

SCHOOL CLOSURE TRANSITION PLAN - DISTRICT
 (All Dates Subject to Change)
 Revised 5/9/11

Date/s	Activity	Person Responsible	Complete
ASAP	Letter to MDEA members	Julie Braun Martin	√
ASAP	Meet with Union Presidents	Julie Braun Martin	√
3/9	Schedule weekly meetings with principals involved	Rose Lock Julie Braun Martin Denise Rugani Susan Petersen	√
3/9	Identify school assignments for Glenbrook and Holbrook students based on proposed boundary changes	Rose Lock	√
3/9	Letter to Glenbrook, Holbrook, and Meadow Home families for 3/14 meeting	Rose Lock	√
3/10	Prepare maps for 3/14 meetings	Rose Lock	√
3/14	Meet with Glenbrook, Holbrook, & Meadow Homes communities	Council and Directors	√
3/15	Approval of boundary changes	Board of Trustees	√
3/21-3/25	Letter to families on school assignment & transfer info	Rose Lock and Felicia Stuckey-Smith	√
3/21-3/25	Student rosters to receiving & closing schools	TIS	√
3/21 – 4/26	Transfer window	Felicia Stuckey-Smith	√
3/21	Identify capacity of school sites	Rose Lock	√
3/17 – 5/9	Classified transfer process (confer with Union Presidents first) <ul style="list-style-type: none"> ▪ Food Service ▪ Custodial ▪ CST ▪ CSEA 	Julie Braun Martin	
4/18 – 5/4	Develop inventory/moving plan and meet with principals	Jeff McDaniel, April Arnold, Joe Estrada, Lorie O'Brien	√
4/25 – 4/29	Process transfer requests Keep track as they come in Identify available spaces at receiving schools	Felicia Stuckey-Smith	√
5/2	Identify staffing allocation at receiving schools	Julie Braun Martin	√
5/2	After School Programs (request on school substitution submitted on 3/30, waiting for official CDE response)	Stephanie Roberts	
5/2	Determine proprietorship of software licenses and action on maintenance	Joe Estrada	√

	agreements		
5/4 – 5/11	Develop plan for inventory of hardware and software and other technology equipment	Joe Estrada	√
5/4 – 5/11	Develop plan for inventory of furniture, etc.	Jeff McDaniel	√
5/4 – 5/11	Develop plan for inventory of library materials, musical instruments, materials purchased with categorical funds	Jennifer Sachs, John Clark	√
5/4 – 5/11	Develop plan for inventory of kitchen equipment and relocation	Kathleen Corrigan	√
5/4 – 5/11	Develop plan for inventory of textbooks	Lorie O'Brien, April Arnold	√
5/9	Certificated Involuntary Transfer process for school closure	Julie Braun Martin	
April - June	Regular Transfer process for Classified & Certificated	Julie Braun Martin	
5/4	Lottery for middle school transfer requests	Felicia Stuckey Smith	√
5/4	Lottery for elementary transfer requests	Felicia Stuckey Smith	√
5/7	Middle school NCLB transfer requests approval begins	Felicia Stuckey Smith	
5/9	Middle school Open Enrollment requests approval begins	Felicia Stuckey Smith	
5/10-5/20	Enrollment/Staffing meetings with elementary principals by feeder patterns	Rose Lock	
5/11	Middle school Choice transfer requests approval begins	Felicia Stuckey Smith	
5/23-5/27	Elementary transfer requests approval	Rose Lock	
5/16	Develop transition plan for students needing counseling services	Mildred Browne	
5/16	Develop plan for distribution of cums	Mildred Browne & Fred Maunahan	√
5/20	Letters of assignment for middle school transfer requests	Felicia Stuckey Smith	
5/23-6/3	Appeals for middle school transfer requests	Mildred Browne	
5/31	Determine additional administrative support	Council	
5/31	Identify location of spec ed programs <ul style="list-style-type: none"> ▪ Holbrook (SDC) ▪ Glenbrook (SDC) Re-assign RS	Mildred Browne	
6/1-6/15	Prepare for distribution of library collection at Glenbrook and Holbrook	Jennifer Sachs	
6/3	Letters of assignment for elementary transfer requests	Felicia Stuckey Smith	
6/6-6/17	Appeals for elementary transfer requests	Mildred Browne	
6/9	Monitor completion of Transition IEPs by last day of school	Mildred Browne & staff	
6/10 – 8/1	Move (2 days for teachers)	Jeff McDaniel, April Arnold, Joe Estrada	

MIDDLE SCHOOL CLOSURE TRANSITION PLAN
El Dorado, Glenbrook, Oak Grove, Valley View

Date/s	Activity	Person Responsible
4/5 - current	Glenbrook – passed out Course Cards to all students; collecting cards. April will divide up and give to each receiving school.	April Bush
Tuesday, May 3 rd	9:00am -- Valley View will meet with students at Glenbrook and discuss school activities, etc. Valley View will bring list of upcoming events and share with students.	Joe Berry; students
Wednesday, May 4 th	9:00am – El Dorado will meet with students at Glenbrook going to El Dorado; 10:00am – Oak Grove will do the same. Both El Dorado and Oak Grove will come with a handout of upcoming events.	Robert Humphrey; students Terry McCormick; students
Early May	Gather information from Feeder Elementary Schools.	Robert Humphrey; Joe Berry Terry McCormick
Mid May	Begin Building Master Schedules (transfers completed)	All Middle Schools
Wednesday, May 11 th 6:00pm	PTA/ELAC Meeting at Glenbrook. Valley View, El Dorado, Oak Grove will attend with a couple parents. Glenbrook parents will have the chance to put their names in for officer positions. Schools will also share upcoming events with Glenbrook parents.	April Bush Robert Humphrey Terry McCormick Joe Berry
Wednesday, May 18 th 5:00pm	Glenbrook Student Expo – combined with Open House. All receiving schools are invited to attend. Valley View has Open House that evening and so Joe will be sending out a message to his receiving students to see if they can stop by early.	April Bush
Wednesday, May 25 th 6:00pm	El Dorado – Open House <i>Glenbrook has set up dialers for all kids going to all three schools and will send out a reminder.</i>	Robert Humphrey
Wednesday, June 1 st 6:00pm	Oak Grove – Open House <i>Glenbrook has set up dialers for all kids going to all three schools and will send out a reminder.</i>	Terry McCormick
Saturday, June 1 st 11:00 – 3:00pm	Student/Student Alumni Carnival – hosted by Tesoro on the Tesoro grounds.	All invited
	Robert Humphrey will begin to attend Mt. Diablo Feeder Pattern Meetings. April will let him know when the last one is scheduled this year.	Robert Humphrey April Bush
Late May/ Early June	El Dorado /Valley View will invite 5 th grade students from Sun Terrace and Holbrook for Middle School visits. Look to fund buses.	Joe Berry Robert Humphrey

ELEMENTARY SCHOOL CLOSURE TRANSITION PLAN
Holbrook, Sun Terrace, Wren Avenue

Date/s	Activity	Person Responsible
March 23	Sun Terrace staff hosted potluck for Holbrook staff, including school tour	G. Jacobs, Sun Terrace Staff
March 25	Sun Terrace/Holbrook staffs' TGIF	G. Jacobs, S. Dieli
April 13	Holbrook staff invited to ice cream social at Wren Avenue	C.Goin, Wren Avenue staff
March-June	Holbrook parents invited to PTA meetings, ELAC meetings, SSC meetings at Wren Avenue & Sun Terrace; invitations extended via fliers and School Messenger	C. Goin, G. Jacobs, S. Diele
April 14	Wren Avenue Open House: all Holbrook families and staff invited	C. Goin, S. Diele
May 11	Sun Terrace Open House: all Holbrook families and staff invited	G. Jacobs, S. Diele
May 18`	Wren Avenue Community to Community Family Fun Night hosted by Wren families for Holbrook families	Wren Avenue PTA & Staff
May 26 th	Holbrook families invited to Spring Concert at Sun Terrace	G. Jacobs, S. Diele
June 2 nd	Holbrook families invited to Viking Movie Night at Sun Terrace	G. Jacobs & Sun Terrace Staff
March-June	Ongoing principal meetings to discuss student extracurricular activities, software instructional opportunities, and student recognition activities	G. Jacobs, S. Diele, C. Goin, S. Petersen
May – June	Student enrollment figures checked to ensure appropriate staffing at Wren Avenue and Sun Terrace	R. Lock