Building a Sustainable District

Ensuring a Smooth Transition

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

January 10, 2012
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