

**North Forest Independent School District
Merger Timeline**

April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 TAKS	8 TAKS	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 TAKS	29 TAKS	30 TAKS			

Date	Action Required	Person(s) Responsible	Date of Completion	Status
March 31	<input checked="" type="checkbox"/> Meeting with Dr. Mason and Coach Crawford to discuss the athletic program (25 coaches) <input checked="" type="checkbox"/> Meeting with J. Crawford, V. Wilkerson & V. Burleigh to discuss master schedule building	Dr. Mason, V. Sharp A. Sheppard	3/31/08	
March 31	<input checked="" type="checkbox"/> Design the School Information Card for students to recommend school name, mascot and colors	V. Sharp	4/2/08	
April 1	<input checked="" type="checkbox"/> Meeting with Toni Dunn to discuss Fine Arts, cheerleaders, marjorettes and colleens	T. Dunn and V. Sharp	4/1/08	
April 1 - 4	<input checked="" type="checkbox"/> CTE registration in the cafeteria w/brochures & applications	V. Burleigh A. Sheppard	4/4/08	
April 1 - 4	<input checked="" type="checkbox"/> Publicize CTE programs via brochures, Parent Connect Ed, announcements	V. Burleigh, Nakisha Myles, Principals, J. Crawford & V. Wilkerson		
April 3	<input checked="" type="checkbox"/> Meeting with cheerleader, colleen and majorette sponsors to establish a timeline for completing all activities needed	T. Dunn and V. Sharp	4/3/08	
April 4	<input checked="" type="checkbox"/> Distribute applications to students interested in cheerleading, colleens and majorettes <input checked="" type="checkbox"/> Generate applications for flag, drill team cheerleaders and majorettes <input checked="" type="checkbox"/> Announcement to NFISD the Head Athletic Coach/Coordinator <input checked="" type="checkbox"/> Mail a letter to Head Athletic Coach/Coordinator his official assignment	High School sponsors and middle school staff (8 th grade students, only) W. Jones, Dr. Mason and G. Gims		
April 7	<input checked="" type="checkbox"/> Cheerleader, colleens and majorette sponsors will submit a timeline for all activities <input checked="" type="checkbox"/> Distribute applications to HS and MS students for extracurricular activities; colleens, cheerleaders and majorettes <input checked="" type="checkbox"/> Drill Team tryouts begin	T. Dunn and sponsors		

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	<input checked="" type="checkbox"/> Identify returning teachers/coaches	W. Jones, G. Gims		
April 8	<input checked="" type="checkbox"/> Deadline for submitting applications to school secretary from students interested in cheerleading, colleens and majorettes	School secretaries		
April 9	<input checked="" type="checkbox"/> All interested students should submit their applications to lead counselors <input checked="" type="checkbox"/> Announce individual sports/head coaches	J. Crawford & V. Wilkerson Dr. Mason, L. Crawford		
April 10	<input checked="" type="checkbox"/> Counselors will key in course selection sheets <input checked="" type="checkbox"/> Meeting with coaches to discuss program goals	J. Crawford & V. Wilkerson Dr. Mason & L. Crawford		
April 7 – 11	<input checked="" type="checkbox"/> Students & school staff recommend school name, school mascot and school colors (see template)	Principals, V. Sharp		
April 11 - 16	<input checked="" type="checkbox"/> CTE teachers screens and identifies candidates for the CTE programs and submits names to CTE counselor	CTE Teachers V. Burleigh, A. Sheppard		
April 14	<input checked="" type="checkbox"/> Tally all student and staff votes for school name, mascot and colors	W. Jones, principals, Directors		
April 15	<input checked="" type="checkbox"/> Public/Community Meeting to discuss plans and get recommendations for school name, school mascot and school colors at Forest Brook HS	W. Jones, Nakisha Myles, Principals and Directors	4/15/2007	
April 16	<input checked="" type="checkbox"/> CTE Counselor submits names of candidates to lead counselors	J. Crawford & V. Wilkerson		
Ajril 17	<input checked="" type="checkbox"/> Public/Community Meeting to discuss plans and get recommendations for school name, school mascot and school colors at Smiley HS	W. Jones, principals, Directors	4/17/08	
April 18	<input checked="" type="checkbox"/> Tally all votes from community members <input checked="" type="checkbox"/> Drill Team Officers selected <input checked="" type="checkbox"/> All applications are due <input checked="" type="checkbox"/> Email Press release for community meeting	Directors Toni Dunn and high school sponsors Nakisha Myles & PR		
April 21	<input checked="" type="checkbox"/> Deadline for entering course selections into Pentamation <input checked="" type="checkbox"/> Meeting w/Dr. Mason and Coach Crawford, 8am <input checked="" type="checkbox"/> Review combined athletic budgets <input checked="" type="checkbox"/> School Board Meeting, 7pm <input checked="" type="checkbox"/> Submit recommendations for school name, school mascot and school colors to School Board members <input checked="" type="checkbox"/> Mail CTE brochure to NFISD parents <input checked="" type="checkbox"/> Complete postcards for Community meeting <input checked="" type="checkbox"/> Send out announcement of Community meeting via Connect Ed <input checked="" type="checkbox"/> Communicate Community meeting to School Board members	J. Crawford & V. Wilkerson Dr. Mason, Coach Crawford & V. Sharp C. Williams, Dr. Mason & L. Crawford W. Jones A. Sheppard & V. Sharp N. Myles & Public Relations		

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	<input checked="" type="checkbox"/> Directors submit information for powerpoint			
April 22	<input checked="" type="checkbox"/> Write a letter to TEA seeking permission for juniors to receive separate ranking for next school year	W. Jones		
April 22 (two weeks)	<input checked="" type="checkbox"/> Post elementary and high school principal vacancies with Human Resources for two weeks	R. Louis, V. Sharp and Human Resources		
April 22-23	<input checked="" type="checkbox"/> Print Simple Tally from Pentamation	J. Crawford & V. Wilkerson		
April 23	<input checked="" type="checkbox"/> Meeting with Ben Gollehom, Executive Secretary for UIL Region 19 to discuss UIL Calendar <input checked="" type="checkbox"/> Get documentation on whether or not Smiley's name can be changed?	T. Dunn, Ben Gollehom, V. Sharp W. Jones and J. Paul Johnson		
April 24	<input checked="" type="checkbox"/> Follow up sponsor meeting at 3pm, Forest Brook Band Hall <input checked="" type="checkbox"/> Mail postcards out about Community Meeting and send out Connect Ed message <input checked="" type="checkbox"/> Meeting with Technology Department to develop needs assessment and timeline for technology programs for elementary & high schools <input checked="" type="checkbox"/> Meeting with all high school non UIL extracurricular sponsors at 3:30 pm	T. Dunn and sponsors All Principals, N. Myles & Public Relations D. Green, R. Louis and V. Sharp E. Magee, Sponsors & V. Sharp		
April 25	<input checked="" type="checkbox"/> UIL Calendar is due <input checked="" type="checkbox"/> Schools display Community Meeting announcement on the marquees	T. Dunn, V. Sharp All Principals		
April 28	<input checked="" type="checkbox"/> Begin master schedule building on master scheduling board <input checked="" type="checkbox"/> Deadline for ordering fall sports equipment and uniforms <input checked="" type="checkbox"/> Make radio and Connect Ed announcements about the Community Meeting <input checked="" type="checkbox"/> Make schedule cards and finalize Community Meeting topics	J. Crawford & V. Wilkerson Dr. Mason & L. Crawford N. Myles and Public Relations		
April 29	<input checked="" type="checkbox"/> Send out Connect Ed message	N. Myles & Public Relations		
April 30	<input checked="" type="checkbox"/> Send out Connect Ed message	N. Myles & Public Relations		

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May 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 TAKS	2 TAKS	3
4	5	6	7	8 AP	9 AP	10
11	12 AP	13 TAKS AP	14 AP	15 AP	16 AP	17
18	19	20	21	22	23	24
25	26 H	27	28	29	30	31

Date	Action Required	Person(s) Responsible	Date of Completion	Status
May 1	<input checked="" type="checkbox"/> Community Meeting at Smiley, 6 – 8pm	W. Jones and Directors		
May 2	<input checked="" type="checkbox"/> Beginning of Spring Practice	Dr. Mason & L. Crawford		
May 5	<input checked="" type="checkbox"/> Drill Team, Majorette and Cheerleader tryouts begin <input checked="" type="checkbox"/> Drill Team and Majorette at Forest Brook and Cheerleader at Smiley <input checked="" type="checkbox"/> High School Principals submit draft copy of Graduation Program <input checked="" type="checkbox"/> Begin interviewing process for Elementary & High School Principals	T. Dunn and sponsors G. Gibson and R. Brown R. Louis & V. Sharp		
May 9	<input checked="" type="checkbox"/> NFISD Staff meeting at Forest Brook, 2:30-3:30 pm, Early Dismissal for students	W. Jones and TEA		
May 10	<input checked="" type="checkbox"/> Drill team Selections	T. Dunn and sponsors		
May 15	<input checked="" type="checkbox"/> Last Practice Day for Majorettes	T. Dunn and sponsors		
May 16	<input checked="" type="checkbox"/> Master schedule finalized <input checked="" type="checkbox"/> Elementary and 6 th grade Track Meet	J. Crawford & V. Wilkerson E. Magee and R. Louis		
May 17	<input checked="" type="checkbox"/> Cheerleader selections at Forest Brook 10am-3pm	T. Dunn and sponsors		
May 19	<input checked="" type="checkbox"/> Flag Team and Drum majors tryouts begin <input checked="" type="checkbox"/> Monthly Board Meeting, 7pm <input checked="" type="checkbox"/> Submit recommendations for Elementary & High School Principals to Board Members(tentative) <input checked="" type="checkbox"/> Board members to consider approval of cost to move portable buildings to Hilliard/Tidwell	T. Dunn and sponsors W. Jones & Board members R. Louis & V. Sharp, Human Resources R. Louis & J. Paul Johnson		
May 19–June 4	<input checked="" type="checkbox"/> Student ID pictures must be taken and/or updated in Pentamation	Campus Principals		
May 23	<input checked="" type="checkbox"/> Issue Course Selection sheets to students	J. Crawford & V. Wilkerson, principals		

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May 29	<input checked="" type="checkbox"/> Flag Team Selection	T. Dunn and sponsors		
May 30	<input checked="" type="checkbox"/> Drum major selection	T. Dunn and Band director		
May 31	<input checked="" type="checkbox"/> Last day for students to submit schedule change requests	J. Crawford & V. Wilkerson, principals		

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 H	20	21
22	23	24	25	26	27	28
29	30					

Date	Action Required	Person(s) Responsible	Date of Completion	Status
June 1	<input checked="" type="checkbox"/> Finalize UIL Eligibility Calendar <input checked="" type="checkbox"/> Deadline for ordering all uniforms; majorettes, colleens and cheerleaders	Dr. Mason T. Dunn and sponsors		
June 3	<ul style="list-style-type: none"> Graduation at M. O. Campbell Center 	High School principal		
June 4	<ul style="list-style-type: none"> Graduation at M. O. Campbell Center 	High School Principal		
June 6	<ul style="list-style-type: none"> Pending approval- move portable buildings from Forest Brook HS to Hilliard/Tidwell 	J. Paul Johnson		
June 20	<ul style="list-style-type: none"> Pending approval – connect & moving of portable buildings completed 	J. Paul Johnson		