

Transition Team Meeting
April 21, 2009 6:00-8:00 p.m.
Middle School Library

How should we communicate information from the Transition Team meetings to the students, teachers, parents & patrons?

1. Transition tab on the website. Move the teacher assignments for the transition to this transition tab.
2. Mail out newsletters.
3. Use a telephone tree during the summer months.
4. Send the information home with the students via flyers and printouts. Have the parents sign and return the flyers/printouts so we know they received them.
5. Newspaper, radio & Effingham Newsleaf.

Other items discussed:

1. Contact 4-H groups, girl scouts, church groups, Lions Club, etc. for volunteers to prepare the buildings for the transition.
2. Have student ambassadors to show the students around the buildings that will be new to them.
3. We need a slogan or sign to promote the transition. One example was "Transition 2009."
4. Have information about the transition and volunteer sign up sheets at end of year activities such as fields trips, award ceremonies, graduations music programs, etc. Have a sign up sheet for different committees that are needed such as painting, playground setup, moving books/furniture, etc.
5. Have an "open house" with food and drink before the end of this school year to prepare the students, staff and parents for the transition.
6. Have sign up sheets for the committees at this "open house" and a place for people to submit any questions they may have.