

# ERHS Master Schedule Timeline

## PHASE 1 = Preliminary Tasks

End of January	Registration process complete
Early February	Schedule board & magnets in order, Infinite Campus training
Early February	Final Registration steps completed ( <b>100% registered by President's Day</b> )
Early February	Zero Hour and Summer Academy courses selected to run
Mid February	Schedule process outlined with staff: (teaching assignments, constraints/preferences)
Before Spring Break- March	Final request verification process with families

## PHASE 2 = Tally

Early February	Course Tally lists collected from registration & sections assigned based on criteria
Early March	District allocates staffing FTEs to ERHS based on enrollment
Early March	Crashed course list created – counselors reallocate requests with alternates
Mid March	*Discuss course selections with department leads

\*At this time, department leads will be seeing tally numbers and will be working together with administration to determine what classes will be offered. Departments will be given staffing ratios at this time.

Late March	Constraint forms due to Department Chairs/Admin
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Late March	**Teaching assignments determined by each department
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\*\*Departments will be working to create general class pairings and course loads for departments. We consider the criteria- license, room utilization, cross-over staff, . Considerations and preferences process will be discussed and will include equitable teaching loads.

April /May	Bidding
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## PHASE 3 = Construction

Mid March	***Building Master Schedule begins (master schedule team)
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\*\*\*The team will be creating the master schedule starting with the all important singletons and doubletons. Members will include the administrative team, counselors, at least two teachers, and clerical staff. Members will

be rotated in the future, so that eventually all curricular leads experience the scheduling process. IF YOU ARE INTERESTED IN BEING ON THE MASTER SCHEDULE TEAM, PLEASE LET MATT KRAFT KNOW.

**April 15, 2014**

First model of schedule run – **DEADLINE FOR MASTER SCHEDULE CHANGES**

Late May

Master Schedule structure completed and final teaching assignments confirmed.

#### **PHASE 4 = Analysis & Adjustment**

Early May

Internal Hiring

Mid May

External hiring if needed

Late June

Finalize master schedule

#### **PHASE 5 = Final Tasks**

JULY/AUGUST Balance and clean up

Updated 2/11/14- MK