

Transitional Plan

REGIONALIZATION TRANSITION PLAN
AYER-SHIRLEY SCHOOL REGIONALIZATION PLANNING BOARD
[All specific dates are for processes to be completed; **bold type** indicates short-term expenditures must support items]

Fiscal Year 2010

- December 2009 – Finalize Regional Agreement and submit Ayer/Shirley Pre-K – 12 Packet to DESE for approval
- December 2009 – DESE returns initial approval of regional agreement including transition plan
- January 2010 – **pursue memorandum of understanding with MSBA about application and reimbursement percentages for:** Shirley MS retrofit to elementary school, short term Ayer MS/HS renovations, long term add/renovation project Ayer MS/HS contingent on region being formed
- January/February 2010 – commence community outreach
- January/March 2010 – **Develop, adopt, and present FY 2011 Budgets,** per provisions of Regional Agreement for local schools
- February 2010 – present to local Board of Selectmen
- March 2010 – two towns vote on Regional Agreement which includes transition agreement at Special Town Meetings
- Spring 2010 – Develop district budgets **and a separate budget (funding to be discussed with DESE and Legislators) to support development of the Central Office for the region**
- April 2010 – DESE final approval and legislative validation/authorization
- March/April 2010 – appointed transitional School Committee begins work on policies and other identified tasks; also discusses administrative structure (roles/duties) for FY 2011
- May 2010 – School Committee members elected to local School Committees
- May 2010 – Regional School Committee elected

Fiscal Year 2011 – Transitional Region Year

- July 2010 – Regional School Committee, organizes; Interim Regional Superintendent(s) empowered; Treasurer (or Interim) appointed
- July 2010 – **Superintendent search committee forms and begins search**
- July 2010 – Local superintendent(s) manage budgets and day-to-day operations of Shirley and Ayer Public Schools
- Summer 2010 – **Integrated professional development and merging of Middle School process begins**
- January 2011 – **complete contract with Regional Superintendent**
- Spring 2011 – Regional Superintendent assembles Central Office staff

- 2010 - 2011 – Superintendent(s) and appropriate administrators review: (Work with Regional Superintendent when hired)
 - Regional staffing and adapt plan
 - Contracts – personnel, inter-agency, procurement, and other
 - Benefits providers
 - Transportation plans
 - Curriculum and instructional practice systems in local districts; plan integration
 - Special services delivery in local districts
 - Student information system selected and populated
 - Financial system selected and implemented
- 2010 - July 2011 – As appropriate, School Committee-Superintendent/Central Office:
 - **Initiate development of district strategic plan**
 - Lead Regional naming and develop icon to put a “face” on Region
 - **Develop district policies and procedures**
 - Student and employee handbooks
 - **Develop curriculum and instructional practices**
 - Integration plan developed for K-12 curriculum
 - Professional development plan finalized; continue integrated delivery
 - Integration of special services, including plans for substantially separate and collaborative programs and out-of-district placements
 - **Facilities planning with MSBA** renovation/retrofit/repairs of existing schools
 - **Human resources and staffing management**
 - Realign system-wide job descriptions and staffing plan as needed
 - Coordinate planning for personnel resources for ongoing staff training and development
 - HR information management system selected and database integration with appropriate staff training completed
 - CORI all staff pre-hired by Region
 - **Contracting and procurement**
 - Develop building lease or purchase agreements (as required per Regional Agreement) for adoption July 2011
 - Negotiate union and non-union contracts by expiration of existing contracts
 - Plan regional transportation routing; bid documents released
 - Review and revise inter-agency contracts
 - Develop contracts and accounts with towns or other vendors as needed for services and goods

- **Information technology transition management**
 - Hire IT personnel
 - Purchase, install, train, and integrate data for personnel and student information, special education, accountability, financial and productivity systems
 - Integrate network and telephone systems
- **Financial transition management**
 - Hire finance personnel
 - Payroll, benefits, accounts and accounting, software systems purchase, training, and integration
- September 2010 - February 2011 – FY 2012 Budget developed per provisions of Regional Agreement
 - Assessment as addressed in agreement

Fiscal Year 2012 Region Year Two

- Develop FY 2013 fully consolidated Regional Budget and present assessments to towns
- Regional School Committee assumes jurisdiction for operation of schools; Transitional School Committee and local districts dissolved
- Pre-K – 5 students remain in local communities
- **Grades 6 – 8 Ayer/Shirley students attend Ayer-Shirley Middle School in Ayer**
- **Grades 9 – 12 students attend Ayer – Shirley Regional High School**