

5th Grade Move Timeline

<u>Due Date</u>	<u>Action Item</u>	<u>Responsible Person(s)</u>
1/24/2014	Communication - General Announcement	June Lancarte
Week of 1/27/14	Students - Meeting	Principals
January	Elementary Teacher Names Assignment to Bob Harmon	Elementary Principals
February	Special Programs - GT, SPED, 504, ESL	Denise Dugger, Cheryl Wooten, Kathy Allen
February-May	Communication - Ongoing parent communication	Principals, Administration, June Lancarte, April Riley
March	Equipment - Inventory of Textbooks (Updated count)	Elementary Campuses, Kathy Allen
April	Transportation / Traffic Plan	Steve Bond, Earl Husfeld
April	Transfer of teacher's children	Lynn McKinney
April	Parents - Meeting	Bob Harmon
April-May	Equipment - Smartboards, Copier, Technology, Walk Through, Inventory Equipment	Dr. Citty, Earl Husfeld, Kathy Allen, Leonard Torres, Brooks Moore, Bob Harmon
April-May	Science Specialists, 6th Science Teachers	Kathy Allen
May	Teachers - Schedule / Assignments / Rooms	Bob Harmon
May	Logistics - Schedule Move, Moving Boxes (AISD buy boxes)	Earl Husfeld, Leonard Torres
August	Students - McCat Camp	Bob Harmon
Ongoing	Website FAQ	Bob Harmon