

GREENLIGHT**Relocation Guide****Brooke ES Relocation to Govalle ES and Linder ES****Key Implementation Steps By Administrator***Action Steps for Brooke ES, Govalle ES & Linder ES Principals & Key Department Staff***Preparing Brooke ES For Relocation To Govalle ES & Linder ES**

Action Step		Resources Needed	Timeline for Completion	Status Indicator
Pre-Relocation Events and Communication (Staff & Parents)				
1.	Develop a budget for relocating Brooke ES to Govalle ES & Linder ES	Funding source	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
2.	Notify Dr. Cruz about cost of relocating Brooke ES students to Govalle ES and Linder Elementary Schools	Board notification Time	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
3.	Meet with Department of Communications and Community Engagement Staff to plan, develop and implement a communication plan for transitioning Brooke ES students to Govalle and Linder schools to ensure a smooth transition for students, teachers and parents	Materials Time Meeting place	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
4.	Disseminate forms to the Brooke Elementary School families on which they can indicate their intentions for SY 2020-2021 (i.e., attend Govalle, attend Linder, request a transfer to another school).	Intention Forms	Dec 2019 Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
5.	Collect and organize the data collected from the intention forms for purposes of future planning.	Time Format for Reporting Data	Jan-Feb 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
6.	Meet with leadership to <ul style="list-style-type: none"> To discuss transition plan to relocate Brooke students to Govalle and Linder Elementary schools Discuss transition plans of Brooke ES students to Govalle ES and Linder	Time Meeting room	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
7.	Develop talking points for Brooke ES, Govalle ES and Linder principals to use when communicating and disseminating relocation information via email, phone and meetings with parents & stakeholders	Time	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
8.	Use talking points provided by Gilbert and Mary when communicating and disseminating information via email, phone and during meetings to parents & stakeholders	Time	Dec 2019—ongoing 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
9.	Schedule meetings with Brooke Elementary parents to discuss transition plans for relocation of Brooke students to Govalle/Linder elementary schools	Time Meeting Location Documents	Jan—Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
10.	Send letters to parents of Brooke ES students receiving special education services regarding the move of the units.	Time Letter Template	Jan—Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
11.	Determine if Child Inc./Head Start will be located at Govalle/Linder to address impact on AISD teacher and TA allocations.	Time Future location of Child Inc. & Head Start	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
12.	Meet with Brooke ES faculty/staff to discuss <ul style="list-style-type: none"> Transition/moving to Govalle/Linder Staffing options (moving to Govalle/Linder and/or other schools) Staffing allocations for teachers Staffing allocations for classified Staffing allocations for administration 	Time Location Support documents	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Action Step		Resources Needed	Timeline for Completion	Status Indicator
Pre-Relocation Events and Communication (Staff & Parents)				
13.	Administer general HR survey to Brooke ES staff to indicate employment preferences regarding assignment, location, and position preferences.	Google Docs Time	Jan 2020 After initial HR meeting	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
14.	Notify Brooke ES parents about PK—5 th transportation for eligible students attending Govalle ES or Linder <ul style="list-style-type: none"> Pick-up/drop-off locations at each school All Brooke students eligible to attend Govalle ES will be walkers (live within 2 mile radius) All Brooke students eligible to attend Linder ES will be offered bus transportation	Update AISD/EC Web Flyers Newsletters (Eng./Span) Time See Talking Points	Mar-May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
15.	Host initial, individual meetings with Brooke, Govalle, and Linder CACs and Parents to discuss relocation of Brooke students	Time Location Support documents	Feb – March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
16.	Mar—Apr 2019 Initial, individual mtgs <ul style="list-style-type: none"> Parents CACs 			
17.	Provide Brooke ES, Govalle, and Linder families, employees, and stakeholders with relocation information that is <ul style="list-style-type: none"> Disseminated monthly, timely and continuously updated In English, Spanish, and other languages as appropriate for the Brooke, Govalle and Linder ES communities 	Staff meetings Coffee Phone E-mail Letters Newsletters Meet and Greets Translation	Jan – March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
18.	Notify entities about relocation of Brooke ES to Govalle, Linder <ul style="list-style-type: none"> Relevant organizations/agencies Neighborhood/Community Associations Partners & Funders After-school, extend-a-care, YMCA, etc. Others that use space/facilities/grounds	Time Talking points Information Email/flyers	Jan – March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
19.	Ensure food and beverages are available at all functions	Time Food	Jan – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
20.	Conduct a monthly meeting/conference call with the principals of Brooke ES and Govalle ES and Linder Elementary School to gain status on preparation for relocation of students	Time Meeting room Conference calls	Jan – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
21.	Plan , schedule, and host the following events at each school	Time Location Food supplies Flyers Postcards Calendar	Dec 2019 – Feb 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
	December 2019 January 2020			
	January-February 2020 January-February 2020			
	Govalle ES and Linder Open House Tour for parents and students Meet and Greet/orientation tour of Govalle ES and Linder for Brooke ES staff (assigned to schools) Individual Govalle ES & Linder parent meeting OR open house			
Training for Registration Procedures and Resources				
22.	Provide registration packet/ fliers, explaining the registration process and campus where students are to register	Time Fliers Translation	Jan – Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

23.	Meet with Brooke ES, Govalle ES and Linder principals to discuss registration procedures, training, troubleshooting, and communications plan	Time Meeting space Registration materials	Jan – Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
24.	Broadcast/advertise registration process will take place at home schools (not Brooke ES) for April 2020 <ul style="list-style-type: none"> Govalle ES Linder 	Registration documents Flyers Updated AISD & EC websites Translation	Jan – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
25.	Ensure Brooke ES PK teachers, assigned to Govalle/Linder, go to assigned schools after students released for the day, to: <ul style="list-style-type: none"> Administer Pre-LAS Confirm registration paperwork (consider rotating days with team after registration period) Verify students qualify for program 	Time Banners Flyers Updated AISD & EC websites Translation	Mar—April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
26.	Ensure registrars/clerks and PK teachers attend PK registration training in preparation for April Registration	HCP information to register	Feb 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
27.	Ensure Govalle/Linder registrars/clerks schedule appointments between PK teachers and parents of prospective PK students. Please be mindful of travel time for Brooke ES teachers and traffic due to release of students at Govalle ES & Linder when scheduling appointments	Appt logs	Feb - May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
28.	Ensure the district, Govalle ES & Linder websites are updated to reflect changes for attendance zones	Beta testing	Apr 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
29.	Ensure Govalle ES & Linder have testing materials (Pre-LAS and LAS Links)	Time Test materials	Feb – August 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
30.	Ensure receiving Govalle ES & Linder staff are familiar with PreLAS and compliance requirements for bilingual PreK students	Time Test materials	April – August 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
31.	Ensure LPAC Chairs for the Govalle ES & Linder are trained on how to identify and process EL students in a timely manner for compliance	Time Test materials Manuals	May – August 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Pre-Moving Tasks

32.	Conduct site visit to Linder and Govalle ES to determine space for location of classrooms inside building at each campus	Time Maps Critical personnel	Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
33.	Present and plan for Brooke ES transition to Govalle ES and Linder ES by departments	Time Location Support documents	Mar—Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
34.	Submit ServiceNow requests for moving/relocating/storing AISD furniture and technology <ul style="list-style-type: none"> End-of-life, old, broken furniture, equipment and technology Surplus furniture & technology Duplicate or unused SpEd materials, resources and/or equipment 	Time Inventory documents Movers	Mar—May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
35.	Submit requests to EC and SpEd departments for removal of duplicate EC/SpEd instructional materials to be moved to Govalle/Linder or storage location for each department	Time Inventory documents Movers	Mar—May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
36.	Broadcast notification to parents about applying for free/reduced lunches either online or by submitting a hard copy	Notification URL	Mar, 2020—ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

37.	Compose a standard paragraph to be included in a FAQ that contains information about Brooke students' eligibility to receive bus services to home schools including links where parents can find transportation information for a specific address	AISD eligibility policy User friendly links	Mar 1—May 2020 Prior to registration	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
38.	Ensure a timeline is given to Brooke ES staff to <ul style="list-style-type: none"> Take home, pack, purge and/or remove personal items Begin packing and labeling boxes for relocation to either Govalle ES or Linder ES Remove large personal items such as desks, couches, etc. from the premises and not place such large items by the school dumpster. Remind staff that AISD <ul style="list-style-type: none"> Is not responsible for moving personal items or disposing of large items Will not have space to store personal items during relocation Is not liable for personal resources/materials lost or broken 	Time	Mar-May 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
39.	Notify Brooke ES PTA to <ul style="list-style-type: none"> Pack all PTA resources and supplies Remove items from the building Purge unwanted items and place in dumpster Reminder <ul style="list-style-type: none"> AISD will not have space to store items. AISD is not liable for PTA resources/materials lost, taken, broken, etc. Provide a time for completion of task 	Meeting Time	Mar—May 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
40.	Check on status of Brooke ES PTA packing of materials and removing of materials	Time Communication	Mar—May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
41.	Identify and label old, broken & surplus from Brooke ES to move to the warehouse, and identify best furniture to transfer/move to Govalle ES and Linder	Time Inventory lists	Mar – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
42.	Ensure current Brooke parents have access/are informed (via AISD website and registration flyers, etc.) about transportation services for the 2019-20 school year <ul style="list-style-type: none"> All Brooke students eligible to attend Govalle ES will be walkers (live within 2 mile radius) All Brooke students eligible to attend Linder ES will be offered bus transportation 	Information Time AISD web	Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
43.	Coordinate meeting with leadership, parent support specialists, counseling department and SEL department to collaboratively plan and develop <ul style="list-style-type: none"> Transition/SEL activities for students at Brooke ES Set dates for implementation of transition activities 	Time Transition/SEL Activities	Mar 1—Apr 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
44.	Conduct counselor-to-counselor transition meetings to plan for students with mental health needs that fall into tiers 2-4.	Time	April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
45.	Prepare records/documents for record retention following the prescribed district protocol for record destruction and record storage	Time Records Retention Guide Boxes/labels	Mar – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
46.	Ensure AISD/EC websites, Google Maps/other map links are updated, and district and school staff continue to direct current and prospective students to appropriate locations for PK-5 registration/enrollment & LPAS test <ul style="list-style-type: none"> Mar -May 2020— PK – 5 Registration/LPAS testing at Govalle/Linder 	Updated websites Flyers Newsletters Bus information	Mar 2020-ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
47.	Coordinate options for the consolidation of Brooke ES Campus Improvement Plans (CIP) and Campus Advisory Committee (CAC) with Govalle ES and Linder. Ensure that interested Brooke parents are also afforded the opportunity to be considered as members to serve on the Govalle or Linder CAC.	Time Meeting location Data Templates	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

48.	<p>Coordinate meeting with Brooke/Govalle and Brooke/Linder leadership to discuss</p> <ul style="list-style-type: none"> • Consolidation of PTAs • PTA meeting options • PTA activity accounts • Possible distribution of Brooke PTA items and materials to Govalle and/or Linder 	Time Schedule location	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
49.	<p>Meet with Brooke ES, Govalle ES & Linder leadership and librarians to discuss relocation process of Brooke library to receiving schools</p> <ul style="list-style-type: none"> • Duplicate copies • End-of-life kits, books, equipment • Items for warehouse • Distribution to classrooms • Distribution to other schools • Discussion of relabeling options and associated costs 	Time Information	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
50.	<p>Ensure there is a complete inventory of all PK equipment, Scholastic Big Day kits, curriculum, materials, and other items to be moved to Govalle ES and Linder that are part of the unit inventory. (gym, science lab, outdoor courtyard items, PK furniture, tykes, playscape, blocks for outside, outside story center, sidewalk covers if moveable)</p>	Time Inventory sheets	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
51.	<p>Meet with Brooke ES, Govalle, and Linder principals to discuss the following will be distributed to each school</p> <ul style="list-style-type: none"> • Equipment (including custodial), • Library materials • Curriculum, • Scholastic Big Day Kits • Other items (shelves, etc.) • Outdoor PK play equipment • Courtyard items <p>Other</p>	Time Inventory sheets	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
52.	<p>Physically inventory all Brooke ES computer equipment at Brooke ES Elementary School</p>	Master inventory list Time Personnel	April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
53.	<p>Conduct inventory of and identify AV equipment at Brooke ES to move to Govalle/Linder for use in classrooms or surplus</p>	Time Inventory	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
54.	<p>Provide dates for last ARD and LPAC meetings to be held at Brooke ES (Notify Mary Alvarez).</p>	Time Meeting	April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
55.	<p>Coordinate relocation of PK labeled materials/equipment to Govalle/Linder schools with appropriate AISD departments</p>	Time Inventory	May – July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
56.	<p>Stage, bundle, pack and label all Brooke ES materials to be moved to Govalle/Linder and identify materials to move to other schools</p> <ul style="list-style-type: none"> • Use labels provided by Mover • Ensure all labeled, packed boxes <u>clearly show</u> where items go for unpacking at Govalle/Linder 	Movers Materials Time	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
57.	<p>Establish a date and hold event to memorialize and bid Brooke ES farewell for the students and staff.</p>	Time Flyers Emails Web notices	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
58.	<p>Communicate last day for end-of- school events/activities to be held at each campus (Notify Mary Alvarez)</p>	Time Dates	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

59.	Assign classrooms to teachers at Govalle ES and Linder campus		May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
60.	Provide SEL lessons on transition and change in every Brooke ES classroom. Schedule SEL department and counseling department to assist teachers with this SEL lesson	Time Materials Personnel	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
61.	Ensure all ARDS are completed for students of Brooke ES and import eligible rider data in TEAMS or SEEDS to transportation software	Time Meeting	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
62.	Ensure all LPAC information is entered LPAS for current Brooke ES students	Time Meeting	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
63.	Ensure all cum folders (with all necessary documents) are secured and delivered to student assigned school (Govalle/Linder)	Time Meeting	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
64.	Acknowledge the last day students will attend Brooke ES and inform parents	None	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
65.	Pack and stage all Brooke ES materials in a common area to be moved to respective schools (Govalle ES & Linder) prior to teachers last day of school	Movers Materials Time	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
66.	Ensure the Brooke ES textbook loss has a zero balance (curriculum, materials and resources as well)	Textbook reconciliation	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
67.	Confirm transfer of all student cumulative folders to Govalle/Linder	Time Secure containers	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
68.	Create a schedule that identifies the days for moving the common furniture/materials (including phones) and kitchen equipment from Brooke ES, as applicable	Calendars Movers	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
69.	Develop task assignments and complete before the opening of 2020-2021 school year: (also refer to Opening School Checklist) • Bell schedules • Master schedules • Annual calendars of events • Teacher assignments Classroom student lists	Time Map of campus Schedules Opening School Checklist	July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Moving Tasks				
70.	Ensure that procurement identifies Movers with pre - approved contracts	Time	Mar, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
71.	Select a Mover from bids gained from bids made by 3 pre-Movers	Time	Mar, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
72.	Meet with Movers to: • Conduct walk-through with movers to determine volume of items to be moved • Select dates for Mover to relocate Brooke ES to Govalle/Linder • Review packing guide, roles and responsibilities • Secure date when packing materials for the Brooke ES staff will be delivered	Movers Packing materials Calendars	Mar, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Moving Tasks				
73.	Secure 40-yard roll-off dumpster for Brooke ES from Texas Disposal Systems OR Mover	Time Space	May 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
74.	Determine moving date(s)/timeline for contracted Movers to move Brooke ES to Govalle/Linder	Time Calendar dates	April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
75.	Movers provide the following by mutually agreed upon dates: <ul style="list-style-type: none"> Labels that designate location, room #, and Campus name where boxes are to be delivered (Govalle/Linder) Boxes Packing tape Large baggies 	Time Inventory documents Movers	April, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
76.	Clean and prep campus for arrival of incoming Brooke staff. Ensure: <ul style="list-style-type: none"> Rooms are cleaned Classroom furniture is in place and ready for teachers to move in by designated moving date and not before the last day of school for students (May 28th) Storage areas have been cleaned ready to house supplies 	Time Schedules Moving Dates	June 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
77.	Ensure that movers are available at Govalle/Linder ES to help with set-up	Movers	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
78.	Move all labeled equipment, materials, boxes/resources and furniture from Brooke ES to Govalle ES and Linder	Movers Personnel	June 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
79.	Supervise the movers' packing and unpacking of Brooke ES library resources going to Govalle ES and Linder	Time Information Movers Moving Dates	May 29-June 15, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
80.	Ensure parking lots and fire lanes are free of automobiles/trucks, etc. at Brooke ES, Govalle, and Linder so that equipment, textbooks, boxed materials, and furniture can be <ul style="list-style-type: none"> Picked – up at Brooke ES Delivered to Govalle ES and/or Linder 	Time	May 27-June 20, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
81.	Ensure that movers are available at receiving schools (Govalle/Linder) to help with set-up	Movers	May 27-June 20, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Key Implementation Steps by Administrator
Action Steps For Paula Reyes & Melissa Rodriguez

Preparing Govalle ES & Linder ES to Receive Brooke ES Students

Pre-Moving Tasks				
82.	Meet with HR to identify staffing needs and allocations at Govalle/Linder	Time	Mar, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
83.	Notify and work with Brooke ES after-school programs to schedule continued services seamlessly	List of after-school programs	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
84.	Develop a detailed map that shows location of classrooms at Govalle ES & Linder	Map	April 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
85.	Determine if renovations are needed at Linder for ADA compliance; Service Center will check the campus with the staff	Time Meetings	Apr 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

86.	Determine number of PK3 classrooms for Govalle ES and Linder	Count/list of registered PK3 students	Apr 15, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
87.	Meet with Govalle ES & Linder ES leadership and librarians to design a floor plan for library/media space, if needed	Time Meeting	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
88.	Screen applications, conduct interviews, and hire staff for Govalle ES & Linder ES if needed	Applications Interview questions Time	March – July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Post Moving Tasks				
89.	Support the set-up of the SpEd units and resources and equipment	Time Materials	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
90.	Communicate to all department directors (BOLT, maintenance, transportation, substitute services and technology) that all Brooke ES students and staff have been relocated to Govalle/Linder or other schools	Time Information	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
91.	Confirm that Debbi Cox and Carolyn Hanschen are prepared for Brooke ES data to be reviewed at Govalle ES and Linder	Beta testing	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
92.	Develop a coordinated plan for arrival, lunch, and dismissal at Govalle ES & Linder ES considering larger numbers	Schedules Time	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
93.	Meet with Food Services to develop a breakfast and lunch schedule, including Breakfast in the Classroom (BIC), breakfast serving lines at Govalle ES & Linder ES , if applicable	Time Meeting schedule and place	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
94.	Submit TSR to secure any additional TEAMS / SEEDS/ LPAS/ 504/ eCST/ GradeSpeed/ TAMS/ DEEDS/BOLT/Applitrack/ISIP/ TxKEA/ DMAC/PEIMS/ Attendance access as needed by leadership, registrar, and teachers for campus level access	Time Beta Test to confirm access Email to Chad Oulette for request for SEEDS	June, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
95.	Coordinate the distribution of Early Childhood materials to Govalle ES & Linder campuses	Time Materials	June, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
96.	Develop a plan outlining drop off and pick up procedures & locations, including where the special education bus will drop off Govalle/Linder students	Time Meeting Place	June, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
97.	Work with AISD Service Center to establish and implement a daily cleaning schedule to ensure a smooth and timely opening of Govalle/Linder campuses	Calendars Time Personnel	June, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
98.	Coordinate PTA transition to address meeting options and Activity Accounts for each campus	Time Schedule location	May, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
99.	Ensure that all Brooke staff have badges and keys to enter respective schools	Badges Keys	June, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
100.	Update the Campus Improvement Plan (CIP) and Campus Advisory Committee (CAC), including ensuring that interested Brooke parents also have the opportunity to be considered as members to serve on the Govalle or Linder CACs	Time Mtg location Data lists Templates	June, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

101.	Revise Govalle/Linder student handbooks, faculty /staff manuals, discipline management guides, etc.	Time Materials	July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
102.	Work with AISD transportation to determine bus routes and schedules for Govalle/Linder	Student information about existing routes and schedules	July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
103.	Ensure all staff use Human Capital Platform for training on Breakfast in the Classroom (BIC) and Civil Rights as needed	Time Trainer – online documents	July, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
104.	Review and revise Opening Schools Checklist	Time Checklist	July, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
105.	Assess Govalle/Linder to ascertain if all emergency measures are in place, including safety drill maps	Time	July, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
106.	Meet with leadership concerning crisis procedures and manuals specific to Govalle/Linder	Time Manual	July, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
107.	Provide professional learning opportunities and coaching to bilingual teachers and instructional leaders to address student needs and language programming	Time Scheduled meetings	August - Dec TBD	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
108.	Schedule neighborhood walk at each campus	Time Personnel	August 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
109.	Communicate to staff date(s) rooms are ready for setting up classes at Govalle/Linder ES	Rooms ready for occupancy	July, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
110.	Reach out to Constable Offices to ensure that there will be extra support at Govalle ES and Linder ES during the first week of school.	Schedule	August 1, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
111.	Send a school messenger to welcome students to school at Govalle/Linder and provide bus transportation information <ul style="list-style-type: none"> All Brooke students eligible to attend Govalle ES will be walkers (live within 2 mile radius) All Brooke students eligible to attend Linder ES will be offered bus transportation	Access to school messenger Message Bus transportation information	August 10-14, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
112.	Hold the first day of school for students at Govalle/Linder	Staff Students Materials Supplies	Aug 17, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
113.	Host and help to facilitate a Govalle/Linder ES parent meeting at respective cafeterias	Advertisement of Meeting Handouts Refreshments Time Cafeteria availability	August 17, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
114.	Hold PTA meeting with members	Time Schedule location Copy of By-laws	August 20-31, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

115.	Secure the data updates for the pie charts posted on the Govalle ES and Linder landing pages for display	Data sets from PEIMS submission 110	Sept, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
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Professional Development

116.	<p>Leadership begins conversations with Govalle/Linder staff about determining programming that will be implemented</p> <ul style="list-style-type: none"> • What does research say • Existing programs • Staff input • Intended outcomes <p>Common program, language, understanding of programming to be implemented</p>	Time Research Planned ongoing meetings Information to be used to inform summer planning	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
117.	<p>Meet with school leadership to discuss, determine, and plan the language programming</p> <ul style="list-style-type: none"> • What does research say (various models)? • Defining framework <ul style="list-style-type: none"> ○ XXX is.....XXX is not • Intended outcomes • Alignment to standards • Instructional model • Implementation process • Measuring progress/success (data points) • Professional learning needs <p>Learning walks, instructional rounds, and site visits (i.e., Becker and other successful Dual Language schools).</p>	Time Scheduled meeting	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
118.	Meet with school leadership to discuss academic programming at the campuses (i.e., What academic programming currently exists at Brooke that will continue at Govalle? Linder?).	Time Scheduled meetings	April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
119.	If needed, provide professional development for PPCD to Principals and Assistant Principals at receiving campuses as needed for any new staff in the units.	Time	July, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
120.	<p>Collaboratively (summer planning team) meet with staff to discuss programming to be implemented</p> <ul style="list-style-type: none"> • Developing a common understanding about program <ul style="list-style-type: none"> ○ What is it—what is it not ○ What does it look like in classrooms/across grade levels? ○ Roles—leadership, teachers, support staff, students ○ Resources needed to be successful ○ How to describe program to parents/others <ul style="list-style-type: none"> ▪ XXX is.....XXX is not • Framework • Intended outcomes • Alignment to standards • Instructional model • Implementation process • Measuring/analyzing progress/success (data points) • Ongoing Professional Development • Learning walks, instructional rounds, and site visits (i.e., Becker and other successful Dual Language schools). 	Time Scheduled meeting	July–Aug 2020 TBD	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
121.	Provide ongoing job-embedded learning opportunities, coaching, and site visits to for leadership and staff that aligns to language programming model implemented	Time Scheduled meetings	August 2020 TBD	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track