



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.1

Meeting Date: June 13, 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 and the conversion of Rosa Parks Middle School to a K-8 school approved on April 4, 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, the Board of Education approved the conversion of Rosa Parks Middle School to a K-8 configuration beginning 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 – Right Sizing Transition Report
- Attachment 2 – District Transition Support Team Meeting Agendas and Notes
- Attachment 3 – Community Partners' Transition Committee Meeting Agendas and Notes
- Attachment 4 – Right Sizing Enrollment Information
- Attachment 5 – After School Resources List

Estimated Time of Presentation: 15 minutes

Submitted by: Koua Franz, Chief of Staff

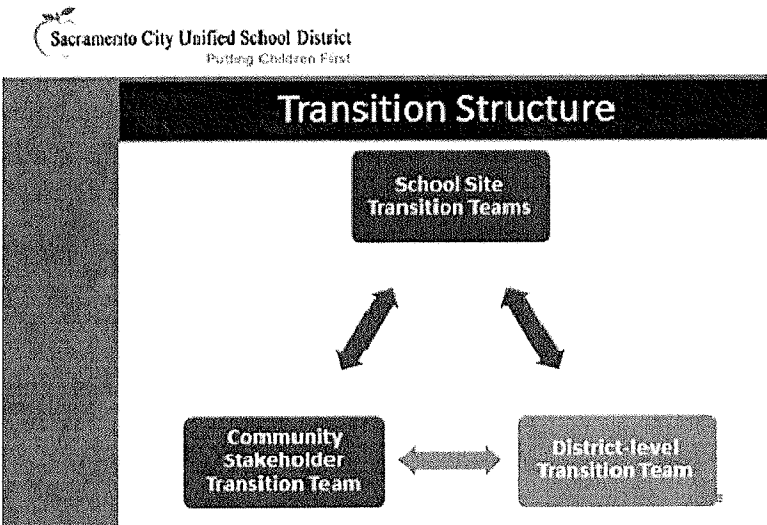
Approved by: Jonathan P. Raymond, Superintendent

Board of Education Executive Summary
Superintendent's Office
School Closure Transition Updates
June 13, 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 this commitment as a priority, district processes and procedures have been reviewed and modified as necessary to aid families affected by school closure. To that end, a District Transition Support Team was established at the District level comprising of 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.



Board of Education Executive Summary

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School Closure Transition Updates

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The 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 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 towards 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 the other 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)

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
- Clear 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 are connected to the closing and receiving sites, in which they have primary roles and responsibilities within the Transition Plan. However, the following initiatives are being highlighted as they represent specific components of the plan that have a major impact or scope:

Transportation

May, 2013

- Neighborhood routes developed for Collis P. Huntington, Fruit Ridge, Joseph Bonnheim, Maple, and Washington families.
- Safe Walking Routes developed for all seven closure sites.

Board of Education Executive Summary

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School Closure Transition Updates

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June, 2013

- Ridership information is being disseminated to closing and receiving sites with translations in threshold languages for distribution to parents prior to June 13.
- Color coded boundary maps with corresponding color coded routes were created to assist parents/guardians in identifying appropriate stop for pick up and drop off.
- Bus schedules distributed to correspond with the receiving sites start and end times with thirty minutes built in for students participating in the breakfast programs.

July, 2013

- Coordinate special education routes for fall.
- Adjust safety plan to meet additional needs.

September, 2013

- Begin transportation services the first day of school.
- Disseminate/collect ridership forms for students accessing transportation service for accurate information regarding ridership.
- Monitor and adjust as necessary based upon utilization.

After School Programs

May, 2013

- Information clinics held at closing and receiving sites to answer questions related to after school program participation and lottery process.
- Applications for lottery accepted May 13 – May 17, 2013.
- Lottery held.

June, 2013

- Parents notified of placement results prior to June 13, 2013.
- *Additional After School Resources* list provided to families on waiting lists. (see Attachment 5)

July - August, 2013

- Applications accepted on a first-come first serve basis after waiting lists are exhausted and spaces become available.

September, 2013

- After School Programs begin at receiving sites.

Facilities

March, 2013

- Site assessments conducted to determine scope of work.

April, 2013

- Meetings held to develop work projects assigned to Moves/Cleaning, Maintenance and Operations, or Modernization.
- Tentative plans for moving and cleaning developed.

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May, 2013

- Meetings held with site receiving principals to discuss site priorities.
- Additional meetings held with site and receiving principals to discuss moving and cleaning process
- Tentative work schedule developed to address receiving site classroom needs.
- Work schedule prioritized to meet goal of classroom readiness for new students.

June, 2013

- Plans refined and finalized.
- Work begins with priority given to receiving sites.

VI. RESULTS

All of the short term and 90% of the mid term goals have been met to date. While all phases and activities within SCUSD's Transition Plan have not come to fruition yet, the various team members have contributed to the plans and timelines that will facilitate a smooth process over the course of the summer and into fall so that long term goals will also be met.

VII. LESSONS LEARNED / NEXT STEPS

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

- June 17, 2013 Move Begins
 Facilities' Work Begins
- July 1, 2013 Deep Cleaning Begins
- July 31, 2013 Moves Completed
- August 26-29 Welcoming Activities
- August 30, 2013 Deep Cleaning Completed
- September 3, 2013 First Day of Instruction, "Sacramento Goes Back to School"

District-level Transition Support for School Closures
February 27, 2013

District Transition Team Tasks -

Communications

Boundary Changes/New Neighborhood School Assignments

Transportation/Safety

Open Enrollment

Parent Support at Closing Sites

Program Changes/Support

Budget/Staffing

Textbooks/Materials

Facilities

Site Transition Teams -

Regularly scheduled meetings

Discussion topics will include, but are not limited to:

Daily schedule and programs

Prep

Enrichment/Intervention programs

Afterschool Programs

Transportation/Safety

Facility needs

Equipment/materials/technology

Office records

School memorabilia

Blending activities for spring, summer and fall

Transition Team Meeting Notes

February 27, 2013

Attendees: M. Hardin-Young – Chair, L. Kowahara-Matsuu, S. Andrade, P. Turner, T. Greer, K. Jones, V. Wasson, P. Lewkowitz, E. Petralli, B. Evpak, B. Kronick, C. Ernst, G. Ross, S. Hulse, L. Allen, Cancy McArn, T. Lopez, B. Padilla, L. Hedger, M. Crosby, S. Noguchi, R. Hill, J. Uhl, J. Dobson, J. Alexander, Z. Scott, E. Manansala, T. Kritsepis, N. Estacio.

Communication: Support is being provided to all schools/communities affected by the board decision to close seven schools. Principals were provided talking points for conversations at the site. Principals are in the process of identifying site transition team members. Request: Talking points are provided to district level transition team. Clear communication with district transition team is essential.

Planning/Boundaries: Boundaries have been determined, scatter maps completed and provided to transportation to determine ridership where necessary. Maps with walk routes to receiving schools are completed. Space needs for Special Ed and Pre-School programs have been identified.

Safety: Safe walking routes have been identified. Walking attendants or crossing guards can be utilized where necessary. Crossing training is available. Sacramento City may have trained crossing guards for a cost. Gang Prevention/Intervention funding will be used to assist with school site training. The Capt. Jerry program can also be explored.

FACE: Team will be available at closing school sites on date determined by principal. Information fair (clinic) at site to assist parents with questions regarding open enrollment, transportation, before/after school programs, pre-school, etc.

Open Enrollment: Open Enrollment window closes March 15. Families apply for lottery on-line. Need consistent message. Need to review the impact of Open Enrollment results.

Child Development: Have preliminary placements. Inspect sites to determine if space meets licensing requirements, if necessary. Pre-school program ends June 28. CD holds open enrollment in May. CD is working with Facilities to determine if rooms need any modifications.

Special Ed.: Special ed. Classes will move in tact to new locations. Locations have been determined.

Before/After School Programs: Before school begins 1 1/2 hours before the start of school. Zenae is in the process of petitioning CDE to allow expansion of programs, \$ to follow at receiving sites. Community partners are also affected.

Human Resources/Budget: Once Open Enrollment process is completed, staffing and budgeting can be determined. Administrator, teacher, and classified placements are in process.

Food Services: Team is coordinating with Transportation to ensure students will be able to access breakfast and attend school on time.

Library Services/Textbooks: July 1 is date used to determine textbook distribution for receiving school sites. Library team will box up libraries and textbooks. District will audit inventory at closed school sites.

Facilities: Overall needs assessment will be conducted at each receiving site. Scope of work is to be determined. April 12 is the deadline for purchase orders to be processed. Once the physical move takes place, there will be a coordinated effort to deep clean receiving campuses. Concern raised regarding sub pool and exhausting the limit on hours subs can work.

Technology: Receiving sites are to be analyzed to determine if equipment can be used to enhance what already exists. The team is reviewing erate. The dollars should follow the students.

Sacramento City Unified School District

District Transition Support Team

March 7, 2013

AGENDA

1. Board Meeting update – recommendation
2. Transition information
 - 1:1 meetings with site principals
 - Community Partners Transition Committee
 - Site Transition Teams
3. Department Updates/Focus Areas
4. Walk ins
5. Next Meeting Date -

A small group of thoughtful people could change the world. Indeed, it's the only thing that ever has.

Margaret Mead

Sacramento City Unified School District

District Support Team Meeting Notes

March 7, 2013

Present: G. Ross, E. Manansala, Chuck Ernst, Carole Mignon-Stephen, Brenda Padilla, Luda Hedger, P. Lewkowitz, E. Petralli, I. Taylor, J. Dobson, T. Greer, K. Jones, T. Lopez, P. Turner, L. Kawahara-Matsuo, N. Estacio, M. Hardin-Young, S. Noguchi, L. Allen, B. Kronick, T. Kritsepis, Z. Scott, J. Serna, T. Sanchez, J. Uhl, S. Hulseby

Update: The Superintendent was recommending the removal of Tahoe and Mark Twain from the closure list. Enrollment clinics at the closed school sites were continuing to draw parents with questions surrounding student placement.

Facilities/Maintenance: The department is looking at assessments that were done on receiving sites. They are teasing out the maintenance items from overall repairs. Principals requested that the refined list be sent to them to cross check from work orders they have already submitted.

Planning and Construction: Jim has prepared projected numbers and boundaries. The web school locator has been updated to reflect the most current information. He is waiting to analyze the impact of the open enrollment process.

Youth Development/After School Programs: Waivers to the State have been submitted to increase enrollment capacity in the after school programs at the receiving sites. Should know the status by the end of March. The department is developing an equitable process for enrollment at the receiving sites. The department is currently looking at locations for summer programs.

Operations: The department will need enough lead time to do deep cleaning at the receiving sites. It will be important to have all custodial site personnel available during critical periods during the summer. Tommy will be point person for the actual moves. It may be necessary to have an inventory audit at the closed sites to monitor the transfer of materials.

Tech Services: The department will be reviewing enrollments for Zangle data base.

Safety: Tracy shared that there will be walking audits conducted along the routes established from closing site to receiving sites. Safety assemblies will be held in spring at closing sites and fall at receiving sites.

Textbook/Library Services: The department is developing a plan to inventory and pack all books not in use at both closing and receiving sites. Books and materials will be moved to a staging center and then redistributed with Williams schools receiving priority.

Special Education: Tentative locations have been identified for Spec.ed programs moving out of closing sites as part of the district wide yearly process.

Instruction: Waiting for the final numbers after the open enrollment window closes. Need to determine process for concaps.

FACE: Enrollment clinics continuing. Staff is being responsive to parent questions. Stacey is fielding questions from parents and Strategic Partners. Messaging is important. Consider weekly updates to PTA.

Sue Hulseby will be meeting with individual department leaders to gather more specific detail regarding transition plans/challenges.



Sacramento City Unified School District

District Transition Support Team

March 14, 2013

1. General Information/Announcements
2. Transition Updates
 - Site Transition Team Meetings
 - Community Partners' Meeting
3. Department Reports
 - Communications
 - Enrollment Center
 - FACE
 - Child Development
 - Human Resources
 - Special Ed
 - Youth Development
 - Planning
 - Facilities/Maintenance/Operations
 - Facilities/Grounds
 - Textbook/Library
 - Transportation
 - Technology
4. Walk Ins
5. Next Meeting Date: March 21, 2013

8:00 – 9:30

Washington Conference Room

Transition Team Meeting Notes

March 14, 2013

Communications – open enrollment has been extended by three days. Once process is complete dust will begin to settle.

Enrollment Center – processing all of the applications and communicating process with parents is a challenge.

FACE – Transition clinics held at each closing site. We need to communicate dates/timelines and get the information to parents. Department will be responsive to sites through the site transition meetings.

Child Development – Patty working with Maintenance and Facilities to identify space at sites. May need to share space at some sites.

Human Resources – working to resolve the custodial need for the transition process. Substitute custodians may only work a limited number of hours. Certificated placement process will be determined in the next few weeks through negotiations.

Special Education – Moves identified.

Youth Development – All sites will have after school programs. Collaborating with Child Development on programming where possible. Department is also working with the Boys and Girls Club to determine capacity. Reviewing summer program placements to assist in transition process.

Planning – site maps are being reviewed.

Facilities – There are rooms at receiving sites that need improvements to become teachable spaces.

Grounds – Plan is in place. Move requires specific box sizes to stack efficiently in trucks.
18x18x12

Textbooks/Library – Will move curriculum materials from surplus rooms at closing and receiving sites. Will pack book rooms at closing sites. Libraries will be able to remain open for instruction until school ends. Patty will put plan in writing to share with principals.

Transportation – Bus routes ready to go. Closed sites are hubs for pick up. Need to review start times for some sites.

Technology – Waiting for enrollments to complete erate application, free/reduced databases, student information lunch systems. Work not only includes student info but also includes network and hardware. Must also address common core online testing.

Translation Services – staff is stretched by requests from sites. Recommend sites use on site personnel to assist with translators at transition meetings.



Sacramento City Unified School District

District Transition Support Team

April 4, 2013

1. General Information/Announcements
2. Transition Updates
 - Site Transition Team Meetings
 - Community Partners' Meeting
3. Department Reports
 - Communications
 - Enrollment Center
 - FACE
 - Child Development
 - Human Resources
 - Special Ed
 - Youth Development
 - Planning
 - Warehouse/Purchasing
 - Facilities/Maintenance/Operations
 - Facilities/Grounds
 - Textbook/Library
 - Transportation
 - Technology
4. Walk Ins
5. Next Meeting Date:

Sacramento City Unified School District

District Transition Support Team Notes

April 4, 2013

Enrollment – As of Friday, March 22, the enrollment center put together a projection spreadsheet with student information. The spreadsheet consist of those students who are going in and out of ConCap back to their home school, those who have requested open enrollment and closing school students. The 3 area assistance are meeting individually with receiving school principals to get space availability, those numbers should be available for Mike Crosby and his enrollment center staff by Monday the 8th, then the enrollment center can run the lottery. Results of the lottery may become available by the following week.

Human Resources – working on facilities to get positions posted for the summer, trying to get them all staff before the school year is over. Also still working on the certificated transition process and placement.

Special Ed – Becky Bryant verified with the 3 area superintendents that have contacted principals at the receiving school sites that Sp/Ed wants to place their special day classes. Still waiting on Rosa Parks, pending tonight's (4.4.13) board meeting. Contact transportation so they can start preparing, check with receiving principals that a classroom is in place.

Child Development – William Land is still in question whether or not that facility will be able to be used. Waiting on the principal to give them the green light the 2 classrooms will be available, shared space, this will be a school linked program. Woodbine, waiting on one more classroom space, a program is already there. Any needed renovations at future sites are being noted and to be shared with facilities.

Youth Development – meet with afterschool partners to get input on enrollment process. All receiving sites will have a program at their site. Mid-May parent orientation at both closing and receiving sites letting parents know of the of the lottery process and the sign-up window for the lottery, should have those results by the end of May. Summer programs working to accommodate as many sites as possible

FACE – continue to provide interpreters for transition meetings, still have parents that are confused about open enrollment inter district permits. Waiting for final numbers on open enrollment to help parents if they want accept their choice. Try to have a process in place for parents.

Curriculum – the curriculum programs that are unique to the closing schools will transition with the students to the new schools, an analysis was done showing an existing program or similar program already exist, if the program doesn't exist to check with the principal at the receiving school to possibly get it established.

Purchasing – Inventory at sites, the vendor working with the district won't be able to work us in until the later part of May, 6 sites will need to be inventoried, also has asked his purchasing staff to watch out for any outrages purchases from closing site so not to waste money.

Library/Textbooks – meeting with HR to determine how much additional money will be need to hire additional staff for the summer, evaluate the receiving school libraries to receive material/books from closing schools. Only have time to box up library material at the closing schools, do not have enough time or people to box material in classrooms. Receiving schools do not want them on the campus at this time, want to avoid interruptions. Need assistance at closing schools to have staff help in boxing material.

Nutrition – Still making staff projections, need bell schedule for the upcoming school year? Recruiting subs for the next year until a bell schedule has been determined.

Maintenance/Operations – slowing getting info back on site repairs needed but no info as of yet on site modifications to put kids in the classroom. Need to get info on rooms identified as storage to get them modified, upgraded or install bathrooms.

Grounds – working with HR to get staff to help with transition. Will furniture be on the inventory count list? Storage and discarding of books, computers ect.? Leave at schools until needed.



Sacramento City Unified School District

District Transition Support Team

April 18, 2013

1. General Information/Announcements
2. Transition Updates
 - Site Transition Team Meetings
 - Community Partners' Meeting
3. Department Reports
 - Communications
 - Enrollment Center
 - FACE
 - Child Development
 - Human Resources
 - Special Ed
 - Youth Development
 - Planning
 - Warehouse/Purchasing
 - Facilities/Maintenance/Operations
 - Facilities/Grounds
 - Textbook/Library
 - Transportation
 - Technology
4. Walk Ins
5. Next Meeting Date:

Sacramento City Unified School District

District Transition Support Team

Meeting Notes

April 18, 2013

Sue discussed the work of the Site Transition Teams and noted how well the principals from the Washington closure presented themselves at the Board meeting April 4. It was also discussed that the direction from the superintendent was to revamp the tentative transportation routes.

Sue discussed the work of the Community Partners' Transition Committee. Two members had attended Site Transition Team meetings and were helpful in sharing the collaboration they observed and the questions still to be answered. The focus of the meeting was on the topic of communication.

Communication: Gabe discussed the formation of the 7-11 Committee and the flyers that have been distributed. The application is on the website. This committee will discuss and make recommendations for the reuse and repurpose of district property including closed school sites.

Sue shared that the Community Partners had recommended a FAQ be available at the school site for office personnel and parents to access easily. Sue was working on it and aligning it to previous FAQ's.

Enrollment Center: Lottery will be completed Tuesday, April 23.

FACE – Luda mentioned there may be some parents who did not access open enrollment but who may want to apply for an intra permit.

Child Development- All receiving sites will have pre-school programs. One site is still to be determined.

Human Resources – SCTA/District have reached a tentative agreement that needs to be signed by both parties. Sue suggested a representative from SCTA leadership and District leadership communicate process together at closing sites. Hiring for summer staff involved in transition moving process has been completed. Carole will work with Textbook/Library services to determine process for per diem staff for packing instructional materials at closing sites.

Special Education: Placement of programs has been determined and principals have been notified if they will be receiving an additional class at a receiving site. Teachers will be notified April 22.

Warehouse/Purchasing: Dan has arranged for audits to occur at closing sites (except Mark Hopkins) Audits will be performed in late May. Principals will be given notice in a week or so. Instructions detailing preparation will be provided to principals a couple of weeks prior to the audit taking place. Dan has set aside \$3150.00 for the audit expense.

Facilities/Construction/Operations: Decisions still need to be made as to the scope of work involved at receiving sites.



Sacramento City Unified School District

District Transition Support Team

May 2, 2013

1. General Information/Announcements
2. Transition Updates
 - Site Transition Team Meetings
 - Community Partners' Meeting
3. Department Reports
 - Communications
 - Enrollment Center
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 - Human Resources
 - Special Ed
 - Youth Development
 - Planning
 - Facilities/Maintenance/Operations
 - Facilities/Grounds
 - Textbook/Library
 - Transportation
 - Technology
4. Walk Ins
5. Next Meeting Date: May 16, 2013

8:00 – 9:30

Washington Conference Room

Sacramento City Unified School District

District Transition Support Team Notes

May 2, 2013

Enrollment – Parent notification of the open enrollment lottery results were sent this week. Parents will be able to return their registration documents to the closing site. Office staffs have been trained to accept documents. The registration window is from May 13 – May 24.

Human Resources – Surplus process for closing site teachers has been solidified. Teachers may select a vacancy at a receiving site “following the students” or may place themselves in the regular surplus process which will occur after the initial surplus is completed.

Special Ed – SDC assignments have been confirmed. Teachers and students have been notified of the class placement.

Child Development – All locations have been firmed up with the exception of room assignment at Ethel Phillips. Lisa and Wanda will follow up and meet to discuss site placement of program.

Youth Development – After School lottery was clarified. There will be information events at both closing and receiving sites. Parents may submit an application for the lottery in the lottery window period, May 13- 17. Communication will be important.

FACE – Team needed to focus on the translation of confirmation letters. They were able to get the work done despite district email being down for several days. A special recognition goes to Luda for providing the service in a timely manner.

Purchasing – Inventory will ensue at sites in late May. Sue will notify the principals that instructions will be forthcoming.

Library/Textbooks – Summer positions are being posted. Fremont will be staging area for textbook retrieval and redistribution.

Nutrition – Need to meet with Tommy, Barry, and Aron to coordinate move schedule.

Maintenance/Operations – repairs have been determined. Prioritizing still needs to take place. Tommy and Barry to go out to receiving sites to determine classroom set up and moving needs.

Grounds – Staff hired for moving. Tommy will need to meet with principals to identify the number of classrooms needed for the transition of new students and to develop a moving schedule.

Transportation – Chuck is working to design neighborhood stops for students at designated closed sites. The 30 minute breakfast window will dictate the pickup times along the route.



Sacramento City Unified School District

District Transition Support Team

May 16, 2013

1. General Information/Announcements
2. Transition Updates
 - Site Transition Team Meetings
 - Community Partners' Meeting
3. Department Reports
 - Communications
 - Enrollment Center
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 - Child Development
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 - Special Ed
 - Youth Development
 - Planning
 - Facilities/Maintenance/Operations
 - Facilities/Grounds
 - Nutrition Services
 - Textbook/Library
 - Transportation
 - Technology
 - Warehouse
 - Budget
4. Walk Ins

Sacramento City Unified School District

District Transition Support Team Notes

May 16, 2013

Enrollment – Registering students at closing sites completed on the 24th and by the 27th they will have a firm ground on parents who went through the registration process. Once this solidifies then intra-district permits will start. A few principals are nervous about staffing because there has been an inconsistency in the staffing numbers given to them.

Technology – Rollover date for Zangle enrollment data is tentatively set for July. The date could possibly change due to the need for the information sooner to process textbooks.

FACE – The FACE team is working on placement of nurses at new sites and looking into getting more support for the families over the summer. Some families are still unclear as to which school their child is attending. Follow-up phone calls are being made to parents that the schools have not heard from.

Child Development – Child Development and Special Ed had to switch rooms at Ethel Philips. Then they had to correct the room assignment at William Land. They met with the architect and planning and construction to assess the facilities recreational needs.

Youth Development – It's lottery week for the afterschool programs. They feel good about the information given out. They are working on providing a resource list for those families who don't get into the program.

Maintenance/Operations – Barry's looking at the closing schools and Jim's looking at the receiving schools around bond funds to pay for facilities improvements. There's been multiple suggestions of improvements at the different sites. Jim wants the principals to know that they should think about what rooms they are using for next year. This will help Tommy's team when they are moving in equipment and supplies. The team has updated the street look-up and has provided the file to Tech Services to update Zangle. Office managers should use the street look-up to find out attendance boundaries not Zangle until it's updated. Sue will send out an email to principals and office managers to inform them. Jim will check with Nick on when Zangle will be updated. Kent is working on a custodial plan. Carol will follow-up on custodian placement.

Human Resources – The HR team met with SCTA and the 7 schools. 25 out of 77 teachers wanted to follow their students. The surplus process has started and the 2nd surplus will be this coming Monday.

Special Ed – RSP teachers are placed and not surplus.

Grounds – Moving process, Tommy is working on a new timeline.

Library Services – The team will need to know when the Zangle data will be rolled over to the new school year. They will bring on extra staff to assist with the transition. Shelving's in the library will be moved from closing schools to receiving schools. The team will need a list of closing schools with activities during the summer.

Transportation – Bus stop being developed. Chuck will present at Cabinet. The Transportation team will work with Communications on the messaging piece by the next transition meeting. There's been several requests for buses to be used during these blending activities. They were unable to accommodate all requests and had to recruit buses from EGUSD.

Purchasing/Warehouse – Storage is an issue. The team is hoping to find an alternate site to house the furniture. Message needs to be communicated to principals to label surplus or discard. The principals need to know what they can or can't throw away. Dan has hired an outside firm to go through the equipment and furniture. Sue is working with Gerardo on a record retention list.

Budget – The team moved the budgets from the closing school to the receiving schools. Gerardo will provide for Koua the budget for the receiving schools before and after the reallocation.

Sue will send out to the team what's being messaged to the principals and will send out the end of year check list.



Sacramento City Unified School District

District Transition Support Team

May 30, 2013

1. General Information/Announcements
2. Transition Updates
 - Site Transition Team Meetings
 - Community Partners' Meeting
3. Department Reports
 - Communications
 - Enrollment Center
 - FACE
 - Child Development
 - Human Resources
 - Special Ed
 - Youth Development
 - Planning
 - Facilities/Maintenance/Operations
 - Facilities/Grounds
 - Nutrition Services
 - Textbook/Library
 - Transportation
 - Technology
 - Warehouse
 - Budget
4. Walk Ins

Sacramento City Unified School District

District Transition Support Team Notes

May 30, 2013

Enrollment Center – Out of 372 kids from closure schools roughly 150 has turned in their packets and the team will have a better number by Monday. The FACE staff can do follow-up phone calls for the closure school and principals can assist by looping in parents who has gone through the open enrollment process. Sue sent out letters to the last 50 students that needed to be contacted.

FACE – There has not been too many changes from last time and they are still working on the changes. The biggest notion is that services and funding will follow the kids. The team needs more clarity on the next steps. Barbara will connect with the Area Supt.

Budget – Gerardo sent the report to Sue. The team finished the budget reallocation for all receiving schools. Current pending item is to review the staffing for the receiving schools again. The date to solidify the staffing is the second week of September.

Child Development – The team had questions about double reporting their issues. Sue asked that all issues be reported and she will sort it out. The team will be meeting with Special Education to discuss program supplies and an inspector has been hired to review the playground equipment. They found that Bowling Green will need a bathroom adjustment with sizing of toilets and partitions in the OH class. Placement at William Land is still up in the air but management is meeting to sort this out.

Human Resource – The team's been working on the surplus process for 4 days now, the next surplus process is June 6th for the 2nd group of teachers.

Special Education – The team has preliminary numbers and there are some sites that will be impacted with more students and teachers. The team will give Sue a list of the new classrooms at the new sites.

Youth Development – Lottery is being done the week of the 13th. Collected the actual hard slip to make sure all information has been capture. They will be generating a list of all the students who turned in the hard slip. The team is also working on a resources menu list for the sites. Parent Engagement will be assisting YD with phone banking. Summer School is from June 17 – August 1.

Planning and Construction – The team visited all receiving sites and documents are being done for bidding. The team will be using an outside vendor. The Rosa Park H wing is going to be a challenge. It's the preschool and kinder. The team wants to make sure that the most critical work is done first. It would be important for the sites to figure out what actually needs to be done before school starts and what can be done by the 1st and 2nd week of school. The team is planning work geographically so the contractor will start in one area and work their way around.

Facilities – The team finished the site visits. Tentative dates for moving and cleaning has been scheduled. Sue has not handed out the tentative schedule yet and will wait to hear from the team before sending it out to the principals. Most principals would like to be around when the move happens. The team has priorities set in four areas and the list will be sent to Sue. Sue said that the team should anticipate questions from the Board on the facilities work during the summer. Our piece would be about the receiving sites.

Grounds – It's important that Tommy's team have all the data. They will need to know what's being moved. The goal is to move the students first then pick up the hick-ups along the way. Sue has the information and

will forward it on to Tommy. CB Wire will be used as the staging site. The team can provide boxes and labels. They will need to get the information from Sue to move forward.

Nutrition Services – The team reported that 49 summer sites are ready to deploy. The team feels that they're on target based on the projected numbers. They will be flexible on when to feed the kids and where they are located. They are also working HR for staffing coverage.

Textbook/Library – The team talked to receiving school principals about cleaning out the classrooms that they are not using. They will start at Mark Hopkins and Joseph Bonnheim first and need access to classrooms being used by Quest. They need to go in the classroom on Mondays but since summer school programs are not run on Fridays, this could possibly change to Fridays. The team has advised principals to leave curriculum at the closing school sites and they will make sure teachers get the correct curriculum. Starting next week they will start on the library. Cindy will be following-up with Carol on the interview process for the extra help in library services. Sue said that Technology Services are 90% complete in rolling over the Zangle data. The team informed the principals that materials will be delivered to the site starting with the consumables, student materials and then teacher materials. Some Maple shelving's will be moved to Rosa Parks. The point was brought up about redoing the work twice. Do we pull the shelving's or do we bring in new ones? Once Sue gets clarity on this she will follow-up with Barry and Jim.

Transportation – The team put together a plan in which they worked with several departments. They were able to record the hotline in several different languages with the help of Luda's team. They have 9 new routes making this a total of 11 routes. The team created packets for the office managers at the closing and receiving school sites that consisted of start time, end time, pick-up time, drop-off time, maps of routes and etc. Chuck will be working with Special Education on fine tuning their schedule. Chuck's going to provide Sue with preliminary materials for Gabe to review for the Board members.

Technology – Aaron would like a copy of the inventory list. Sue will reiterate the process to principal that the equipment needs to follow the kids and not the teachers. The principals need to work it out at the receiving and closing sites. Luda expressed the need to have the Zangle data. Sue will facilitate a meeting with Luda and Nick. All the technology equipment has not been determined as to where it'll be moved to. Sue will relay the information as soon as a decision is made. Earl Warren principal wants to move the technology room and the room she's requesting is not lab compatible. Sue and Mary Hardin-Young will follow-up with the principal.

Warehouse – An outside vendor was brought in to do an asset inventory at the closing sites. Anything that was valued over \$500 such as overhead projector, equipment, computers, ipad, carts, and everything on campus was accounted for. If there are copiers or Riso machines at the closing sites make sure to let Dan know because the district still has contracts with these machines. Sue will notify the principals of the copier and riso machines. Tommy's team will inventory furniture's. The school phone lines should have a message indicating that the school is closed and the schools should contact the post office to have a change of address.



**Sacramento City Unified School District
Community Partners' Transition Committee**

April 3, 2013

Agenda

1. Welcome and Introductions
2. Purpose and goals
3. Transition Plan Update
4. Critical Focus Areas - District
5. Critical Focus Areas - Committee
6. Future Meeting Dates

Teamwork is the ability to work together toward a common vision; the ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

– Andrew Carnegie

Sacramento City Unified School District
Community Partnership Transition Committee

April 3, 2013

Meeting Notes

1. Welcome and Introductions

2. Purpose and Goals

- Stacey Bell introduced Sue Hulsey, Transition Team Lead Administrator.
- Ms. Hulsey emphasized the importance of community voice in the transition process and stated that SCUSD hopes that the community members will take active roles such as:
 - a) Volunteers to assist on walking field trips to receiving sites.
 - b) Ambassadors to the community bringing community concerns to the District.
 - c) Provide honest feedback to the District on the process. Help the District stay focused on the needs of the students and families.
- Ms. Hulsey also stated that work was being accomplished in other venues:
 - a) Site Transition Teams handle the transition details at the school site level.
 - b) District Transition Team has the role of being responsive to site needs at the District level. District Transition Team members may also be part of Site Teams.
- Stacey Bell added that how the timeframe and engagement activities happen will be developed through this dialogue with the community. She noted that feedback from the previous Parent Advisory Huddle has helped inform the District Transition team process.

3. Transition Plan Update

- Ms. Hulsey distributed a draft of the updated transition plan for group review and input and walked the group through the various phases of the transition.
- Ms. Bell remarked that Phase 4 of the draft was the result of the Parent Advisory Huddle.
- Sean Alexander requested that program transition information be added to Phase 2.
- Alex Visaya spoke to the intention of neighborhood schools.
- Ms. Hulsey spoke about the current District Transition Team work. She meets with the team and principals weekly with an emphasis on no interruption of current work and programs at the school sites. The teams are developing operational tasks timelines. Each principal is working to create site teams consisting of parents, teachers, classified staff and community partners. The existing programs at both the closure and receiving sites are being reviewed and dialogue is beginning around program adaption and movement.
- Ms. Hulsey reported that the schools are in different stages of this process. District level supports teams will send representatives to address challenges/issues. (I.e. transportation questions).

- Nekesha Bell de Castanon expressed a concern about translated outreach to EL families. She emphasized the need for cultural sensitivity.
- Darryl requested that a Phase 5 concerning follow-up be added to the draft.
- Carl suggested a logistics column be added to address the needs of parents and students. He stressed the need for better communication concerning the issues of transportation; safety and support services. He suggested a reporting mechanism for ongoing parent input.
- Ms. Hulsey opened the floor for suggestions for better parent communication. Carl stated that all groups have methods of communication; they need the correct information to share out. He stated that in the past there has been a District assumption that “this will all work out” and that has not been the case. He asked that specific dates be set for site transition meetings and that these dates be made public.
- Ms. Bell and Hulsey reported that they have requested that Site Transition Teams send agendas and dates to the District, so that there is oversight of the transition concerns.
- Frank De Young shared the parent frustration about timely response to their questions. Stacey Bell acknowledged this concern and stated that some site concerns are dependent upon District planning. For example the transportation Dept. is working on time logistics and will get this information to sites as soon as it is determined.
- Mali Currington reported that the DAC had a presentation about transportation and safety concerns. He reviewed the DAC meeting schedule and noted that parent advocacy structures exist. He suggested that the Black Parallel School Board request this presentation.
- Amaya Weiss requested that Family Nights be included in Phase 4; a family introduction event be include in Phase 3.
- Lisa Levasseur reported that the Parent Teacher Home Visit project is working with the receiving sites and is developing a “Welcome to the School Site” component to home visits.
- Stacey Bell reported that the Summer Matters program will be handled on a site by site basis.
- Sean Alexander suggested that committee members could also be a part of home visit teams.
- Ms. Hulsey requested that written draft input be handed in.

4. Critical Focus Areas

- Stacey Bell reviewed the District Critical focus areas.
- Ms. Bell reported that Open Enrollment is working on preliminary numbers. Those numbers will inform After School program placement.



Sacramento City Unified School District
Community Partners' Transition Committee

April 17, 2013

Agenda

1. Transition Progress
 - a. Site Transition Teams
 - b. District Transition Support Team
2. Communication – Parent Presentation
3. Communication – District/Site
4. Communication – Committee Discussion/Recommendations
5. Future Focus Areas – Transportation/Safety
6. Next Meeting Date – May 1, 2013 – Parent Resource Center Conference Rm. 11:30 am – 1:00 pm

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– Andrew Carnegie

**Sacramento City Unified School District
Community Partners' Transition Committee
April 17, 2013**

NOTES

Introductions

1. Transition Process

- Sue Hulsey reviewed the school site transition team make-up and role and gave an update on their progress.
- Ms. Hulsey reported that meeting times are set at the end of each site meeting. She will provide meeting dates to the committee.
- Two committee member; Sonali Nijhawan and Alex Visaya attended site meetings.
- Somali reported the following: site team identified dates of events to include incoming families; concern about family transportation to these events and question about District support for transportation; brainstorming about activities and events to connect students to students in transition.
- Alex Visaya notes that site transition teams at Fruit Ridge and C.B.Wire expressed concerns about transportation and safety. He noted that he feels that site meetings should be facilitated by closure site principals. Sue Hulsey reported that the meetings are being alternately facilitated by closure and receiving sites and expressed appreciation for the collaboration by principals.
- Sonali Nijhawan asked when the site transition team meetings would end. Sue Hulsey reported that mid-summer receiving sites will be more engaged in planning the new school year.
- Lisa Levasseur asked about site transition team composition numbers. Sue Hulsey reported that her recommendation to the teams was to include at least 2 stakeholders from each representative group.
- Stacey Bell expressed the hope that site team parent reps are sharing out to other parents.
- Carl Pinkerton expressed concern about the Rosa Parks site transition to a K-8. Sue Hulsey responded that the idea for the K-8 model at Rosa Parks came about as a result of the Community Meeting input at Mark Hopkins Elementary.
- Carl Pinkerton requested that the Rosa Parks transition and K-8 plan be presented in writing to the public. Stacey Bell asked what details he would like included in this written report. Carl responded that he would like all details to be included to create a road map of this merge.
- Daryl White asked how the District planned to create quality in a historically low-performing community through this transition.
- Carl re-iterated the need to have information beforehand to establish a level of comfort in the community through the transition.
- Stacey Bell reported that as a Priority School, extra resources are provided to support achievement. She suggested that the group members interested in a specific site attend a site level transition team meeting.
- Alekesha Bellde Castanon asked for Rosa Parks Middle School demographic information.

2. Parent Presentation

- Kim Williams introduced Jeff McGee and Amy Williams who presented the results of the quarterly HUB/SBHC meeting to the committee. (See HUB/BHC report).
- Sean Alexander requested that this report be shared with District Departments prior to their reporting to the committee.

3. Communication District/Site

- Sue Hulsey reported that reps from Transportation and Safety will report to the Committee at the May 1st meeting.
- Carl had questions about Open Enrollment. Sue Hulsey reported that the District will be sending the results to parents in April.
- Carl asked what about the process for parents who missed the open enrollment window. Sue Hulsey reported on the intra-district transfer request process.
- Carl spoke to the challenges of the families housed in Fruit Ridge transitional housing. Stacey Bell reported that Monica McRho, SCUSD Homeless Services Program Coordinator, is working with these and other transient families.
- Sean Alexander requested that Ms. McRho come to a future meeting and report out.
- Stacey Bell reported that projected site numbers will assist in planning After School programming. She will be able to provide more information at the May 1st meeting.
- Sue Hulsey shared the SCUSD 7/11 committee role and application.
- Daryl express concern that the recommendations from past 7/11 committees did not go through. He would like the District to assure in writing that upcoming 7/11 recommendations will have an impact.
- Sean Alexander requested that the committee extend outreach to parents/families in the closure school neighborhoods to apply for the 7/11 committee.
- Sue Hulsey reviewed the main SCUSD resource for communication: Principals; Connect-Ed; SCUSD websites; School Site Councils; PTA/PTO and parent newsletters. She requested addition recommendations from the group.
- Alex Visaya recommended better on-site office communication.
- Daryl expressed concern about territorial issues during school blending and how best to integrate students into new school cultures.
- Sue Hulsey spoke about the proposed Social and Emotional Learning models being established at receiving sites.
- Kim Williams spoke to the need for easy access to information for parents on the SCUSD websites.
- Sonali suggested a FAQ sheet.
- Amy Williams recommended that the District use Community Partners to get information out.

4. Future Focus Areas

- Transportation
- Homeless Coordinator
- Youth/Staff/Parent Cultural and Climate Blending SEL
- After School Programs
- Special Programs CD/SE/etc.
- Board Member invitation to Committee



Sacramento City Unified School District
Community Partners' Transition Committee

May 1, 2013

Agenda

1. Transition Progress
 - a. Site Transition Teams
 - b. District Transition Support Team
2. Transportation – Chuck Ernst
3. Safety – Tracey Lopez
4. Committee Discussion/Recommendations
5. Future Focus Areas – Student Support
6. Next Meeting Date – TBD

Teamwork is the ability to work together toward a common vision; the ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

Sacramento City Unified School District
Community Partnership Transition Team Meeting

May 1, 2013

Notes

1. Introductions
2. Transition Process
 - Sue Hulsey reported on School Site transition team activities.
3. Transportation Dept. and Safe School and Security Services Presentation
 - Chuck Ernst, Director of Transportation reported on the progress concerning transportation issues through the transition and noted the following:
 - Safe walking routes and bus routes are being designed with stops approved by the California Highway Patrol.
 - Information will be sent to parents/guardians by the end of the 2012-13 school year.
 - To accommodate the need for student to eat breakfast at the school site, the initial plan includes scheduling drop off 30 minutes prior to the start of school.
 - Plans for PI transportation are under discussion. The PI transportation plan will be set by the top of the 2013-14 school year.
 - There may be a possibility of adult supervision at bus stops where there is a particular need, and Transportation is working with Safe Schools and Security around this issue.
 - Funding may impact routes.
 - Currently, no transportation is being provided for After School Programs. This is being discussed at the district level and is recognized as a concern.
 - Special Education mandates transportation, so the impact on these students is minimal.
 - Transportation is not mandated by California law.

In response to Community Team questions:

- This transportation will only be provided to student going from their closing school to the district identified receiving school sites. Open Enrollment choices or intra-district permit choices do not receive transportation throughout the district.
- A list of bus stops will be made available by June 13, 2013.
- Each bus will be identified by route and bus stop to avoid student confusion. Will consider adding a school name and color code on the bus for identification.
- Will consider adding a specific transportation area on the SCUSD website.
- Will share input that all closure schools should be provided transportation with the District Transition Committee.

- District school start times are currently 8:00 a.m. and 9:00 a.m.
- If a student misses the bus, it is the parents/guardian responsibility to get them to their school site.

Comments/Suggestions

- At a Board meeting the Superintendent promised transportation for After School programs. Is this in the works?
- Parent networks at the school sites to support transportation needs. Must be vetted through the SCUSD volunteer process.
- Question of equity. Impacts on student participation in after school programs.
- Suggestion of a simulation of the first day of school to see transportation impacts.
- Concern about C.B.Wire walking attendants and their ability to monitor a large number of students.
- What happens if a child gets sick at school? Perhaps identified school staff can assist with transportation.
- Can walking attendants take C.B. Wire students to the nearby Boys and Girls Club for after school programs?
- Will routes be evaluated regularly to adjust to community needs? Yes, route audits will be conducted.
- Look at Concapping policies to answer some of these questions.
- Parent Resource Centers will be key.
- Reach out to community partners for transition support.

Safe School and Security Services

- Tracey Lopez reported on the progress concerning safe schools and the transition process.
- SCUSD is working with the police department is assisting in identifying safe walking routes. Officers have walked routes and are working with city traffic engineers and have reviewed Megan's Law registered offenders locales to design best routes.
- SCUSD is also working with Walk Sacramento and the Captain Jerry program.
- Closing sites are receiving pedestrian safety assemblies by the end of the school year. Receiving sites will have these assemblies at the start of the new school year.
- Walking route maps will be posted and sent home to families of the closure schools by the end of the 2012-13 school year.
- The District Safety Committee will meet on May 21, 2013 from 4:30 p.m. -5:30 p.m. at the Serna Center

Comments/Suggestions

- Parents concerned about the safety issues around crossing 44th street and the amount of traffic and public transit.
- Parents concerned about weather.
- Will walking attendants work year round?
- What is the total cost of these transportation services?

- Contact information :
 - Chuck Ernst: (916) 277-6475
 - Transportation Hotline: (916) 643-7999
 - Dispatch: (916)643-6701
 - Tracey Lopez: (916) 643-7990

4. FAQ Update

- Sue Hulse reported that the FAQ's have been delivered to the sites and noted the following:
- While there is currently no written plan for the Rosa Parks/Mark Hopkins transition, there is a timeline which was reviewed.
- There will be a written plan by the end of June 2013.
- As to staffing at the new Rosa Parks K-8, an elementary vice-principal position has been recommended by a member of the committee.

Comments/Suggestions

- In future years, will elementary/middle boundaries be changed due to Rosa Parks K-8?

5. After School Programs

- Stacey Bell informed the Team that After School Program staff will present at the May 15th meeting.
- Stacey and her department are working with CDE on funding issues.
- Principal One Stop is working with After School to increase capacity at sites.
- The After School Program lottery system was reviewed. All families need to register each year for the lottery.
- After School program enrollment is taking place May 13th -17th,
- Stacey Bell reported that the District is trying for continuity in providers.

Comments/Suggestions

- How many slots are available per site? The answer to this will happen by the end of the 1012-13 school year. Looking into additional funding for additional slots.
- Closure school students should be given priority.

- Are there After School Program audits to align services at the receiving sites?

6. Future Meetings

- Blending School Cultures and the role of SEL
- BASP and meeting dates
- Numbers for receiving sites
- Board Member participation on Team
- PTA Closure/Merge process
- Communication

The Next meeting will take place on May 15, 2013 from 11:30 a.m. -1:00 p.m. in the Serna Parent Resource Center Conference Room.



**Sacramento City Unified School District
Community Partners' Transition Committee**

May 15, 2013

Agenda

1. Transition Progress
 - a. Site Transition Teams
 - b. District Transition Support Team
2. After School Programs – Brit Irby
3. Committee Discussion/Recommendations
4. Future Focus Areas – Student Support
5. Next Meeting Date – TBD

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– Andrew Carnegie

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
COMMUNITY PARTNERS TRANSITION COMMITTEE**

MAY 15, 2013

NOTES

1. Transition Process

- Sue Hulseley reviewed purpose of Transition Committee
- Stacey Bell gave context on Committee Development
- Sue Hulseley reported on progress at sites including: blending activities, logistics for supply, equipment and materials move.
- Sue Hulseley described the District Transition Support Team role and participants.

2. After School Program

- Brit Irby from After School/Youth Engagement Services distributed FAQs and info about the After School Programs.
- Ms. Irby provided a funding overview and shared the following about the After School Program:
 - The program is grant funded and had limited space.
 - Funding money does not follow the students.
 - Receiving site enrollment numbers will remain the same as the 2012-13 school year.
 - There is no guaranteed enrollment; placement is by a computer generated lottery.
 - Locations of lottery slips.
 - Communication was through Connect-Ed and school site announcements.
 - The lottery is by family.
- The Committee discussed the placement in After School program of permit students. Ms. Irby reported that enrollment is all year long and that for the beginning of the 2013-14 School year, a cut-off date for the lottery had to be put in place.
- Ms. Irby shared the role of the on-site Program Managers in this process and their oversight by her Department.
- Stacey Bell noted that the Department is looking to our Community based Partners to see what additional After School resources are available for parents.
- In response to a committee question, Ms. Irby reviewed the various points of parent contact both prior to and after the lottery. Letter, emails, phone calls.
- The suggestion was made that the 7/11 Committee consider closed sites as additional After School provider sites.
- Committee members requested information about transportation to and from After School Programs.

The next Committee meeting will take place on May 29th, 2013 in the Washington Meeting Room.



**Sacramento City Unified School District
Community Partners' Transition Committee**

May 30, 2013

Agenda

1. Transition Progress
 - a. Site Transition Teams
 - b. District Transition Support Team
2. Social Emotional Learning – Carrie Rose
3. Committee Discussion/Recommendations
4. Future Focus Areas – TBD
5. Next Meeting Date – TBD

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**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
COMMUNITY PARTNERSHIP TRANSITION COMMITTEE
May 30, 2013**

NOTES

1. Transition Updates

- Alex Visaya gave an update on the Mark Hopkins/ Rosa Park site transition team activities and shared the new site map for the Rosa parks K-8. He reported that Rosa Parks would like to expand the Home Visit Project next year and requested information on the Mark Hopkins Home Visit Project.
- Carrie Rose reported that funding is being sought for additional Home Visits and that most receiving sites are Home Visit sites.
- Alex Visaya had questions regarding site moves and Summer of Service. He suggested that logistics moves happen during the weekends so that programs would not be disrupted.
- Alex Visaya noted that communications still seems to be a challenge.
- Sue Hulsey acknowledged that the moving schedule is still a challenge and that the Rosa Parks move is the largest of all the transitional sites. She stated that time is limited and there are ongoing work projects at all of the school sites. Principals have been provided: moving and packing guidelines; check out target dates and a detailed close-out list. She noted that contractual obligations can preclude a weekend move.
- Sue Hulsey noted that some of the parents who have gone through the Open Enrollment process have changed their minds and this has caused a shift in enrollment numbers. The Permit process for placement is in process. Results will be available in August.
- Sue Hulsey stated the enrollment numbers will be clearer by the first week of June 2013.
- Sue Hulsey stated that the transportation information will be at the school sites by the end of the school year.
- In response to a question about a contingency plan for potential underutilized classes, Sue Hulsey responded that there is usually a projection of class numbers with an understanding of shifts in numbers.
- In response to a member question, Stacey Bell notes that there will be a post assessment of the transition process and that the committee will also provide input and data that might have been missed.
- Carrie Rose noted that the entire City Year Corps will be trained in Home Visits this summer.

2. SEL

- Carrie Rose, Executive Director of The Parent /Teacher Home Visit Project provided the committee with an overview of the Social and Emotional Learning model that is going into its second cohort with the transition receiving sites.
- A discussion of SEL followed.
- Carrie Rose gave a description of next steps for the 2nd cohort.
- Carrie Rose noted that additional information on SEL can be found on the District website and on Edutopia.

Sacramento City Unified School District
Right-Sizing Enrollment (Amended)
June, 2013

School Site Enrollment History	Open Enrollment Acceptance/Registration Results	Receiving Sites Current and Projected Enrollment																
<p>C.B. Wire – 450 students</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;"><u>Jan.</u></th> <th style="width: 15%; text-align: center;"><u>May</u></th> </tr> </thead> <tbody> <tr> <td>2009-10</td> <td style="text-align: center;">509</td> <td style="text-align: center;">504</td> </tr> <tr> <td>2010-11</td> <td style="text-align: center;">506</td> <td style="text-align: center;">489</td> </tr> <tr> <td>2011-12</td> <td style="text-align: center;">452</td> <td style="text-align: center;">465</td> </tr> <tr> <td>2012-13</td> <td style="text-align: center;">448</td> <td style="text-align: center;">450</td> </tr> </tbody> </table>		<u>Jan.</u>	<u>May</u>	2009-10	509	504	2010-11	506	489	2011-12	452	465	2012-13	448	450	<p style="text-align: center;">81 students accepted 60 students registered</p> <p style="text-align: center;"><u>Most Requested</u> Peter Burnett – 23 students Nicholas – 17 Camelia Basic – 10</p>	<u>2012-13</u>	<u>2013-14</u>
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<p>Fruit Ridge – 301 students</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;"><u>Jan.</u></th> <th style="width: 15%; text-align: center;"><u>May</u></th> </tr> </thead> <tbody> <tr> <td>2009-10</td> <td style="text-align: center;">263</td> <td style="text-align: center;">254</td> </tr> <tr> <td>2010-11</td> <td style="text-align: center;">258</td> <td style="text-align: center;">250</td> </tr> <tr> <td>2011-12</td> <td style="text-align: center;">256</td> <td style="text-align: center;">263</td> </tr> <tr> <td>2012-13</td> <td style="text-align: center;">237</td> <td style="text-align: center;">301</td> </tr> </tbody> </table>		<u>Jan.</u>	<u>May</u>	2009-10	263	254	2010-11	258	250	2011-12	256	263	2012-13	237	301	<p style="text-align: center;">49 students accepted 37 students registered 1 wait list</p> <p style="text-align: center;"><u>Most Requested</u> Mark Twain – 15 Tahoe - 10</p>	<u>2012-13</u>	<u>2013-14</u>
	<u>Jan.</u>	<u>May</u>																
2009-10	263	254																
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<p>Joseph Bonnheim – 396 students</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;"><u>Jan.</u></th> <th style="width: 15%; text-align: center;"><u>May</u></th> </tr> </thead> <tbody> <tr> <td>2009-10</td> <td style="text-align: center;">426</td> <td style="text-align: center;">426</td> </tr> <tr> <td>2010-11</td> <td style="text-align: center;">432</td> <td style="text-align: center;">422</td> </tr> <tr> <td>2011-12</td> <td style="text-align: center;">417</td> <td style="text-align: center;">416</td> </tr> <tr> <td>2012-13</td> <td style="text-align: center;">409</td> <td style="text-align: center;">396</td> </tr> </tbody> </table>		<u>Jan.</u>	<u>May</u>	2009-10	426	426	2010-11	432	422	2011-12	417	416	2012-13	409	396	<p style="text-align: center;">41 students accepted 41 students registered</p> <p style="text-align: center;"><u>Most Requested</u> Mark Twain – 12 Tahoe – 7 Camelia Basic – 5</p>	<u>2012-13</u>	<u>2013-14</u>
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2009-10	426	426																
2010-11	432	422																
2011-12	417	416																
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<p>Maple – 230 students</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;"><u>Jan.</u></th> <th style="width: 15%; text-align: center;"><u>May</u></th> </tr> </thead> <tbody> <tr> <td>2009-10</td> <td style="text-align: center;">284</td> <td style="text-align: center;">289</td> </tr> <tr> <td>2010-11</td> <td style="text-align: center;">283</td> <td style="text-align: center;">273</td> </tr> <tr> <td>2011-12</td> <td style="text-align: center;">268</td> <td style="text-align: center;">268</td> </tr> <tr> <td>2012-13</td> <td style="text-align: center;">218</td> <td style="text-align: center;">230</td> </tr> </tbody> </table>		<u>Jan.</u>	<u>May</u>	2009-10	284	289	2010-11	283	273	2011-12	268	268	2012-13	218	230	<p style="text-align: center;">67 students accepted 51 students registered 1 wait list</p> <p style="text-align: center;"><u>Most Requested</u> Hollywood Park – 30 Sutterville - 10</p>	<u>2012-13</u>	<u>2013-14</u>
	<u>Jan.</u>	<u>May</u>																
2009-10	284	289																
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Sacramento City Unified School District
Right-Sizing Enrollment (Amended)
June, 2013

*Mark Hopkins – 406 students			45 students accepted 25 students registered <u>Most Requested</u> John Bidwell – 9 Edward Kemble – 4				
	<u>Jan.</u>	<u>May</u>			<u>2012-13</u>	<u>2013-14</u>	
2009-10	383	387					
2010-11	399	388					
2011-12	403	404					
2012-13	409	406		Rosa Parks	463	811	
Washington – 213 students			37 students accepted 28 students registered 2 wait list <u>Most Requested</u> Theodore Judah – 17 David Lubin – 7 William Land - 4				
	<u>Jan.</u>	<u>May</u>			<u>2012-13</u>	<u>2013-14</u>	
2009-10	237	230					
2010-11	248	241					
2011-12	218	215			Theodore Judah	519	579
2012-13	222	213			William Land	297	423

* amended numbers



Additional After School Resources in the Community
(Resources listed below are outside of SCUSD Youth Engagement Services Sponsored Programs)



Serving the Fruit Ridge/65th Community

(Earl Warren and Peter Burnett)

La Familia Counseling Center

5523 24th Street, Sacramento

916-452-3601

Cost: Some free programs; Contact for costs

Serving the Lemon Hill Area

(Pacific, Ethel I. Baker)

Boys and Girls Club

Teichert Branch-5212 Lemon Hill Ave

916-392-2582

Cost: \$15 per year, per student

Serving the Downtown Community

(Theodore Judah and William Land)

The Children's Center

Theodore Judah Elementary

916-643-7815

Cost: Fee based; Contact for cost

YMCA

2021 W Street

916-452-9622 Ext. 111

Cost: Fee Based; Contact for cost

Busy Bee Daycare

916-457-7348

Cost: Fee Based; Contact for cost

Serving the Southgate Community

(H.W. Harkness and Hollywood Park)

Southgate Community Center

6000 Orange Avenue, Sacramento, CA 95823

916-428-1171

Cost: Some free programs; Contact for cost

Serving the Oak Park Community

(Father Keith B. Kenny Oak Ridge, Ethel Philips)

Sacramento Food Bank and Family Services

3333 3rd Ave, Sacramento

916-456-1980

Cost: Some free programs; Contact for cost

Salvation Army

916-469-4622

Cost: Some free programs; Contact for cost

Additional Resources in the Community:

Samuel Panell Community Center

2450 Meadowview Road, Sacramento, CA 95832

916-808-6680

Cost: Some free programs; Contact for cost

SCUSD School Age Child Care Centers

School Sites: Earl Warren, H.W. Harkness, Oak Ridge,

Pacific, Peter Burnett, and William Land

916-457-7348

Cost: Fee based; Contact for cost