

Schoolyard Habitat Implementation Timeline

	Year 1	Year 2 <i>Edgewood, East Rock</i>	Year 3 <i>Barnard, Worthington-Hooker, Columbus</i>
November	<ul style="list-style-type: none"> ○ Brainstorm ideas- “good for people, good for wildlife” ○ Go over logistics: \$3000 budget, unveiling in early June, do they want to manage \$ themselves or should CG do it? ○ Introduce guide, encourage them to download and print additional copies ○ Set meeting dates for entire year ○ Walk site and discuss potential priority projects and other long-term projects 	<ul style="list-style-type: none"> ○ Review challenges and successes from year 1- <i>are there any urgent problems to address? What went really well?</i> ○ Review budget – <i>is there remaining \$ from year 1?</i> ○ Go over walk-through worksheet and make sure everyone has a copy ○ Work on maintenance plan ○ Target phase 2 project 	<ul style="list-style-type: none"> ○ Walk through habitat, are there any concerns? ○ Review maintenance plan- is it working? ○ Set goals for year 3 ○ Review budget- is there remaining \$ have all receipts been submitted?
<i>homework</i>	<p>Hear from students and other members of school community on what they want to see in habitat, compile responses, test soil (if weather permits), set up official site walk (if weather permits)</p> <p style="text-align: center;">Attend Leadership Team workshop on November 20 at Common Ground</p>	<p>Finalize remaining budget questions, finalize maintenance plan, May attend leadership team workshop</p>	<p>Finalize remaining budget questions, finalize maintenance plan, May attend leadership team workshop</p>
<i>Education</i>	<p>Make arrangements to attend the all-day curriculum workshop January 11 at Common Ground</p> <p>Schedule 5 free field trips with Diane Litwin fieldtrips@commongroundnct.org</p>	<p>Schedule school-day visits, if you have not already</p> <p>Schedule 5 free field trips</p>	<p>Schedule 5 free field trips</p>

December	<ul style="list-style-type: none"> ○ Review responses from school community and make decisions on what elements to include in master plan ○ Target priority project ○ begin draft map of master plan ○ Create committees: budget, materials/ resources and signage ○ Make draft list of materials 	<ul style="list-style-type: none"> ○ Finalize master plan ○ Begin planning for phase 2 project ○ Begin mini-grant application <u>due in February-</u> including detailed budget ○ Committee reshuffle- <i>are there new members? Will the same committees still work?</i> 	<ul style="list-style-type: none"> ○ Establish committees to begin working on year 3 goals ○ Create a draft budget and materials list
<i>homework</i>	<p>Budget team: make draft budget for priority project</p> <p>Materials: start research on plants and other elements</p> <p>Technical lead set up meeting between signage team and Jim Sirch at Peabody</p> <p>Complete additional site assessment if necessary</p>	Begin to source materials for phase 2 project and continue work on project budget for mini-grant	
<i>Education</i>	Confirm attendance for January 11 workshop	Make arrangements for teachers to attend workshop on student products January 11	Make arrangements for teachers to attend workshop on student products January 11
January	<ul style="list-style-type: none"> ○ Review budget and materials list and make sure it is complete and that priority project is within budget. ○ Check in regarding sourcing materials: <i>do you have a source for everything?</i> ○ Begin work on mission and identifying/ developing artwork for the sign 	← Same as Year 1	Finalize budget and materials list in order to submit mini grant due in February
<i>homework</i>	<p>Continue work on mission statement by engaging greater school community</p> <p>Finalize mini-grant application</p>	<p>Begin to source materials for project</p> <p>Finalize mini-grant application</p>	<p>Begin to source materials for project</p> <p>Finalize mini-grant application</p>
<i>Education</i>	<p><u>FIVE</u> classroom teachers attend January 11 curriculum workshop at Common Ground</p> <p>Schedule on-site workshop for March</p>	attend curriculum and student products workshop January 11	attend curriculum and student products workshop January 11
February	<ul style="list-style-type: none"> ○ Set dates for workdays 	<ul style="list-style-type: none"> ○ Submit mini grant application ○ Set dates for workdays 	<ul style="list-style-type: none"> ○ Submit mini grant application

	<ul style="list-style-type: none"> ○ Confirm sources for all materials and designate who will place orders (make sure delivery dates are cleared with admin) ○ Check in on sign progress ○ Spring is right around the corner, I promise! ○ Finalize mission statement 	<ul style="list-style-type: none"> ○ Confirm sources for all materials and designate who will place orders (make sure delivery dates are cleared with admin) ○ Plan event to engage greater school community in habitat : community work day, student centered unveiling etc 	<ul style="list-style-type: none"> ○ Plan event to engage greater school community in habitat ○ _____ ○ _____
<i>homework</i>	Place orders for plants and soil. Confirm workdays with school community and recruit volunteers and schedule crew, if applicable Send final copy of mission statement and all artwork/pictures for the sign to Jim Sirch	← Same as year 1, minus work on signage	
<i>Education</i>	Make all arrangements for on-site workshop in March Schedule school day visits for April		
March	<ul style="list-style-type: none"> ○ Plan for workdays ○ Make sure map of priority project is accurate so that workdays go smoothly ○ Review budget—is everything on track? ○ Set date for unveiling ○ Draft maintenance schedule 	← Same as Year 1	<ul style="list-style-type: none"> ○ Begin work on year 3 project ○ Secure all materials needs ○ Set dates for schoolwide event, if applicable
<i>Homework</i>	Signage lead regularly communicates with Jim Sirch to finalize sign to be ordered on April 1 follow up on additional plant and soil orders and reach out to Parks Dept about woodchips if necessary		
<i>Education</i>	On-site workshops take place in March Teachers choose which lessons they will teach	New teachers can attend on-site workshops at new schools	New teachers can attend on-site workshops at new schools

April	<ul style="list-style-type: none"> ○ Finalize logistics for work days: who will be there? Do you need tools? Are the maps complete and accurate? Will all the plants be there or do they need to be picked up? Will there be access to the building? ○ Begin to plan unveiling: who will attend? What time of day? Who will speak? Will all students take part? Make a draft schedule 	<ul style="list-style-type: none"> ○ Finalize workday schedules and plan for volunteers ○ Secure all tools ahead of workday ○ _____ ○ _____ 	<ul style="list-style-type: none"> ○ _____ ○ _____ ○ _____ ○ _____
<i>homework</i>	Workdays! Take pictures!	Workdays! Take pictures!	Take pictures and share your work with us!
<i>Education</i>	School day visits with Ken and Melissa	Think about implementing investigations and projects that result in student products	Think about implementing investigations and projects that result in student products
May	<ul style="list-style-type: none"> ○ Finalize plan for unveiling; send invitations, press release, secure materials etc. ○ Debrief workdays that have already happened: what still needs to be done? ○ Begin work on long-term maintenance plan ○ Check in to make sure budget is on track and well documented ○ Turn in all receipts to Jill 	← Same as year 1	<ul style="list-style-type: none"> ○ Review maintenance plan ○ Check in to make sure budget is on track and well documented ○ Turn in all receipts to Jill ○ _____ ○ _____
<i>Homework</i>	Workdays! Take pictures!	Workdays! Take pictures!	Take pictures and share your work with us!
<i>Education</i>	Teachers implement their chosen lessons from the guide. Contact Francesca for help if needed	Continue work on student products	Continue work on student products
June	<ul style="list-style-type: none"> ○ Unveiling, debrief, summer maintenance schedule ○ Begin revisions to master plan based on final outcome of priority project ○ Begin thinking through long-term maintenance needs 	<ul style="list-style-type: none"> ○ Revisit master plan and long-term maintenance needs 	
<i>Education</i>	Complete post-tests and student products and return	Share student work with us!	Share student work with us!
Summer	Follow maintenance schedule	Follow maintenance schedule	Follow maintenance schedule

