



## Newark Middle School Design Timeline

October 2021- June 2022

DRAFT

Date	Design Team Programmatic Topics and Activities	Facilities, Enrollment, Budget, and Staffing (non-design team activities)
October (28)	Design Team selected and invited to first meeting <ul style="list-style-type: none"> <li>➤ Kick off Community Learning Exchange               <ul style="list-style-type: none"> <li>○ Community building</li> <li>○ Why are we moving to a middle school model?</li> <li>○ Share the timeline</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Meet with labor partners and unpack articles in CBA relating to staffing; determine if MOUs are needed</li> </ul>
November (10)	<ul style="list-style-type: none"> <li>➤ Define the assets in the Junior High and current 6th grade</li> <li>➤ Define the equity challenge in the current system.</li> <li>➤ Share the proposed design principles and structures for 6th grade.</li> </ul>	<ul style="list-style-type: none"> <li>● Begin negotiations relating to staffing</li> </ul>
December (9)	<ul style="list-style-type: none"> <li>➤ Create a vision using the graduate profile               <ul style="list-style-type: none"> <li>○ Highlight student voice</li> </ul> </li> <li>➤ Continue discussion on design principles and structures</li> <li>➤ Develop “look for’s”- prep for site visits</li> </ul>	
January (13,27)	<ul style="list-style-type: none"> <li>➤ Engage in site visits</li> <li>➤ Build out the design principles and structures</li> <li>➤ Develop communication strategies with the community</li> </ul>	<ul style="list-style-type: none"> <li>● Distribute Intent to return forms to NTA; work with Business on staffing projections</li> </ul>
February (10,24)	<ul style="list-style-type: none"> <li>➤ Debrief on site visits, and share insights.</li> <li>➤ Finalize design principles and structures</li> <li>➤ Implement communication strategies with the community</li> </ul>	<ul style="list-style-type: none"> <li>● Enrollment and staffing projections</li> </ul>
March (10,24)	<ul style="list-style-type: none"> <li>➤ Develop the middle school model and include:               <ul style="list-style-type: none"> <li>○ Leadership structure- adult learning/professional learning</li> <li>○ Instructional plan</li> <li>○ Culture plan- social emotional learning</li> <li>○ Family Engagement</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Staffing meetings (if in MOU) and tentative placements.</li> <li>● Moving services bid and contract</li> <li>● Master scheduling</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Implement communication strategies with our community</li> </ul>	
<p>April (14,28)</p>	<ul style="list-style-type: none"> <li>➤ Develop the model and include: <ul style="list-style-type: none"> <li>○ Leadership structure- adult learning/professional learning</li> <li>○ Instructional plan</li> <li>○ Culture plan- social emotional learning</li> <li>○ Family Engagement</li> </ul> </li> <li>➤ Implement communication strategies with our community</li> </ul>	<ul style="list-style-type: none"> <li>● Budget development</li> <li>● Facilities needs (repairs, maintenance, improvements)</li> </ul>
<p>May (12,26)</p>	<ul style="list-style-type: none"> <li>➤ Develop the model and include: <ul style="list-style-type: none"> <li>○ Leadership structure- adult learning/professional learning</li> <li>○ Instructional plan</li> <li>○ Culture plan- social emotional learning</li> <li>○ Family Engagement</li> </ul> </li> <li>➤ Implement communication strategies with our community</li> </ul>	<ul style="list-style-type: none"> <li>● Notice to CSEA about schedule/site change</li> <li>● Classroom assignments</li> </ul>
<p>June (9)</p>	<ul style="list-style-type: none"> <li>➤ Present plan to the board for middle school model, and 6th grade to start in August 2022.</li> </ul>	
<p>July</p>	<ul style="list-style-type: none"> <li>➤ Summer Professional Learning</li> </ul>	
<p>August</p>	<ul style="list-style-type: none"> <li>➤ Start the new year with incoming 6th graders.</li> <li>➤ Orientation for 6 th and 7th grade</li> <li>➤ Continue planning for phase II</li> </ul>	