

**Suggested School Closure Time Line\***

Task Name	Duration	Start	Finish	Month					
				One	Two	Three	Four	Five	Six
Board workshop to scope the project				█					
Appoint 7/11 District Advisory Committee				█					
Ensure curriculum and instruction are included				█					
Appoint a subcommittee to serve as research group for 7/11 committee				█					
Sub-committee begins facility and demographic research					█	█			
Report progress to Board. Allow for community discussion at board meeting					█	█			
Present 7/11 committee progress report to Board. Public discussion						█			
Begin dialogues with various community groups that may be affected						█			
Begin discussions with staff at site that may be affected						█			
Present 7/11 committee final report with recommendation to Board							█		
Board discussion and community member discussion							█		
Continue to meet with school site groups of potential sites affected							█		
Receive public input at affected school sites							█		
Continue Board discussion								█	
Continue public input								█	
Arrange special Board meeting (large enough area to accommodate all participants)									█
Board announces decision									█
Plan enrollment options and site visitations for affected staff, students, parents									█
Discuss facilities options and requirements at site(s) to accommodate displaced students									█
District sends letter to parents to inform students of new school assignments									█
Plan for needed facilities									█
Announce actual date of closures									█
Appoint District Transition Team (DTT)				As long as needed					
DTT conducts inventory of essential facilities				As long as needed					

\*The size and unique issue in your district will affect the time line

