

DOTHAN CITY SCHOOLS RESTRUCTURING TO DO LIST

PRIORI TY	DUE DATE	WHAT	WHO	IN PROGRESS	DONE
1	March 2019	Board receives formal lists of teachers and certified employees by school site for approval	Board, Superintendent and key staff	In Progress	
2	March 2019	Support Staff receive formal notice of non-renewal or RIF or placement for 2019-2020	HR Directors and Principals	In Progress	
3	March 2019	Secondary Principals present schedules at Spotlight or Board Work session	Principals	In Progress	
4	March 2019	Board Approves new policy manual	Superintendent and Board	In Progress	
5	March 2019	Branding Company Chosen and work begins with students and secondary Principals. If required, Board will approve contracts.	Secondary Principals, AD, CFO, Board	In Progress	
5	March 2019	Departments develop their plans and to do lists to ensure that all tasks, such as cleaning, moving and technology are completed in a timely manner	Superintendent Lee Jacobs and Directors	In Progress	
6	March 2019	Professional Development Plans for Signature Schools and Secondary – Completed Costs outlined	Principals, Dr. Edwards, Staff at CO, CFO	In Progress	Done

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5	March 2019	Developed calendar with schools construction needs in mind and additional PD	Mr. Faulk and Committee	In Progress	Done
6	March 2019	Transportation Audit – planning for routes in process	Transportation Director, Superintendent	In Progress	Done
7	March 2019	Principals make first contacts with staff and continue to find ways to speak with parents and students	Principals	In Progress	
8	March 2019	Formal Plan for Building Changes- Capital Improvements- team is meeting bi-weekly	Director of Facilities, Jeff Prine, Mke Manuel	In Progress	
9	March 2019	Detailed information related to school changes sent to the Dept. of Education	Lee Jacobs	In Progress	Done
9	March 2019	Supplement list revision	CFO, AD	In Progress	
10	March 2019	Name determined for junior HS/ Presented to the Board	Superintendent Darius McKay	In Progress	Done
11	March 2019	Board Officially confirms transfers of staff	Superintendent HR	In Progress	

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To do list

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This is not the complete list but meets the high points of the process and provides a map to progress and a timeline of events to be completed.

NOTES

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