



Building a Sustainable District

Ensuring a Smooth Transition

**PPS District Realignment Plan School Closings and
Reconfigurations and Feeder Pattern Changes**

January 10, 2012



**Pittsburgh
Public Schools**



The Pathway to the Promise.™



Cross Functional Team (CFT) Facilitates

- **Carries out the Board action** to enhance educational opportunities for PPS students as approved on November 22, 2011, in alignment with the Board Goals
- **Provides outreach and communication** to all students and families affected by the plan to support them to make the best choices to meet their students needs
- **Provides tools and supports** to ensure a smooth transition for students, families and staff in affected schools, and
- **Provides efficient transfer of all instructional materials and resources** to the receiving schools, following the students, before the first day of the new school year



Two Main Work Streams

Transition Support for students, families and staff (Central & School Teams)

**5 Key Things to Do....*

- Provide support for students and families
- Provide staff with information and support
- Plan for optimal teaching and learning to continue throughout the entire school year
- Communicate the transition plan and timeline widely and often
- Recognize the past and celebrate the opportunity

Logistics- (Cross Functional Team-CFT)

- Communications with all key stakeholders
- Transportation and safety considerations
- Program Moves
- Instructional Materials and Records Transfer
- Staffing and Professional development
- Budget and compliance requirements
- Facility preparation to meet student and program needs

***Developed in 2011 through Collaboration with the PFT, CFT, and School Administration and Teachers representation**



Support for Principals

November

- General email about District Realignment Plan to all
- Separate specific emails to Closing and Receiving Schools
- Closing School Principal meeting
- Receiving School Principal meeting

December

- Multiple communications around Magnet Deadline
- District Standards for School Transition Teams
- Draft letters for closing schools to send to their students, families, and partners
- Human Resources (HR) staff meetings in closing schools

January

- School Transition Team Action Plan Template

February and April

- Closing and receiving school joint meetings

Ongoing

- CFT Meetings - open invitation to attend as schedule allows
- PPS Transition Manual website for additional details and updates



Support for Students and Families

December

- Multiple communications around Magnet Deadline
- Specific outreach and letters based on impact by
- closing schools
- transfer processes
- feeder pattern changes
- program moves from closed schools

January through June

- District Realignment Plan Flyer to all PPS family households
- School Transition Team Action Plan

Ongoing

- Student Assistance Program (SAP)
- PPS Parent Hotline and PPS Website
(www.pps.k12.pa.us/CitySchoolsFiscalChallenges)



Support for School Staff

December

- Multiple communications around Magnet Deadline
- Meeting with TLE Liaisons of closing and receiving schools
- Human Resources (HR) meeting with staff in closing schools

January through June

- School Transition Team Action Plan

May-August

- Packing meetings at closing/relocating schools
- Packing day (with CFT Team support)
- Unpacking in receiving schools (with CFT Team support)

Ongoing

- Employee Assistance Program (EAP)
- PPS Transition Manual website for additional details and updates



Summary of Actions to Date

- **Met with closing and receiving schools** - principals, teaching and learning environment liaisons and specialists, and staff in closing schools
- Utilized **multiple touch point communications with students, families, and staff** in impacted schools
- **Established School Transition Teams- Dec. 16th** and working on their Transition Action Plans-due Jan. 27th
- **CFT meets regularly** to plan and monitor details
- **Facilities-Plant Operations team meets regularly** to design, prioritize and sequence the work
- In process of **conducting facility walks in receiving school buildings** for optimal layout of building to meet student and program needs in most cost efficient way



Next Steps

- Receive and support School Transition Action Plans
- Continually Update the Transition Manual and District Website with new information and resources
- Continue to identify, prioritize and sequence the work
- Monitor progress through regular CFT meetings via Continuous Progress Report (CPR) card
- Monitor progress on full District Realignment Plan through regular Executive Cabinet meetings via Milestones Chart



Transition Manual Website

The Authoritative Data Source

**For detailed information and updates for
PPS Employees**

[PPS Transition Manual Website](#)