

SCHOOL CLOSURE TRANSITION PLAN - DISTRICT
 (All Dates Subject to Change)
Revised 4/1/11

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	
4/25 – 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	Stephanie Roberts	
5/2	Determine proprietorship of software licenses and action on maintenance agreements	Joe Estrada	
5/2	Develop forms for inventory	Jen Sachs, Joe Estrada, Jeff McDaniel, Kathleen Corrigan,	

		Lorie O'Brien	
5/2 – 5/16	Develop moving plan (2 days for teachers) and meet with principals	Jeff McDaniel	
5/2 – 5/20	Inventory of hardware and software and other equipment	Joe Estrada	
5/2 – 5/20	Inventory of furniture, etc.	Jeff McDaniel	
5/2 – 5/20	Inventories of library materials, musical instruments, materials purchased with categorical funds	Jennifer Sachs	
5/2 – 5/20	Inventory of kitchen equipment and relocation plan	Kathleen Corrigan	
5/2 – 5/20	Textbook inventory	Lorie O'Brien	
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	Felicia Stuckey Smith	
5/9	Middle school Open Enrollment requests approval	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	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	
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	
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	
6/30	Identify location of spec ed programs <ul style="list-style-type: none"> ▪ Holbrook (SDC) ▪ Glenbrook (SDC) Re-assign RS	Mildred Browne	

SCHOOL CLOSURE TRANSITION PLAN - SITE

Date/s	Activity	Person Responsible
	Transition meetings between principals, coordinated by Denise Rugani (middle) and Susan Petersen (elementary)	April Bush Robert Humphrey Terry McCormick Joe Berry Sara Dieli Gretchen Jacobs Cindy Goin
	Transition meetings between PFCs/PTAs	April Bush Robert Humphrey Terry McCormick Joe Berry Sara Dieli Gretchen Jacobs Cindy Goin
	Transition activities for students & families	Robert Humphrey Terry McCormick Joe Berry Gretchen Jacobs Cindy Goin
	Make arrangement for inventory of materials, textbooks, library materials, equipment, software licenses, instruments, furniture, etc.	April Bush Sara Dieli
	Impact on master schedules – how will students sign up for courses such as leadership?	April Bush Robert Humphrey Terry McCormick Joe Berry
	Develop housing plan Review & adjust tentative assignments	Robert Humphrey Terry McCormick Joe Berry Gretchen Jacobs Cindy Goin
	Develop plan for integrating new students, staff, and families	April Bush Robert Humphrey Terry McCormick Joe Berry Sara Dieli Gretchen Jacobs Cindy Goin
	Closure activities	April Bush Sara Dieli

