

## PLC to BHS Campus Transition Process: Task Completion List

### Logistics

Action Item	Personnel Involved	Date(s)
Decide upon room structure at BHS for PLC programming and get construction bid	John Heltunen, Stephanie Ward, Mark Mischke, Kris Thompson, PLC staff	June 2020
Begin construction process at BHS	John Heltunen, Stephanie Ward, Mark Mischke	June 2020
Decide upon furniture to be moved out of B200 suite of rooms into new Business Ed rooms	Business Ed Staff	June 2020
Move computers/current furniture in B203/B204 to new location/rooms at BHS	?	June 2020
Decide upon furniture and materials to go to BHS from PLC; pack classrooms and learning supplies	PLC Staff, Stephanie Ward	
Decide upon furniture and materials at PLC to be used by PRIDE; discard all other materials	Amy Ernst, Stephanie Ward, BHM Custodial	
Determine furniture and flexible seating options for purchase for new PLC program space	PLC Staff	
Move materials/furniture from PLC to BHS	BHM Custodial staff (need to communicate with custodial on this)	July 2020
Unpack materials at new PLC location, hang wall art, arrange furniture, etc.	PLC Staff, BHS admin, BHS custodial	

### Personnel

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Continue <a href="#">Transition Communication</a> with all stakeholders	Mark Mischke, Stephanie Ward, Dr. Scott Thielman, Amy Ernst	May-June 2020
Decide upon PLC staffing for Fall 2020	Stephanie Ward, Mark Mischke	May 2020 X
Determine secretarial role needs for new PLC program	Evan Ronken, Stephanie Ward, Mark Mischke, Mona Weisman	June 2020
Determine special education staffing for PLC program	BHS Admin, Amy Ernst, Michelle Ryder	May 2020 X
Post and hire 1.0 Math/Science position for PLC	Stephanie Ward, Mark Mischke, PLC staff	June 2020

## Program Planning

Action Item	Personnel Involved	Date(s)
Request curriculum writing time	BHS Admin, Pam Miller, Scott Thielman	June 2020
Request new course approval for fall 2020: SI Lab	PLC Staff, Pam Miller	June 2020
Complete summer program planning work: program mission, vision and core values; determine all personnel roles within program; integration of trauma informed approaches and restorative practices into PLC programming; alignment of PLC programming with other tiers of intervention at BHS; determine essential program components to continue and program components to discontinue	PLC Staff, Stephanie Ward, potential BHS staff	Summer 2020
Complete summer curriculum writing work: new SI Lab course writing as well as amendments to existing PLC courses to be integrated with SEL focus	PLC Staff	Summer 2020
Determine new students to join PLC programming in fall 2020	PLC staff, BHS counselors, BHS Admin, BHS teachers	Summer 2020
Communicate with students/families at PLC throughout summer months on program updates	Stephanie Ward, PLC staff, students of PLC	Summer 2020

and progress; include student voice		
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**Finances**

Action Item	Personnel Involved	Date(s)
Determine costs involved in construction to BHS space to accommodate PLC program	John Heltunen, independent contractor	May 2020 X
Determine cost savings of program transition	Gary Kawlewski, Evan Ronken, Stephanie Ward	June 2020 X
Determine costs for program planning and curriculum writing time for PLC staff	PLC Staff, Stephanie Ward, potential new PLC staff, potential BHS staff	