

TRANSITION TEAM MEETING

H. W. Harkness, Hollywood Park, C. P. Huntington
 Tuesday, April 30, 2013 at 5:00 p.m.
 C. P. Huntington, Room 8

In attendance:

- H.W. Harkness: Eric Chapman (principal), Michelle Morlan, Graciela Ross, Debbie Sarceno, Lorrinda Johnson, Lori Tullgren, Guille Silva
- Hollywood Park: Tenley Luke (principal), Corey P. Weaver, Shannon Bliss, Liz Hastings, Suzanne Womack, Sarah Mejia
- C. P. Huntington: Jacquie Bonini (principal), Donna Rico, Debra Adams, Tessie Fackler, Elly Graves, Tracy Adams, Aminah Alwaseeleh, Frank DeYoung
- District: Alex Visaya, Jr., Sue Hulsey, Lisa Allen

Ice Breaker/Introductions: Attendees introduced themselves and shared an example of a job they hated.

Purpose: Ensure smooth transition for students, parents, staff to H. W. Harkness and Hollywood Park.

Roles and Responsibilities: Principals will share duty of conducting meeting and appoint someone to take minutes.

Blending Activities: Listed below are events H.W. Harkness and Hollywood Park have either scheduled or are planning. Eric Chapman and Tenley Luke will communicate final dates/times to Jacquie Bonini. Jacquie will help Eric and Tenley send out Connect Ed messages and distribute any flyers to transitioning students for each site. Additionally, Hollywood Park uses a Friday Folder and Tenley will share appropriate information.

H. W. Harkness	Hollywood Park
Pancake Breakfast May 18, 2013 – 8-11 a.m.	Open House/Spaghetti Dinner/Ice Cream Social May 29, 2013 – 5-7 p.m.
Enchilada/Talent Night May 30, 2013, 5-7 p.m.	Field Day June 10, 2013
Project Presentations June 5, 2013 – 5-8 p.m. Presentations are done by students in all grades. Teachers would be available to answer questions early in evening.	End of Year Luau Barbecue TBA
Field Day June	Skate Night TBA \$4.95 per person
Possible Park Field Trip Day	Possible Park Field Trip Day
Welcome Back to School TBA – First week of school Neighborhood Association helps furnish Welcome Packets (Suggestion to contact Brentwood South Neighborhood Association for new students.)	Home Visits during the summer Welcome Back to School Barbecue TBA – August Meet Teachers

Tessie Fackler, teacher at C. P. Huntington, said her class did a “Google Fly Over” of their new school and then began writing letters to the new principal. Other classes may want to participate in a similar activity.

Harkness and Hollywood may want to have a Parent Orientation in August.

Tenley plans to invite any new staff to last couple of staff meetings at Hollywood.

Questions/Concerns:

After School Programs – Harkness has Think Together. Hollywood has START. The District is working with the State to increase the number of openings for the after school programs at both sites. All parents will need to apply or reapply and then a placement lottery will be held.

Summer Program at Hollywood Park – Additional students are needed for the summer program at Hollywood. Flyers should have already been sent home. It is anticipated that the available spots will fill up fast once the families learn of the program.

School Start Times: Harkness starts school at 9 a.m. Hollywood starts school at 8:45 a.m. Hollywood is looking at a possible time adjustment.

Transportation – District is working on neighborhood pick up locations and times.

Concapping – Concern about how District will determine which students will be bussed out. District is tracking enrollment numbers and adjusting staffing numbers to avoid the need for concapping.

C. P. Huntington Preschool – Preschool program will continue at its present location. Some information may need to be communicated to Preschool during the school year.

H. W. Harkness Transitional Kindergarten – Transitional Kindergarten program currently exists at Harkness. Unsure whether the program will be able to expand.

Middle and High School Boundaries – Rosa Parks is the current residence middle school for C. P. Huntington attendance area. C. K. McClatchy is the current residence high school. Unsure whether those assignments should or will change. Harkness residence schools are Rosa Parks and Luther Burbank. Hollywood residence schools are California and C. K. McClatchy.

Emergency Cards – C. P. Huntington will send copies of Emergency Cards for transitioning students to appropriate sites so they have basic contact information for new students.

Available programs – Incoming families need to have information about programs, general procedures, and expectations for parents at Harkness and Hollywood.

Next meeting: Monday, May 13, 2013 at 5 p.m. at Hollywood Park in Room 8.