

The High School Transitions Project Planner is a working document. Its primary purpose is to serve as a collaborative project planning tool for the administrative team that has direct responsibility for the implementation of the many facets of high school consolidation. The HS Transitions Project consists of 18 specific project areas. Project area leaders have been assigned, the months that each task will begin have been estimated and task durations have been projected. Many of the tasks involve collaboration across multiple areas.

This plan reflects thoughts, ideas and input gathered beginning in June 2008. The plan will evolve as we continue to work with students, parents, staff and community members to consolidate to one high school beginning in the fall of 2013.

The following is a summary of district activities and events related to the high school consolidation:

June 2008 – High School Staff Symposium

Summer 2008 - Staff Steering Team formed

Fall 2009 – combined high school staff meetings/workshops

Winter 2010 – formal High School Study requested by the board to include:

- Student, Parent, PTO, Staff, Community Focus Groups
- Staff Transitions Planning Team
- Athletics/Co-curriculars
- Budget Implications
- Facilities Capacity Study
- Curriculum/Program Implications
- Joint high school department heads and staff meetings

March 2010 – High School Study Report to the Board

Spring 2010 – Recommendation to the Board to consolidate to one high school

Spring 2010 – Board vote to consolidate to one high school no sooner than Fall 2012

2010 – High School administrative transition team formed

2011 - Draft timeline for consolidation developed

BHS High School Transitions Project Planner

2011 - Initial contacts made with other school districts that have consolidated or operate one various one high school configurations

Spring 2011 – Plante Moran vetted high school study consolidation savings estimates

Spring 2011 – Meeting with Bloomfield Athletic Boosters

June 2011 – Board vote to consolidate to one high school fall of 2013

Summer 2011 - Draft timeline modified to reflect 24 month time frame

August/September 2011 –

- Joint HS Staff meetings, professional development and department meetings
- Joint student leadership meetings to recommend process to solicit school mascot and colors designs; process will be implemented after 2011 football homecoming
- Community Curriculum Meeting #1 facilitated by Charlie Fleetham

Scroll down to view the Project Planner -

BHS High School Transitions Project Planner

ID	Task Name	Start	Duration	Finish	Resource Names	Milestone
1	Research/Visit Other Districts	Nov 1 '11	5 mons	Mar 19 '12	High School Transition Team	Yes
2	Consolidated/2 Campus HS - i.e. Lake Park, IL; New Trier, IL; Clarkston, L'Anse Creuse	Nov 1 '11	5 mons	Mar 19 '12	High School Transition Team,High School Visit Team	
3	HS Curriculum/Staff				Bill Boyle,Charlie Hollerith,Rob Durecka,Ed Br	
4	Review Daily HS Schedule	Aug 1 '11	3 mons	Oct 21 '11	Rob Durecka,Frank Laurinec	Yes
5	Opening Day/Joint Staff Professional Development	Aug 29 '11	3 days	Aug 31 '11	Rob Durecka,Charlie Hollerith	
6	Joint Dept Heads Mtgs	Sep 1 '11	Monthly	Jun 1 '12	Charlie Hollerith,Rob Durecka	
7	Course Book Recs	Sep 1 '11	2 mons	Oct 26 '11	Ed Bretzlaff	
8	Joint HS Staff Meetings	Oct 5 '11	Monthly		Charlie Hollerith,Rob Durecka	
9	Joint Professional Development	Oct 31 '11	1 day	Oct 31 '11	Charlie Hollerith,Rob Durecka	
10	Counselor Assignments	Oct 1 '12			Charlie Hollerith,Ed Bretzlaff,Rob Durecka	
11	New HS Course Proposals	Oct 1 '12			Ed Bretzlaff	
12	Joint Staff Professional Development	Jan 2 '12	Ongoing		Charlie Hollerith,Rob Durecka	
13	1st Bell Schedule Meeting	Aug 1 '12			Charlie Hollerith,Rob Durecka	
14	IB/AP Official Notice	Aug 1 '12			Charlie Hollerith,Rob Durecka	
15	Staff Diversity Workshp	Jan 1 '13			Charlie Hollerith,Rob Durecka	
16	Dept. Staffing	Jan 31 '13			Charlie Hollerith,Rob Durecka	
17	Admin. Staffing Plan	Feb 1 '13			Cabinet	
18	Joint Staff Retreat	Feb 15 '13			Charlie Hollerith,Rob Durecka	
19	IB Coordinator/Staffing	Mar 1 '13			Charlie Hollerith,Rob Durecka	
20	MYP Personal Project Plan	Apr 2 '13			Charlie Hollerith,Rob Durecka	
21	A/L Staff Celebrations	Jun 3 '13			Charlie Hollerith,Rob Durecka	
22	Consolidation of Building Budgets	Jun 28 '13			Charlie Hollerith,Rob Durecka	Yes
23	AHS/LHS Student Transition	Nov 1 '11	Bi-weekly		Charlie Hollerith,Rob Durecka	
24	Colors/Mascot Designs	Nov 1 '11	6 wks	Dec 12 '11	Charlie Hollerith,Rob Durecka	Yes
25	Announce mascot/colors	Jan 20 '12	2 wks	Feb 2 '12	Charlie Hollerith,Rob Durecka	Yes
26	Challenge Days	Sep 3 '12			Charlie Hollerith,Rob Durecka	

Oct 4 '11

WORKING DOCUMENT

Task start dates may be estimates and some durations are placeholders

BHS High School Transitions Project Planner

ID	Task Name	Start	Duration	Finish	Resource Names	Milestone
27	Homecoming Celebrations	Oct 1 '12			Charlie Hollerith,Rob Durecka	
28	New School Song	Nov 1 '12			Charlie Hollerith,Rob Durecka	
29	2014 Prom Venue	Dec 3 '12	2 wks	Dec 14 '12	Charlie Hollerith,Rob Durecka	
30	Joint Grade Level Scheduling Meetings	Feb 1 '13			Charlie Hollerith,Rob Durecka	
31	Grade Level Baron/Knight Games	Mar 1 '13			Charlie Hollerith,Rob Durecka	Yes
32	Joint PEP Band Plays at MS's	Apr 1 '13			Charlie Hollerith,Rob Durecka	
33	New HS Apparel Available	May 1 '13			Charlie Hollerith,Rob Durecka	
34	A/L Final Graduation Celebrations	Jun 3 '13			Charlie Hollerith,Rob Durecka	Yes
35	Joint Band Camp	Jul 1 '13			Charlie Hollerith,Rob Durecka	
36	HS Grade Level Orientations	Aug 26 '13			Charlie Hollerith,Rob Durecka	Yes
37	Parents/PTO				Charlie Hollerith,Rob Durecka	
38	PTOC Breakfast	Sep 9 '11	1 day	Sep 9 '11	Charlie Hollerith,Rob Durecka	
39	Joint PTO Meeting	Oct 3 '11	1 day	Oct 3 '11	Charlie Hollerith,Rob Durecka	
40	Joint PTO Meeting	Jan 2 '12	1 day	Jan 2 '12	Charlie Hollerith,Rob Durecka	
41	Joint PTO Meeting	Oct 1 '12			Charlie Hollerith,Rob Durecka	
42	Develop Traditions/Leagacy Plans	Dec 3 '12			Charlie Hollerith,Rob Durecka	Yes
43	PTO Budget/By-Laws/Gifts Resolutions	Nov 1 '12			Charlie Hollerith,Rob Durecka	Yes
44	Joint PTO Meeting	Mar 1 '12	1 day	Mar 1 '12	Charlie Hollerith,Rob Durecka	
45	Parent Meetings by Grade Level	Apr 2 '12	1 mon	Apr 27 '12	Ed Bretzlaff,Rob Durecka,Rob Glass	Yes
46	Joint PTO Meeting	May 1 '12	1 day	May 1 '12	Charlie Hollerith,Rob Durecka	
47	Joint PTO Meeting	Jan 2 '13			Charlie Hollerith,Rob Durecka	
48	Parent Challenge Day	Feb 1 '13			Charlie Hollerith,Rob Durecka	
49	Joint PTO Meeting	Mar 1 '13			Charlie Hollerith,Rob Durecka	
50	Slate of Officers	Apr 1 '13			Charlie Hollerith,Rob Durecka	
51	Joint PTO Meeting	May 1 '13			Charlie Hollerith,Rob Durecka	
52	Athletics/Boosters				Mike Cowdrey	
53	BHS Booster Mtg	May 1 '11	1 wk	May 5 '11	Ed Bretzlaff,Mike Cowdrey,Rob Glass	
54	Consult w/ MHSAA - timelines	Jun 1 '11	23 days	Jul 1 '11	Mike Cowdrey	
55	Explore Coach Hiring Process	Sep 1 '11	1 mon	Sep 28 '11	Mike Cowdrey	

Oct 4 '11

WORKING DOCUMENT

Task start dates may be estimates and some durations are placeholders

BHS High School Transitions Project Planner

ID	Task Name	Start	Duration	Finish	Resource Names	Milestone
56	BHS Booster Meeting	Sep 1 '11	1 wk	Sep 7 '11	Mike Cowdrey	
57	Booster Budgets/By-laws/Merger Process	Sep 3 '12			Mike Cowdrey	
58	A/L Fall Sports Celebrations	Nov 16 '12			Mike Cowdrey	
59	Post/Hire Fall '13 Coaches	Nov 19 '12			Mike Cowdrey	
60	Add New Mascot to Uniforms	Feb 1 '12	1 mon	Feb 28 '12	Mike Cowdrey	Yes
61	MHSAA/OAA	Jul 2 '12	1 mon	Jul 27 '12	Mike Cowdrey	
62	Record Boards, Trophies, State Road Signs	Jan 2 '13			Mike Cowdrey	
63	A/L Winter Sports Celebrations	Mar 15 '13			Mike Cowdrey	
64	Post/Hire Winter '14 Coaches	Mar 15 '13			Mike Cowdrey	
65	Andover/Lahser Memorabilia Display/Sale	Apr 19 '13			Mike Cowdrey	
66	Athletic/Co-curricular Code Review	May 1 '13			Mike Cowdrey	
67	A/L Spring Sports Celebrations	Jun 3 '13			Mike Cowdrey	
68	Post/Hire Spring '14 Coaches	Jun 3 '13			Mike Cowdrey	
69	Co-curricular/Clubs				Charlie Hollerith,Ed Bretzlaff,Rob Durecka	
70	Marching Band Uniforms	Feb 1 '12	1 mon	Feb 28 '12	Charlie Hollerith,Rob Durecka	
71	Develop Unified Clubs	Jun 1 '12	1 mon	Jun 28 '12	Charlie Hollerith,Ed Bretzlaff,Rob Durecka	
72	MSBOA	Jul 2 '12	1 mon	Jul 27 '12	Charlie Hollerith,Rob Durecka	
73	Consult w/ Traub Family	Sep 3 '12			Charlie Hollerith,Rob Durecka	
74	Newspaper/Yearbook Joint Mtgs.	Oct 2 '12			Charlie Hollerith,Rob Durecka	
75	Contact MIFA	Nov 1 '12			Charlie Hollerith,Rob Durecka	
76	Consider Added Drama Productions	Dec 4 '12			Charlie Hollerith,Rob Durecka	
77	Joint Club Meetings	Feb 1 '13			Charlie Hollerith,Rob Durecka	
78	A/L Farewell Concerts	Apr 1 '13			Charlie Hollerith,Rob Durecka	
79	Joint Concerts at A&L	May 1 '13			Charlie Hollerith,Rob Durecka	
80	Special Needs/Programs				Carolyn Packard	
81	BHASE, RR, DHH, ARP, PREP, Wing Lake Satellite				Carolyn Packard	Yes
82	MS Students				Laurie McCarty,MS Admin/Counselors	
83	Colors/Mascot Designs	Nov 1 '11	6 wks	Dec 12 '11	Laurie McCarty,MS Admin/Counselors	Yes

Oct 4 '11

WORKING DOCUMENT

Task start dates may be estimates and some durations are placeholders

BHS High School Transitions Project Planner

ID	Task Name	Start	Duration	Finish	Resource Names	Milestone
84	Announce mascot/colors	Jan 20 '12	1 mon	Feb 16 '12	Laurie McCarty,MS Admin/Counselors	Yes
85	New School Song	Nov 1 '12	1 mon	Nov 28 '12	Laurie McCarty,MS Admin/Counselors	
86	Joint PEP Band Plays at MS's	Apr 1 '13	1 mon	Apr 26 '13	Laurie McCarty,MS Admin/Counselors	
87	New HS Apparel Available	May 1 '13	2 mons	Jun 25 '13	Laurie McCarty,MS Admin/Counselors	
88	8th Grade Visitation/Mentors	May 24 '13	1 mon	Jun 20 '13	Laurie McCarty,MS Admin/Counselors	Yes
89	Elementary Schools				Elem Principals,Laurie McCarty	
90	Announce mascot/colors	Jan 20 '12	1 mon	Feb 16 '12	Elem Principals,Laurie McCarty	Yes
91	New School Song	Nov 1 '12	1 mon	Nov 28 '12	Elem Principals,Laurie McCarty	
92	Parent/PTO Meetings		Ongoing		Elem Principals,Laurie McCarty	
93	Technology				Alex Noordhorn	
94	Business Lab Deployment	Sep 3 '12			Alex Noordhorn	
95	Distance Learning Lab(s)	Oct 1 '12			Alex Noordhorn	
96	Web Sites	Nov 1 '12			Alex Noordhorn	
97	In-district Video Conferencing	Dec 3 '12			Alex Noordhorn	
98	Other Tech Deployment	Jan 1 '13			Alex Noordhorn	
99	STEM Lab	Feb 1 '13			Alex Noordhorn	
100	Directories-Outlook	May 1 '13			Alex Noordhorn	
101	Staff Phones/Workstations/Promethean Boards	Jul 1 '13			Alex Noordhorn	Yes
102	Facilities/Transportation				Brian Goby	
103	Develop Busing Scenarios	Jun 1 '12			Brian Goby	Yes
104	Traffic/Parking Scenarios	Jul 2 '12			Brian Goby	Yes
105	School Stores	Aug 1 '12			Brian Goby	
106	Distance Learning Labs	Oct 1 '12			Brian Goby	
107	A/L Trophy Displays	Nov 1 '12			Brian Goby	
108	BYG/Ancillary Offices	Dec 3 '12			Brian Goby	
109	Rename Campuses, Signs, Fields, floors, Marquees, Pools	Jul 1 '13			Brian Goby	
110	Student Services				JoAnne Messina	

Oct 4 '11

WORKING DOCUMENT

Task start dates may be estimates and some durations are placeholders

BHS High School Transitions Project Planner

ID	Task Name	Start	Duration	Finish	Resource Names	Milestone
111	New Building Code	Nov 1 '12			JoAnne Messina	
112	Zangle	Jan 1 '13			JoAnne Messina	
113	Transcripts	Feb 1 '13			JoAnne Messina	
114	ParentConnect	Mar 1 '13			JoAnne Messina	
115	Early Roster	Apr 1 '13			JoAnne Messina	
116	Human Resources				Chris Barnett	
117	Hiring Process for Coaches	Dec 1 '11	1 mon	Dec 28 '11	Chris Barnett, Mike Cowdrey	
118	Post Dept Head Positions	Feb 20 '12	2 wks	Mar 2 '12	Chris Barnett	
119	HS Staffing Decisions	Mar 1 '12	2 mons	Apr 25 '12	Chris Barnett, Bill Boyle, Charlie Hollerith, Ed Bre	Yes
120	Post Club Sponsor Positions	Mar 1 '12	1 mon	Mar 28 '12	Chris Barnett	
121	Assign Staff to Campuses	Apr 2 '12	1 mon	Apr 27 '12	Alex Noordhorn	Yes
122	Support Staff Placement	Apr 2 '12			Chris Barnett	
123	Assessment Coord.				Brenda Deacon	
124	1 MME/MEAP Site	Nov 1 '12			Brenda Deacon	
125	MDE/Oakland Schools/ACT/OCREAC	Jul 2 '12			Brenda Deacon	
126	MME - 1Test Site 2014	Mar 1 '13			Brenda Deacon	
127	Pearson Benchmark	Apr 1 '13			Brenda Deacon	
128	Food Service				Tina Kostiuk	
129	Facilities/Staffing	Jan 2 '12			Tina Kostiuk	
130	Cabinet				Cabinet	
131	HS Transition Team	Jun 1 '11	Weekly	Sep 3 '13	High School Transition Team	
132	SP Curriculum Mtg #1	Sep 27 '11	0 days	Sep 27 '11	Fleetham Charlie	
133	SP Curriculum Mtg #2	Oct 25 '11	0 days	Oct 25 '11	Fleetham Charlie	
134	SP Curriculum Mtg #3	Nov 29 '11	0 days	Nov 29 '11	Fleetham Charlie	
135	Consol. HS Schedule Decision	Jan 19 '12	0 days	Jan 19 '12	Cabinet	Yes
136	2012 Budget Implications	Feb 1 '12	2 mons	Mar 27 '12	Tina Kostiuk	Yes
137	Recommendation of 2 Campus Plan	Apr 19 '12	0 days	Apr 19 '12	Cabinet	Yes
138	HS Admin Reorg Plan	Jun 15 '12	1 mon	Jul 12 '12	Cabinet	Yes
139	MDE, IB, Oakland Schools	Aug 1 '12			Cabinet	

Oct 4 '11

WORKING DOCUMENT

Task start dates may be estimates and some durations are placeholders

BHS High School Transitions Project Planner

ID	Task Name	Start	Duration	Finish	Resource Names	Milestone
140	2014 Graduation Venue	Sep 3 '12			Ed Bretzlaff	
141	Implement 1 or 2 Campus Plan	Nov 1 '12	0 days	Nov 1 '12	Board,Cabinet	
142	Code of Conduct Review	Apr 1 '13			Ed Bretzlaff	
143	Consolidation of Building Budgets	Jun 28 '13			Tina Kostiuk	Yes
144	Board				Board	
145	Board Instructional Committee	Oct 3 '11	Monthly		Board	
146	Board Names One HS	Nov 17 '11	0 days	Nov 17 '11	Board	Yes
147	Bond Election	Nov 6 '12	0 days	Nov 6 '12	Board	Yes
148	Communications				Communications Dept.	
149	Post HS Transtion Working Plan on Web	Oct 3 '11	1 mon	Oct 28 '11	Communications Dept.	
150	Begin Web Site Re-design	Nov 1 '11	3 mons	Jan 23 '12	Alex Noordhorn,Communications Dept.	
151	Develop Online Forum	Jan 2 '12	1 mon	Jan 27 '12	Communications Dept.	
152	Roll out new web site	Jan 16 '12	1 mon	Feb 10 '12	Communications Dept.	
153	Staff Directories	Apr 2 '12	1 mon	Apr 27 '12	Communications Dept.	
154	New PR Materials - 1 HS	Jul 2 '12	1 mon	Jul 27 '12	Communications Dept.	
155	Calendar Implications	Nov 1 '12			Chris Barnett,Communications Dept.	
156	Preview/Campus Tours	Nov 1 '12			Communications Dept.	
157	Merge Listservs	Feb 1 '13			Communications Dept.	
158	FAQ's - College Apps/BHS HS Profile	Mar 1 '13			Communications Dept.	
159	Ribbon Cutting(s)	Aug 1 '13			Communications Dept.	

Oct 4 '11

WORKING DOCUMENT

Task start dates may be estimates and some durations are placeholders

6