

Consolidation Timeline

Girard – Virden

May 2009

- Procedure for selection of school district name, colors, mascot
- Procedure for selection of school song
- Co-op Spring 2010 sports
- Fall 2009 golf
- Conference affiliation
- Approve Joint School Board Meeting Dates FY 2010
- Schedule Star
- Transportation Computerized Program
- Possible detachment of Nilwood Township

June 2009

- Approve curriculum survey to be done by students, parents, staff, etc.
- Building locations and configurations
- Determine boundaries for attendance at each elementary building
- Determine location of school district office and building names
- Plan for changing existing colors / emblems in and outside of buildings
- Parking needs at high school

July 2009

- Develop plan for district staffing:
 1. Administrative structure in new district
 2. Central Office staff
 - a. Bookkeeper
 - b. payroll person
 - c. superintendent secretary
 - d. transportation secretary / athletic director secretary
 - e. nurse / health aide
 - f. Board recording secretary
 - g. District treasurer
 - h. Maintenance director
 - i. Custodial Supervisor
 3. Athletic Director (full-time, part-time, two)
 4. Administrative assistant needs
 5. Transportation Director/s

July 2009

- Develop list of co-curricular programs to be offered
- Membership in IHSA and IESA
- Support organizations
- Disposition of class pictures, trophies, and uniforms

August 2009

- Begin to develop curriculum plans (elementary, middle school, high school)
- Requirements for graduation

September 2009

- Curriculum decisions
- Requirements for graduation
- Final decision on school district name, mascot, colors
- Length of school day

October 2009

- Finalize curriculum decisions
- Finalize graduation requirements
- Begin to look at teaching staff assignments

November 2009

- Take action on recommended curriculum
- Take action on graduation requirements

December 2009

- Complete determination of staff needs
- Textbook needs
- Uniform needs

January 2010

- Approve high school course description booklet
- Begin to merge district policies

February 2010

- Register high school students
- Board of Education election
- Organizational Meeting
- Approve action of joint board of education
- Board orientation
- Hire Administrators

March 2010

- Begin collective bargaining for master contract
- Write / consolidate grants for new district
- Begin preparation of review for district health insurance plan
- Staff reductions
- Re-employ teaching staff
- Authorize preparation of tentative budget
- Name depository and obtain checks
- Apply for number for new district (IMRF employer number, federal tax number, etc.)
- Order new stationery and envelopes
- Change address for billing purposes
- 2010-2011 School Calendar

April 2010

- Develop summer maintenance list including changing colors, emblems, etc.
- Property Casualty Insurance conversion / bids
- Re-employ educational support personnel
- Schedule summer maintenance
- Plan moves of classrooms, materials, equipment
- Coordinate custodial supply orders
- Update inventories

May 2010

- Prepare and mail out bids for milk, bread, gasoling
- Approve handbooks
- Establish fees for new district (registration, athletic)
- Change bus titles
- Approve student insurance
- Finalize School Board Policy Manual
- Transportation Plan
- Determine payroll dates

June 2010

- Transportation plan
- Approve resolution on Prevailing Wage
- Appoint attorney
- Consolidation of activity funds
- Develop building schedules
- New name in phone books
- Hire auditor