

Transition Meeting Minutes

Transition Meeting		
4.15.2013	3:45-4:4:35	Father Keith B. Kenny- Library 3525 Martin Luther King Jr. Blvd. Sacramento, CA 95817
Meeting called by	Yee Yang, Principal at Fruitridge Elementary	
Type of meeting	To bring collective and creative ideas to help parents experience a smooth, caring, and thoughtful transition.	
Facilitator	Yee Yang, Principal at Fruit Ridge	
Note taker	Tiffany Wilson, Teacher at Oak Ridge	
Timekeeper	Yee Yang, Principal at Fruit Ridge	
Attendees	Alphonso Powell- Assistant Principal-FKBB, Bethany Coburn-YFRC Coordinator, Cherrylyne Gamboa- Teacher-Fruit Ridge, Claudia Agnos-Office Manager-FKBB, Daniel Roller- Assistant Principal-Oak Ridge, Danielle Martin-School Social Worker, Debi Lawson- Teacher-FKBB, Doug Huscher- Principal-Oak Ridge, Evelyn Sandoval -School Psychologist, Fausta Perez-Bilingual Aide-FKBB, Felicia Thomas-Hill- Training Specialist-FKBB, John Brindley-Resource Teacher-FKBB, Kim Burghgraef-Teacher-Fruit Ridge, Laura Villegas-Teacher, Luz Castillo-Parent, Lynette Meighan- Clerk II-Oak Ridge, Mrs. Annie Oliver- Parent, Patricia Gonzalez- Parent, Paul Willis-City Year, Romel Antoine- City Year, Sandra Suarez- Parent, Sarah Wagner- Teacher-Oak Ridge, Sheila Page- Teacher-FKBB, Silvia Suarez-Parent, Sonali Nijhawan-City Year, Tiffany Wilson- Teacher-Oak Ridge, Ulysses Stokes- City Year, Wilma Morales- Teacher-FKBB	
Calendared Events at Receiving Sites		
Blending Activities		
Discussion	School sites to share their calendared events with Fruitridge so parents that are affected by the transition can meet the teachers, visit and tour the campuses.	
	<ul style="list-style-type: none"> • May 29th Open House-Spring Musical and Art Show 6pm-8pm at FKBB • June 4th Community Meeting 4pm-8pm at Oakridge • June 6th Family Game Night 6pm-7:30 at Oakridge • April 17th Open House 5:30-6:30 at Oakridge • May 22nd Multi-Cultural Night 5pm-6pm at Oakridge • May 31st Argumentative Genre Celebration at Oakridge 	
Conclusions	Sites are to blend activities so the parents can attend the receiving site's events. Flyers should be sent to Principal Yang at Fruitridge to distribute to the community. If there are events that require potluck dishes to please specify it on the flyers. Transportation for these families will be an issue. FKBB and Oakridge to ask the school district if we can provide transportation to the families that are affected by this transition.	
Transportation	Person Responsible	Deadline
Contact the school district to find out if busing the families from Fruitridge to Oakridge and Father Keith B. Kenny will be available.	Oakridge FKBB	
Transition Ideas		
Blending Opportunities		
Discussion	Have transition support ideas to help introduce the site to parents. Nothing complicated but to achieve the goal in sharing information the families without having to visit the receiving sites. Begin an open line of communication with the transition families and the receiving sites.	
	<ul style="list-style-type: none"> • Tours can be set-up for parents to visit both receiving sites and have transportation available by the school district. • April 23rd Dinner provided at Fruit Ridge Auditorium 5:30-8pm. Have available student handbooks, school information from both Oak Ridge and FKBB. • ELAC meetings can serve as informational meetings. • Parent meetings so parents can speak to other parents and the community regarding the upcoming events at the school sites, information regarding the transition. . • City Year offered to be present at Fruit Ridge as the morning greeters. • FKBB 7th graders can get together with Oak Ridge's 6th graders to work on a kid friendly project to help the incoming students with the transition. • Fruit Ridge students will send letters to the receiving schools to start a Pen Pal type of correspondence so the students will familiarize themselves with each other. • Have virtual tours available to students. Use technology to view the sites via iPad, internet, phone, etc. 	

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<ul style="list-style-type: none"> Back to School BBQ the weekend before school starts. Wed. Aug. 28th 4:30-6:30 at Oak Ridge. At this time, Oak Ridge and FKBK will pass out free Uniforms to families at the BBQ. 		
Conclusions	<p>Blending opportunities available at these upcoming events. Setting up parent tours and having teachers and resource support to attend. Distribute pertinent information regarding the schools, such as the school rules, dress codes, handbooks, etc. at the events. There is a tentative visit day/tour at FKBK post start of school year. May 30th 9am-11am. Transportation to be established.</p> <p>Fruit Ridge students will send letters to students at FKBK and Oak Ridge to get the process open of open communication between students. Teachers to volunteer their time to help with the "Pen Pal" project.</p>	
Action Items		Person Responsible
Teachers or parent volunteers to assist the students with "Pen Pal" project		Fruit Ridge
Ideas for Next Meeting		
Creative Ideas		
Discussion	<p>Goal is to take care of the people. Address their issues and concerns. Assist with a smooth and thoughtful process. Fruit Ridge will address transportation routes. Fruit Ridge will consult someone from the school district to address how technology will be divided between sites. Also, how will the materials, chairs, tables, and desks are divided between sites.</p>	
Conclusions	<p>Principal Yang will send out the transition ideas. FKBK and Oak Ridge will send Principal Yang our flyers from the upcoming events to distribute to the Fruit Ridge families. Sites to think of transition ideas and to bring at the next Transition Meeting. Both sites are empathetic and willing to help in any way possible.</p>	
Next Transition Meeting		Time
Thursday, May 9 th		3:45pm-4:45pm
		Multi- Purpose
Minutes Taken by: Claudia Agnos, Office Manager at FKBK		