

APPENDIX II – 33

TRANSITION PLAN DEVELOPMENT

Sections, Steps, and Task of the Detailed Transition Plan Guide

Section 1: School Data	
Step 1:	Gather and Organize Relevant Data
Step 2:	School Summary
Step 3:	Inquiry Process <ul style="list-style-type: none"> • Task 1: Review Current Performance • Task 2: Identify Trends • Task 3: Prioritize Concerns (Performance Challenges) • Task 4: Identify Root Causes
Section 2: School Goals and Objectives	
Step 1:	Goal Setting
Step 2:	Measurable Objectives
Step 3:	Transition Plan Strategic Focus Area
Section 3: Action Plan	
Section 4: Quick Win Plan	
Section 5: Budgetary Needs Assessment	

Transition Planning – Time Line and Planning Dates

Date	Time	Transition Section	Participants
Monday, November 28, 2016	1:00 p.m. – 4:00 p.m.	Section 1: School Data <ul style="list-style-type: none"> • Step 1: Gather and Organize Relevant Data • Step 2: School Summary • Step 3: Inquiry Process 	Cholla HS, Ochoa ES, Pueblo HS, Robison ES, Safford K-8, Utterback MS, Magnet Dept., Mathematics Dept.
Friday, December 2, 2016	8:30 a.m. - 3:30 p.m.	Section 2: School Goals and Measurable Objectives Section 3: Action Plan	Cholla HS, Ochoa ES, Pueblo HS, Robison ES, Safford K-8, Utterback MS, Magnet Dept., Title I, Secondary Leadership Dept., English/Language Arts Dept.
Friday, December 9, 2016	8:30 a.m. - 3:30 p.m.	Continue Section 3: Action Plan Section 4: Quick Wins	Cholla HS, Ochoa ES, Pueblo HS, Robison ES, Safford K-8; Utterback MS, Magnet Dept., Title I Dept.
Friday, December 16, 2016	8:30 a.m. - 3:30 p.m.	Section 5: Budgetary Needs Assessment Finalize First Draft and Review	Cholla HS, Ochoa ES, Pueblo HS, Robison ES, Safford K-8, Utterback MS, Magnet Dept., Title I Dept.

Additional Support for Transitional Planning

Tuesday, December 6, 2016	9:00 a.m. – 4: p.m.	Section 3: Action Plan	Safford K-8
Monday, December 12, 2016	12:30 p.m. – 3:00 p.m.	Section 3: Action Plan	Robison ES
Thursday, December 16, 2016	9:00 a.m. – 4:00 p.m.	Section 3: Action Plan	Safford K-8, Language Acquisition Dept.

Transition Plan Review

Date	Time	Participants
Tuesday, December 20, 2016	8:00 a.m. – 9: 30 a.m.	Pueblo HS
Tuesday, December 20, 2016	11:00 a.m. – 12:30 p.m.	Robison ES
Tuesday, December 20, 2016	12:30 p.m. – 2:00 p.m.	Safford K-8
Tuesday, December 20, 2016	2:00 p.m. – 3:30 p.m.	Cholla HS
Tuesday, December 20, 2016	3:30 p.m. – 5:00 p.m.	Utterback MS
Wed., December 21, 2017	1:00 p.m. – 3:30 p.m.	Robison ES
Wed., December 21, 2017	3:30 p.m. – 4:00 p.m.	Safford K-8
Thursday, December 22, 2017	8:30 a.m. – 9:30 a.m.	Pueblo HS
Thursday, December 22, 2017	2:00 p.m. – 4:00 p.m.	Safford K-8

Transition Budgetary Needs Review

Date	Time	Participants
Monday, January 9, 2017	10:00 a.m. – 1:00 p.m.	Pueblo HS
Monday, January 9, 2017	1:00 p.m. – 2:30 p.m.	Safford K-8
Monday, January 9, 2017	2:30 p.m. – 4:00 p.m.	Ochoa ES
Tuesday, January 10, 2017	9:00 a.m. – 11:00 a.m.	Pueblo HS
Tuesday, January 10, 2017	10:30 a.m. – 12:30 p.m.	Cholla HS
Tuesday, January 10, 2017	1:00 p.m. – 2:30 p.m.	Utterback MS
Tuesday, January 10, 2017	2:00 p.m. – 4:00 p.m.	Robison ES

Transition Calendar Planning

Date	Time	Participants
Monday, March 6, 2017	8:00 a.m. – 11:00 a.m.	Safford K-8
Tuesday, March 7, 2017	8:00 a.m. – 11:00 a.m.	Robison ES
Tuesday, March 7, 2017	2:30 p.m. – 4:30 p.m.	Ochoa ES
Wednesday, March 8, 2017	8:00 a.m. – 11:00 a.m.	Utterback MS
Thursday, March 9, 2017	8:00 a.m. – 11:00 a.m.	Cholla HS
Monday, March 13, 2017	8:30 a.m. – 11:30 a.m.	Pueblo HS
Thursday, March 16, 2017	2:00 p.m. – 3:00 p.m.	Ochoa ES
Tuesday, March 28, 2017	3:00 p.m. – 4:00 p.m.	Utterback MS