



## Business Partner Timeline

**COOL Week will be February 18 – 22, 2019.** COOL Week hours are typically 9 a.m.-3 p.m., so it does not interfere with student extracurricular activities or part-time jobs. These hours also allow our students to travel into Austin at off-peak traffic hours.

- **September:** Students begin the application process
- **October - December:** Businesses should complete and return the Job Site Information Sheet available on this web site as soon as possible via email or fax. Identifying the project(s) that student teams will work on, early in the process, helps ensure that businesses will receive a team of students who will have the skills to complete the project (s).
- **November:** Transition Coordinator begins matching student teams to business projects.
- **Last week in January:** Students attend on-campus training in COOL Week assignment teams where they receive their Job Site Information Sheet with details of their assignment, specific date varies by high school campus.
- **1<sup>st</sup> week in February:** Businesses receive a confirmation (either by e-mail or fax) with names of students assigned to them. If a business needs names earlier for security purposes, that can be arranged.
- **February 18 – 22:** Students attend COOL Week. Each morning a parent volunteer will call the On-Site Project Coordinator at each business to check attendance.
- **Post-COOL Week:** Business Partner will be asked to return an evaluation to provide feedback on the COOL Week experience.

**The Transition Coordinators are available to assist businesses in all phases of this program:**

*Leander High School  
Melissa Wood, Transition Coord.  
Phone: 512-570-1057  
Cell: 512-461-5282  
Melissa.Wood@leanderisd.org*

*Cedar Park High School  
Chriss Hexter Transition Coord.  
Phone: 512-570-1243  
Cell: 512-470-1447  
Chriss.Hexter@leanderisd.org*

*Rouse High School  
Christina Wallace, Transition Coord.  
Phone: 512-570-2029  
Cell: 512-968-8462  
Christina.Wallace@leanderisd.org*

*Vista Ridge High School  
Megan Sauber, Transition Coord.  
Phone: 512-570-1806  
Cell: 785-820-7733  
Megan.Sauber@leanderisd.org*

*Vandegrift High School  
Sarah Spradling, Transition Coord.  
Phone: 512-570-2354  
Cell: 512-965-2440  
Sarah.Spradling@leanderisd.org*

*Tom Glenn High School  
Jennifer Sabrsula Transition Coord.  
Phone: 512-570-1426  
Cell: 512-217-7239  
Jennifer.Sabrsula@leanderisd.org*

**Pat Lopez**  
**Leander ISD COOL Week Coordinator**  
**512-570-0269**      [pat.lopez@leanderisd.org](mailto:pat.lopez@leanderisd.org)