

### Tolland Open Choice Action Plan Chart

Created August 16, 2016. Updated 10/17/16

	<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Date Due</b>	<b>Outcome/Notes</b>
1	CSDE & CREC meet with superintendent to discuss Open Choice program, answer questions, and assess district interest and motivation.	G. Peterson D. Borrero W. Willett	6/9/16	Complete
2	CSDE staff analyze future financial obligations in terms of grant payments to the district and transportation	G. Peterson	8/1/16	Complete
3	District superintendent meets/speaks with at least two participating district superintendents to discuss aspects of the Open Choice program.	W. Willett	9/30/16	Complete
4	Develop Open Choice marketing information for Tolland Public Schools to be included in the RSCO catalog and Open Choice marketing materials.	D. Borrero W. Willett	9/16/16	Complete
5	Two board of education meetings. The first meeting will be a presentation by CSDE and possibly CREC staff to provide board members with a program overview and answer questions. The second meeting is for the board to approve a motion to request participation in Open Choice from CSDE and provide a time for public comment.	W. Willett G. Peterson	8/24/16 9/14/16	Complete
6	School(s) site visit to be conducted by CSDE and CREC staff including meetings with district staff members and community members to assess school climate and the school's readiness to participate in the Open Choice program.	District, SDE, CREC Staff	11/14/16	Will be scheduled after 10/25
7	School district staff and principals meet with CSDE Choice Division Staff and CREC Open Choice staff to discuss operational procedures, professional development, programs and services.	District, SDE, CREC Staff	10/25/16	
8	CSDE approval of the Tolland Board of Education's request for participation in the Hartford Region Open Choice program	SDE Staff	TBD	
9	District leadership team and school principals meet with CSDE & CREC to develop and implement a transition plan.	District, SDE, CREC Staff	TBD	
10	Town-based series of Courageous Conversations meetings to be facilitated by CREC staff during the 2016-17 school year.	G. Mengual, CREC and District Staff	TBD	

11*	School-based planning and professional development during the 2016-17 school year.	G. Mengual, CREC and District Staff	Schedule by 11/14	
12	Town conducts a diversity and school climate survey with the assistance of CREC staff. (Welcoming Schools)	CREC and District Staff	11/18/16	
13	Desk audit/review of district and school handbooks and policies to ensure equity by design	Y. Onibokun, J. Foster, SDE	11/14/16	
14*	District conducts an inventory of human capital and diversity experiences of staff to be used to develop professional development opportunities with assistance from CREC staff	CREC and District Staff	11/18/16	
15	Review of SPED services practice.	C. Kerkin, CREC	10/31/16	
16*	Review district portfolio including staffing diversity strategies	CREC	10/31/16	
17	District develops a centralized registration process for new Open Choice participants.	District and CREC Staff	4/17/17	
18	District professionals and key support personnel participate in a bus tour of Hartford facilitated by CREC	District and CREC Staff	4/17/17	

\*Has similarities and should be consider in the execution of the item.