June Professional Development for Upper School Staff
As continued preparation for the opening of the four new Upper Schools, faculty from campus-based teams met for three days during the week of June 18th to begin to solidify a range of back-to-school topics including areas such as school vision, team building activities, September lesson plans, community norms and expectations, family engagement, extracurricular activities, and use of new technologies in the classroom.

Teachers and Upper School Heads from each campus have the opportunity to continue this work this summer for up to an additional five days. These additional days are at the discretion of each campus and approved by the Head of Upper School.

By all accounts, staff continue to make amazing progress and are ready for a great Upper School Network Launch on September 4th.

Staffing
All together, staffing is flowing smoothly. The Upper School Heads have been actively working to hire teachers and other staff for the new campuses over the past several weeks with the support of the Curriculum Coordinators (who deserve a big "Thanks!" for their efforts):

- New Assistant Principals have been hired for the Cambridge Street, Putnam Avenue, and Vassal Lane campuses.
- Hiring for the new Upper School campus School Adjustment/Guidance Counselors is underway and should be completed within the next few days.
- Interviews have been conducted for the hiring of new French teachers for the expanded World Language offerings at the campuses, and they should be selected shortly.
- Visual and Performing Arts has completed hiring for music, art and drama teachers for the upper school campuses.
- New School Administrative Manager’s (SAMs) reporting to the Principals have been hired for the JK-5 Tobin, King Open, and Haggerty. The King and Peabody are working on their hires.
- Library Assistants have been hired to support Library/Media Specialists at the buildings housing Upper School campuses.
- Hiring is underway for the new middle school Health teachers and should be completed shortly.
Mini-Orientation for Heads of Upper Schools
During the last two weeks, our Heads of Upper School have been meeting with Curriculum Coordinators and other key Central Office staff as part of a CPS Mini-Orientation Forum. The sessions have been designed to help these new school leaders better understand how to navigate the district’s structure and learn how various departments operate.

Connecting Upper Schools to Community Resources
Over the past few weeks, our new Coordinator of Community-School Partnerships (this is the title given to the Superintendent’s intern position) has conducted meetings with the heads of a dozen or so organizations offering a broad range of services aligned with IA goals. Each organization shared details of the range of their offerings, capacity to deliver either professional development or direct services to students, cost structures, and ideas about how to best develop a two-way, flexible arrangement to meet the needs of the upper schools. A “menu” of offering was created from this work, which the Heads of Upper Schools reviewed and assessed. The Heads chose several programs in common, as well as others that will be unique to different campuses. They primarily focused on resources that could support or provide high-quality electives in a range of curricular areas, professional development for curriculum enrichment, and after-school teacher-sponsored clubs. Implementation plans will be developed with selected organizations over the next few weeks.

Technology
• Installation of new Eno Boards is underway at all Upper Schools and will be completed by late August. Similarly, the relocation of existing Smart Boards in K-5 schools is also underway.
• All Upper School teacher laptops have been ordered.
• All Upper School student laptop carts have been ordered.

Food Services
Scheduling and staffing of lunch periods is finished in most cases, but we are still awaiting final word from a couple of sites.

King School and Putnam Upper School Construction Project
• Educational Program Specifications have been completed after over 60 public and internal meetings.

• Building has been emptied of all staff and occupants except for the Human Services preschool which is being relocated to the Longfellow Building in August.

• Building systems will be turned off after the preschool move and the building will be turned over to the City until completion of project.
Facilities

- Over 400 classrooms and offices have been moved to their new locations.
- Floors are being stripped and waxed at all schools in anticipation of unpacking.
- Room availability is being coordinated with principals for teacher unpacking.

- Offices have been built or framed for all new Upper School Heads, Assistant Principals, and support staff. Additionally, new art and music rooms have been built at all Upper Schools.

- Plumbing has been installed for all new science labs in the Upper Schools and case work (cabinets etc.) is expected to be delivered within 10 days. Installation of all casework and equipment is scheduled for the last week of July or the first week of August. Painting of all new dry wall and other rooms/hallways is underway.

- Amigos School kitchen is about 80% complete and all room/office renovations are ongoing.

- Furniture for new offices is on order with delivery expected by late August.

- Student Lockers are to be delivered and installed in August.

- ELA and Math Departments have been relocated to newly constructed offices at 159 Thorndike St.

- Special Start and Department of Human Services pre schools will be relocated in early August, upon completion of the 11 month Special Start school year.

Transportation

Work continues on the scheduling of routes with both the Special Education and general education transportation providers. At this point, we expect bus assignments and stop locations for general transportation to be mailed to families the week of August 20, which is about the normal timeframe. Special Education transportation assignments will follow leading up to Labor Day. This is also the normal time period for these assignments.

Safety and Security

- Informational booklets on safety response for teachers and administrators have been developed and are being delivered to all classrooms and offices through the REMS Grant.
- Meetings are underway with the Police Department to foster relationships between the new Upper School Heads and the School Resource Officers.
- Evacuation Plans are being developed by John Silva and will be ready for all schools by mid August.