



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 9.1

Meeting Date: August 15, 2013

Subject: School Closure Transition Update

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Superintendent's Office

Recommendation: Receive updated information on transition efforts at the seven schools voted to be closed on February 21, 2013.

Background/Rationale: On February 21, 2013, the Board of Education approved the closure of seven of the District's most under-utilized elementary schools: Fruit Ridge, Washington, Collis P. Huntington, Joseph Bonnheim, Mark Hopkins, Clayton B. Wire, and Maple elementary schools. In addition, on April 4, 2013, the Board of Education approved the conversion of Rosa Parks Middle School to a K- 8 school commencing in the 2013-2014 school year.

The District is committed to compassionately and effectively transitioning students, families, and staff impacted by the closures to their new school(s). Topics covered during this transition process include: family and community engagement, blending activities for students, enrollment information, safety and transportation plans, facilities' needs, inventory and transfer of supplies and equipment, special education and programmatic needs, and staffing needs at receiving sites.

Financial Considerations: The projected savings associated with the closure of these schools include built-in one year transition costs.

Documents Attached:

- Attachment 1 – Executive Summary
- Attachment 2 – Special Education Classroom Moves
- Attachment 3 – Child Development Classroom Moves
- Attachment 4 – All Classroom Moves including Special Education and Child Development

Estimated Time of Presentation: 30 minutes

Submitted by: Koua J. Franz, Chief of Staff

Approved by: Jonathan P. Raymond, Superintendent

Board of Education Executive Summary

Superintendent's Office

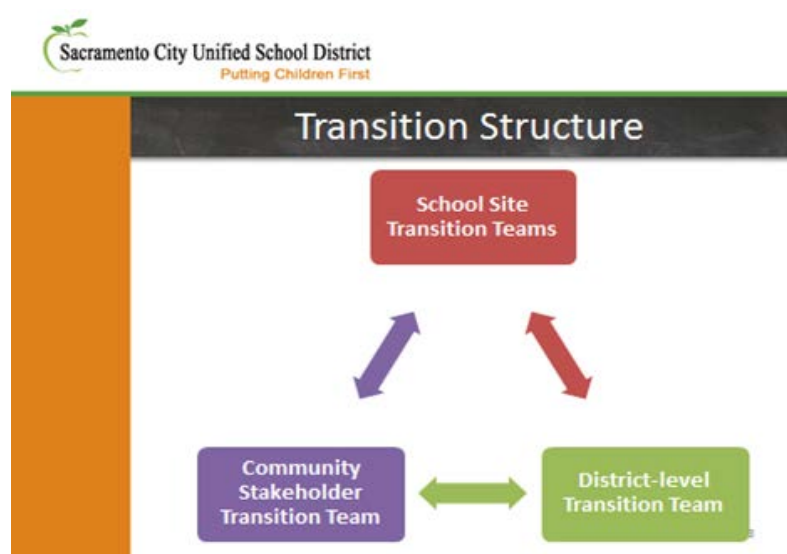
School Closure Transition Updates

August 15, 2013



I. OVERVIEW / HISTORY

On February 21, 2013, the Board of Education approved the closure of seven of the District's most under-enrolled schools: Fruit Ridge, Washington, Collis P. Huntington, Joseph Bonnheim, Mark Hopkins, Clayton B. Wire, and Maple elementary schools. On April 4, 2013, the Board of Education also approved the conversion of Rosa Parks Middle School to a K-8 model integrating the students from Mark Hopkins Elementary School into the new configuration for the 2013-2014 school year. SCUSD is fully committed to ensuring a successful and respectful transition for families from all of the closing sites to the identified neighborhood receiving sites. With the commitment as a priority, district processes and procedures have been reviewed and modified if necessary to aid families affected by school closure. To that end, a District Transition Support Team was established at the District level comprised of representative managers and supervisors from each department within the District. This team has met regularly and continues to meet to articulate work in progress and to coordinate overlapping tasks and deadlines in support of the transition at the site level. The Community Partners' Transition Committee was also created to ensure the District's strategic partners have an integral role in the outcome of the transition. The members are active voices within the community sharing neighborhood challenges and needs through a collaborative partnership with district staff. This committee has met bimonthly for the past several months making recommendations and providing creative solutions for challenges surfacing through the transition.



Site Transition Teams, made up of site families and staff, formed to create a bridge for communication and decision-making within the respective communities and between the newly forming communities. The Site Transition Teams were charged with bringing the

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communities together through dialogue and action. Blending activities and Parent/Family outings were organized to assist in creating new relationships for both the students and parents as they began to look toward the next school year. In addition, decisions regarding programs, transportation, safety, after school programs, and facility maintenance and improvements have been discussed in detail.

The overall Transition Plan was developed into several phases, each phase overlapping and continuous from the beginning throughout the 2013-2014 school year.

Phase 1 – Student Placement

Student Placement focused on the reassignment of students to a new home school or receiving site as a result of the redrawn boundaries of closing sites. Parents were given the option of accepting placement at the new resident home school or selecting another school through the open enrollment lottery process.

Phase 2 – Planning

Planning for the movement of students and staff as well as equipment, materials, and furniture has been the focus of this phase. Moving schedules, decisions regarding transportation routes and stops, support services, after school programs, facilities' plans, summer programs, and staff reassignment processes to name as examples were developed and discussed to guarantee preparation for the first day of school in September.

Phase 3 – Blending Communities: Addressing the Social Emotional Climate

Site Transition Teams met regularly to discuss the most effective and practical methods to bring the closing and receiving communities together. Activities such as walking tours, pen pal exchanges, art work exchanges, mural projects, school tours, and Family/Community events created many opportunities for students and parents to meet new friends and the school staff from the receiving site in a warm, friendly setting. Legacy activities were also organized and held for closing school sites as a way to honor all of the memories associated with the school.

Phase 4 – Building and Sustaining School Culture

Once the receiving classrooms are readied for the new students and staff is in place for the beginning of the school year, the focus will shift to sustaining a newly developed school culture that fully integrates students and families as one community. Supportive structures will be in place to ensure a high level of student and parent engagement with continued support and resources provided throughout the year from the SCUSD Central Office.

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II. DRIVING GOVERNANCE

Pillar I – Career and College Ready

Pillar II – Family and Community Engagement

Pillar III – Organizational Transformation

III. BUDGET

The Right-Sizing Initiative is anticipated to provide an ongoing savings of \$1.5 million per year. Transition Budget - \$159,000. (onetime costs for transition coordination and moving expenses) Expenditures to date – \$149,000.

IV. GOALS, OBJECTIVES, AND MEASURES

Goals for the Transition process have been established as short term, mid term, and long term:

Short Term Goals

- Finalize student placements
- Engage district, community, and site as partners
- Develop timelines for activities/events
- Identify procedures for the redistribution of materials/equipment
- Constant and consistent communication

Mid Term Goals

- Continued stakeholder participation
- Clear direction to staff on responsibilities and key tasks
- Appropriate movement of materials and equipment
- Clear and consistent communication

Long Term Goals

- Facilitate the transfer of students in a respectful and sensitive manner
- Ensure sites and classrooms are prepared to receive new students
- Engage community participation to ensure a smooth transition process
- Clear and consistent communication

V. MAJOR INITIATIVES

All of the departments within the district connected to the closing and receiving sites have primary roles and responsibilities within the Transition Plan. However, the following initiatives are being highlighted as they represent specific components that required specialized attention and monitoring:

Special Education (see Attachment 2)

February, 2013

- Collaborated with Facilities to determine housing needs at receiving sites
- Hosted Q&A Parent Forum for parents of Special Education students at closing sites

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March, 2013

- Identified potential rooms at receiving sites

April, 2013

- Attended all Enrollment Clinics to answer parent questions regarding movement of students to new sites and to answer questions about the open enrollment process
- Communicated program placement to all affected principals and discussed room assignments with receiving site principals
- Hosted meeting for all Special Day Class personnel impacted by school closures and notified them of new school assignments (program moved intact).
- Confirmed new school assignment with all parents/guardians affected by school closure

June, 2013

- Confirmed room assignments at receiving sites for all programs moving from closed sites
- Collaborated with Human Resources to place RSP teachers in new locations based upon projected needs at receiving sites and other sites throughout the district
- RSP teachers notified of new school assignments

Child Development (see Attachment 3)

April, 2013

- Attended all transition clinics to respond to parent questions regarding movement of students to new sites and the open enrollment process
- All returning families were contacted to engage in the re-enrollment process for the 2013-2014 school year
- Information regarding enrollment was disseminated via banners, postcards, ConnedtEd messaging, and flyers, which were distributed to elementary schools and existing preschool classrooms
- Collaborated with Special Education Department regarding the relocation of special education youngsters to two Child Development Children's Centers

May, 2013

- Began the process of confirming room assignments at receiving sites for Child Development classrooms transitioning to new sites

June, 2013

- Assisted Child Development staff at closing sites with packing and coordinating with the movers

July, 2013

- Assess additional furniture needs at Child Development receiving sites

August, 2013

- Begin the process of moving the closed sites that were used for summer programs to receiving sites

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Movement of Materials, Furniture, and Equipment (see Attachment 4)

March, 2013

- Conducted visits to every receiving site to review classroom capacity and state of surplus teaching space
- Receiving principals begin to identify surplus equipment and materials in unused classrooms for removal
- Principals provided instructions for textbook/library packing in preparation for June move

April, 2013

- Plans formulated to hire maintenance engineers, rent trucks and devise moving schedule
- Plans coordinated with Maintenance and Operations and Facilities to determine plan feasibility
- Plans coordinated with Youth Development to determine summer program locations and logistics

May, 2013

- Conducted visits to closed sites to outline procedures for packing and moving
- Provided closing principals with written guidelines for organizing and labeling classroom and office materials, equipment and furniture
- Provided principals with End of Year Teacher Checkout Sheet template
- Receiving site principals submit classroom needs for repurposed classrooms

June, 2013

- Moving and cleaning schedule provided to principals
- Moving supplies ordered and delivered to closing and receiving sites
- Internal classroom moves begin at receiving sites
- Moving begins at closed sites to receiving sites

July, 2013

- Moving continues to include special education programs intact to designated receiving sites
- Deep cleaning begins at receiving sites

VI. RESULTS

The Board and public received reports and presentations on the progress of the transition for the closed schools sites and receiving school sites on:

March 7, 2013

April 4, 2013

May 2, 2013

June 13, 2013

August 15, 2013

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All of the short, midterm, and long term goals have been met to date. The events and activities within Phase 1 - 3 have been completed. Phase 4 – Building and Sustaining School Culture will be implemented and monitored through the course of the 2013-2014 school year.

VII. LESSONS LEARNED / NEXT STEPS

The next steps in the transition process will be the following:

- August 9, 2013 Moves Completed
- August 15, 2013 Home Visits Begin
- August 26-29 Welcoming Activities/Social Emotional Learning Trainings Begin
- August 30, 2013 Deep Cleaning Completed
- September 3, 2013 First Day of Instruction, "Sacramento Goes Back to School"
- September 5, 2013 Board Update
- September – June Ongoing support to receiving sites

**Sacramento City Unified School District
Special Education Classroom Movement
August 15, 2013**

School	Current Programs:	To Receiving Site
CB Wire	<ul style="list-style-type: none"> • RSP(Special Ed Resource)- Rm. 11 	Ethel I Baker. <ul style="list-style-type: none"> • RSP to Rm. 24 Pacific <ul style="list-style-type: none"> • RSP to Rm. 26
CP Huntington	<ul style="list-style-type: none"> • SDC (Special Day Class)/ED Intermediate – Rm. 18 • SDC/Mild to Moderate Primary Class- Rm. 6 • RSP – Rm. 5 • Occupational Therapy Clinic- Rm. 16 	Hollywood Park <ul style="list-style-type: none"> • SDC/ED Intermediate to Rm. 17 • SDC/Mild to Moderate Primary to Rm. 18 Hollywood Park <ul style="list-style-type: none"> • RSP to Rm. 11 Woodbine <ul style="list-style-type: none"> • Occupational Therapy Clinic to Rm. 15
Fruit Ridge	<ul style="list-style-type: none"> • RSP- Rm. 13 	Oak Ridge <ul style="list-style-type: none"> • RSP to Rm. 26 Fr. Keith B Kenny <ul style="list-style-type: none"> • RSP to Rm. D5
Joseph Bonnheim	<ul style="list-style-type: none"> • RSP – Rm. 19 • SDC/LD Intermediate- Rm. 27 • SDC Autism K-1- Rm. 7 	Earl Warren . <ul style="list-style-type: none"> • RSP to Rm. A3 Peter Burnett <ul style="list-style-type: none"> • RSP to Rm. 20 Nicholas <ul style="list-style-type: none"> • SDC/LD Intermediate to Rm. 8 Camelia Basic <ul style="list-style-type: none"> • SDC Autism K-1 to Rm. 23
Maple	<ul style="list-style-type: none"> • RSP- Rm. 11 • SDC/ED Primary- Rm. 7 • SDC/LD Pre-School- Rm. 16 	Ethel Phillips <ul style="list-style-type: none"> • RSP to Rm. 6 • SDC/Primary to Rm. P2 CP Huntington Child Development Center <ul style="list-style-type: none"> • SDC/LD Pre-School to Rm. 1

<p>Mark Hopkins</p>	<ul style="list-style-type: none"> • RSP- Rm. 23 • SDC/LD Intermediate – Rm. 13 	<p>Rosa Parks</p> <ul style="list-style-type: none"> • RSP to Rm. 1(K-6), Rm. I 26b and Rm. 208(7-8) • SDC/LD Intermediate to Rm. 14 (SD/DD/SDC from Rm. H18 to Rm. H21)
<p>Washington</p>	<ul style="list-style-type: none"> • RSP- Rm. H • SDC/SD/DD Intermediate- Rm. T 	<p>Theodore Judah</p> <ul style="list-style-type: none"> • RSP to Rm. 26 <p>William Land</p> <ul style="list-style-type: none"> • RSP to Rm. 27a <p>Pony Express</p> <ul style="list-style-type: none"> • SDC/SD/DD Intermediate to Rm. 15
<p>Other Moves: Caleb Greenwood</p>	<ul style="list-style-type: none"> • SDC/CD Pre-K – Rm. 9 • SDC/CD Kinder-Rm. 9 	<p>Washington Child Development Center</p> <ul style="list-style-type: none"> • SDC/CD Pre-K to Rm. N <p>Tahoe</p> <ul style="list-style-type: none"> • SDC/CD Kinder to Rm. 16 and 17

**Sacramento City Unified School District
Child Development Classroom Movement
August 15, 2013**

School	Current Programs:	To Receiving Site
CB Wire	<ul style="list-style-type: none"> Child Development (CD)- preschool portable 	Ethel Phillips <ul style="list-style-type: none"> CD to Rm. 25 (existing Mod to Severe pre-school to Rm. 1)
CP Huntington CD Internal move- CC Rm. 1 to CC Rm. 4	<ul style="list-style-type: none"> Child Development (CD)- Rm. 4 	Bowling Green <ul style="list-style-type: none"> CD to Rm. OH6 (existing Mod to Severe Primary to Rm. OH1)
Fruit Ridge	<ul style="list-style-type: none"> Child Development (CD)- Rm. 36 	Martin Luther King Jr. <ul style="list-style-type: none"> CD to Rm. 2
Joseph Bonnheim	<ul style="list-style-type: none"> Child Development (CD)- Rm. 25 	Leataata Floyd <ul style="list-style-type: none"> CD to Rm. 2
Maple	<ul style="list-style-type: none"> Child Development (CD)- Rm. 18 	Hollywood Park <ul style="list-style-type: none"> CD to Rm. 2
Mark Hopkins	<ul style="list-style-type: none"> Child Development(CD)-Rm.2 (to remain at Mark Hopkins until Rosa Parks H19 completed) 	Rosa Parks <ul style="list-style-type: none"> CD to Rm. H19
Washington CD Internal move- CC Rms. N&O to Rms. P&Q (furniture only)	<ul style="list-style-type: none"> Child Development(CD)-Rms. P and Q 	Theodore Judah <ul style="list-style-type: none"> Existing CD William Land <ul style="list-style-type: none"> CD to be integrated into existing programs
Other Moves: Caleb Greenwood	<ul style="list-style-type: none"> SDC/CD Pre-K – Rm. 9 	Washington Children’s Development Center <ul style="list-style-type: none"> SDC/CD Pre-K to Rm. N
Maple	<ul style="list-style-type: none"> SDC/LD -Rm. 16 	C.P. Huntington Children’s Center <ul style="list-style-type: none"> SDC/LD Pre-K to Rm. 1

**Sacramento City Unified School District
All Classroom Movements – August 15, 2013**

School	Current Programs:	To Receiving Site
CB Wire	<ul style="list-style-type: none"> • Regular Ed • RSP(Special Ed Resource)- Rm. 11 • Child Development (CD)- preschool portable 	<p>Ethel I Baker</p> <ul style="list-style-type: none"> • Regular Ed - 4 Rms. • RSP to Rm. 24 <p>Pacific</p> <ul style="list-style-type: none"> • Regular Ed- -6 Rms. • RSP to Rm. 26 <p>Ethel Phillips</p> <ul style="list-style-type: none"> • CD to Rm. 25 (existing Mod to Severe pre-school to Rm. 1)
<p>CP Huntington – will maintain preschool</p> <p>CD Internal move- CC Rm. 1 to CC Rm. 4</p>	<ul style="list-style-type: none"> • Regular Ed • RSP – Rm. 5 • SDC (Special Day Class)/ED Intermediate – Rm. 18 • SDC/Mild to Moderate Primary Class- Rm. 6 • Occupational Therapy Clinic- Rm. 16 • Child Development (CD)- Rm. 4 	<p>Hollywood Park</p> <ul style="list-style-type: none"> • Regular Ed- 3 Rms. • RSP to Rm. 11 • SDC/ED Intermediate to Rm. 17 • SDC/Mild to Moderate Primary to Rm. 18 • Shed from Fremont <p>Harkness</p> <ul style="list-style-type: none"> • Regular Ed - 2 Rms. <p>Woodbine</p> <ul style="list-style-type: none"> • Occupational Therapy Clinic to Rm. 15 <p>Bowling Green</p> <ul style="list-style-type: none"> • CD to Rm. OH6 (existing Mod to Severe Primary to Rm. OH1)
Fruit Ridge	<ul style="list-style-type: none"> • Regular Ed • RSP- Rm. 13 • Child Development (CD)- Rm. 36 • CD Shed 	<p>Oak Ridge</p> <ul style="list-style-type: none"> • Regular Ed - 4 Rms. • RSP to Rm. 26 <p>Fr. Keith B Kenny</p> <ul style="list-style-type: none"> • Regular Ed - 3 Rms. • RSP to Rm. D5 <p>Martin Luther King Jr.</p> <ul style="list-style-type: none"> • CD to Rm. 2 • CD Shed to MLK Jr

Joseph Bonnheim	<ul style="list-style-type: none"> • Regular Ed • RSP – Rm. 19 • SDC/LD Intermediate- Rm. 27 • SDC Autism K-1- Rm. 7 • Child Development (CD)- Rm. 25 	Earl Warren <ul style="list-style-type: none"> • Regular Ed - 3 Rms. • RSP to Rm. A3 Peter Burnett <ul style="list-style-type: none"> • Regular Ed - 6 Rms. • RSP to Rm. 20 Nicholas <ul style="list-style-type: none"> • SDC/LD Intermediate to Rm. 8 Camelia Basic <ul style="list-style-type: none"> • SDC Autism K-1 to Rm. 23 Leataata Floyd <ul style="list-style-type: none"> • CD to Rm. 2
Maple	<ul style="list-style-type: none"> • Regular Ed • RSP- Rm. 11 • SDC/ED Primary- Rm. 7 • SDC/LD Pre-School- Rm. 16 • Child Development (CD)- Rm. 18 	Ethel Phillips <ul style="list-style-type: none"> • Regular Ed - 4 Rms. • RSP to Rm. 6 • SDC/Primary to Rm. P2 CP Huntington Children’s Center <ul style="list-style-type: none"> • SDC/LD Pre-School to Rm. 1 Hollywood Park <ul style="list-style-type: none"> • CD to Rm. 2
Mark Hopkins	<ul style="list-style-type: none"> • Regular Ed • RSP- Rm. 23 • SDC/LD Intermediate – Rm. 13 • Child Development(CD)-Rm.2 • CD Shed 	Rosa Parks <ul style="list-style-type: none"> • Regular Ed - 12 Rms. • RSP to Rm. 1(K-6), Rm. I 26b and Rm. 208(7-8) • SDC/LD Intermediate to Rm. 14 (SD/DD/SDC from Rm. H18 to Rm. H21) • CD to Rm. H19 Bowling Green <ul style="list-style-type: none"> • CD Shed

<p>Washington</p> <p>CD Internal move- CC Rms. N&O to Rms. P&Q (furniture only)</p>	<ul style="list-style-type: none"> • Regular Ed • RSP- Rm. H • Child Development(CD)-Rms. P and Q • SDC/SD/DD Intermediate- Rm. T 	<p>Theodore Judah</p> <ul style="list-style-type: none"> • Regular Ed - 3 Rms. • RSP to Rm. 26 • Existing CD <p>William Land</p> <ul style="list-style-type: none"> • Regular Ed - 4 Rms. • RSP to Rm. 27a • CD to be integrated into existing programs <p>Pony Express</p> <ul style="list-style-type: none"> • SDC/SD/DD Intermediate to Rm. 15
<p>Other Moves: Caleb Greenwood</p>	<ul style="list-style-type: none"> • SDC/CD Pre-K – Rm. 9 	<p>Washington Children’s Center</p> <ul style="list-style-type: none"> • SDC/CD Pre-K to Rm. N