

Newport-Mesa USD Online Project Schedule - Yr. 2

Month	Item	Who	What
February '05	E5	X	Propose courses offerings
	D12	B	Jaime/Paul R discuss IT support
	B1	B	Understand summer school process
	B2	B	Discuss with Tere R re: time frames, correspondence, communication
	B3	B	Applicaoiton process understood
	B4	B	Study Clovis application process
	A5	B/P	Secure place on Zone Pac agenda for April
	E2	S	Secure course content from Rob at Clovis
	C1	B	Start process to secure potential teachers - include Jim Rogers
	C3	B	Notify teachers that online opportunities exist
	C5	B	Secure names of those who have expressed interest in teaching
	C4	B	Hold district wide all call for teachers - Info night regarding Online
	March	C7	B/S/J
E5		X	Select courses
E4		S	Send teachers for training
F1		B/S	On agenda of March 10 Counselors meeting
F2		B	Plan for follow up meeting in May to above
F3		B/S	Secure buy in of Counselors at meeting that our proposed courses are what we do
F4		B/S	Determine student selection process, if more apps than spots
D7		S	Set up drop period w/o penalty. How to handle summer sch 3 day drop exemption
D8		S	Method established for those not finishing online in summer to do it in fall
D2		S	Establish student help system
D4		S	Establish how access to net computers will be done
D5		S	Source out other opportunities for students to access the net
D9		S	How does the student get timely help system established
D10.1		S	Teacher Help system created
D11		S	Engage IT in this process
D13	S	Engage Volkan for web engine support	
D14	S	Consider hosting online program on Ed Tech Server	
April	E2	S	Secure course content from Rob at Clovis for Alt Ed Fall
	E3	B	Handle purchase for any content issues
	B9	X	Decide which student group to send apps to, 4-site or district?
	A4	B/S	Present at Zone Pac(s)
	A7	B	Use same summer school awareness tools for online
May	A1	B	Communicate via US Mail
	A2	B	Use phone message system
	A3	B	Send info through site PTA tools
	A6	B	Inform through press, media - get Jane Garland help
	A8	B/S	Schedule and hold student/parent orientations
June	B5	B	Determine number of students who submitted apps
	D3	S	Determine of these apps any net access issues
	D6	S	Determine if students need computers
	B6	B	Set up criteria for selection of final enrolled students
	B7	B	Schedule meeting with selected students to review online instruction
	B8	B	Online teachers should attend this meeting
	D1	B/S	Hold this meeting with students and teachers
	E1	B/S	Begin summer school course (Econ/Gov)
D10.3	S	Implement Help system for teachers and students	
September	E1		Courses for fall begin

A = Parent B = Student C = Teachers D = Support E = Communication F = Counselor

B = Barry, S = Steve, J = Jamie, P = Paula, X = Done