

Selective Enrollment School – Anticipated Timeline*

ACTION	RESPONSIBLE	ANTICIPATED DATE	COMPLETION DATE
Identify the school location	Board of Education	May 15, 2018**	May 15, 2018
Select search firm to conduct national search for building principal of selective enrollment middle school	Superintendent	August, 2018	August 6, 2018
Application Window Open for building leader	Human Resources	August 23, 2018 – September 23, 2018	September 23, 2018
Create survey to gauge interest in the school	Director of Curriculum Assistant Superintendent	September, 2018	September 24, 2018
Provide update to the Board of Education	Assistant Superintendent	September, 2018	September 25, 2018
Distribute survey to district residents, parents, and community members electronically	Director of Curriculum Communications Department	September, 2018	September 27, 2018
Send out invitations to parents and middle school staff to participate on the Selective Enrollment School Committee	Director of Curriculum Assistant Superintendent	September, 2018	September 27, 2018
Screen and interview building principal applicants – Level 1 interviews	Leadership Team	October, 2018	October 4, 2018
Finalize and notify selected committee members	Director of Curriculum Assistant Superintendent	October, 2018	October 9, 2018
Initial Committee meeting. Divide into two subcommittees for: theme/curriculum and programming and admission criteria	Director of Curriculum	October 10, 2018	October 10, 2018
Interview candidates that move to Level 2	Leadership Team Stakeholders	October, 2018	October 15, 2018
Conduct possible site visits and interview finalist candidates for Level 3	Superintendent Assistant Superintendent	October, 2018	October 16, 2018

Please Note:

*All dates are projected timelines and may need to be modified based on district needs.

**Rows highlighted in yellow reflect original timeline dates presented to the Board in May, 2018.

Assistant Superintendent for Middle Schools
Updated November 1, 2018

Selective Enrollment School – Anticipated Timeline*

ACTION	RESPONSIBLE	ANTICIPATED DATE	COMPLETION DATE
Provide Suggestion Board (electronic) for stakeholders to submit suggestions to the Selective Enrollment Planning Committee members to take into consideration.	Assistant Superintendent	October 16, 2018	October 16, 2018
Committee meeting: each subcommittee will research their area	Director of Curriculum	October 16, 2018	October 16, 2018
Distribute survey to district residents, parents, and community members by mail	Director of Curriculum Communications Department	October, 2018	October 17, 2018
Select the School Leader		October 15, 2018**	October 23, 2018
Recommend candidate for building principal for the selective enrollment school to the Board of Education	Superintendent Board of Education	October 23, 2018	October 23, 2018
Committee meeting: subcommittees will develop their final recommendations	Director of Curriculum	October 30, 2018	October 30, 2018
Collect and analyze survey responses	Director of Curriculum Assistant Superintendent	November, 2018	
Committee meeting: subcommittees will present their options to larger group for feedback	Director of Curriculum	November 7, 2018	
Final committee meeting to finalize options for theme, curricular programming, and admission criteria.	Director of Curriculum	November 14, 2018	
Present options for theme, curricular programming, and admission criteria to District Leadership Team	Director of Curriculum Assistant Superintendent	November, 2018	
Finalize theme, curricular programming, admission criteria, application process, and communication	District Leadership Team	December, 2018	

Please Note:

*All dates are projected timelines and may need to be modified based on district needs.

**Rows highlighted in yellow reflect original timeline dates presented to the Board in May, 2018.

Assistant Superintendent for Middle Schools
Updated November 1, 2018

Selective Enrollment School – Anticipated Timeline*

ACTION	RESPONSIBLE	ANTICIPATED DATE	COMPLETION DATE
Secure Board approval for theme, curricular programming, admission criteria, application process, and communication	Board of Education	December, 2018	
Finalize theme, curricular programming, and admission criteria**		December 30, 2018**	
Send out applications to parents of current 5 th graders, 6 th graders, and 7 th graders, and prospective 6 th graders, 7 th graders, and 8 th graders	Assistant Superintendent Building Principal	January, 2019	
Develop faculty and staff application process	Building Principal Human Resources	January, 2019	
Post positions for faculty and staff application process to begin	Human Resources	February, 2019	
Begin faculty and staff selection process	Building Principal	February, 2019	
Score applications using approved admission criteria	Assistant Superintendent Building Principal	February-March, 2019	
Select students and notify those students of acceptance		March 15, 2019	
Complete writing of curriculum and programming using approved theme, curriculum, and programming options.	Director of Curriculum Curriculum Coordinators Teachers	April, 2019	
Complete staffing recommendations	Building Principal Human Resources	April, 2019	

Please Note:

*All dates are projected timelines and may need to be modified based on district needs.

**Rows highlighted in yellow reflect original timeline dates presented to the Board in May, 2018.

Assistant Superintendent for Middle Schools
Updated November 1, 2018

Selective Enrollment School – Anticipated Timeline*

ACTION	RESPONSIBLE	ANTICIPATED DATE	COMPLETION DATE
Provide professional development in curriculum implementation and instruction for staff	Curriculum & Instruction Department Building Principal	April – June, 2019	
Finalize staffing decisions	Building Principal	June 1, 2019**	Moved up to April, 2019
Open Selective Enrollment Middle School		August 13, 2019	
Ongoing professional development for staff throughout the school year	Curriculum & Instruction Department	August 2018-May 30, 2019	

Please Note:

*All dates are projected timelines and may need to be modified based on district needs.

**Rows highlighted in yellow reflect original timeline dates presented to the Board in May, 2018.

Assistant Superintendent for Middle Schools
Updated November 1, 2018