Executive Assistant
Ongoing January to June 2010	Communication Plan	Provide monthly grade reconfiguration updates via school newsletters	Executive Assistant

**Inquires about the Grade Reconfiguration Implementation Work Plan  
can be directed to the Office of the Superintendent of Schools, Mr. David Leahy @ (403 527-2292)**