

## GREENLIGHT

**Metz ES & Sanchez ES Continued Co-location at Metz Elementary School  
84 Robert T. Martinez Jr. St.  
Austin, TX 78702**

**Greenlight Phase 3 - Guide for Continued Co-location during SY 2020-21  
& Preparation for Consolidation during SY 2021-22**

<b>Affected CAMPUSES:</b>	<b>Metz Elementary School &amp; Sanchez Elementary School</b>
<b>PROJECT LEAD:</b>	Debbie Warnken, Executive Director of Elementary Schools
<b>GOALS:</b>	<ul style="list-style-type: none"> <li>To continue co-location at Metz ES for 2020 – 2021 SY</li> <li>To plan and prepare for the consolidation into one elementary school for 2021-2022 SY</li> </ul>
<b>TARGET:</b>	<p>The November 2019 Board Vote called for:</p> <p><i>Combine the enrollment boundary for Metz and Sanchez elementary, rezone students to Sanchez Elementary on completion of a modernized Sanchez. Transfer students currently enrolled at Metz or Sanchez will be provided a continuation transfer if requested.</i></p>

<b>PHASE 3</b>	<b>KEY IMPLEMENTATION STEPS</b> <b><i>SANCHEZ &amp; METZ ES LEADERSHIP &amp; KEY DEPARTMENT STAFF</i></b>
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<b>CONTINUING CO-LOCATION DURING 2020-21 SY AND PREPARING FOR CONSOLIDATION OF SANCHEZ ES &amp; METZ ES INTO <u>One Consolidated Elementary School</u> DURING 2021-22 SY</b>
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<b>Events &amp; Communication (School/Parents/Students) Prior to CONSOLIDATION</b>
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	Action Step	Resources Needed	Timeline for Completion	Status Indicator
A1	Hold a required afternoon faculty meeting to discuss student support plan based on the decision of the vote	Talking points Counseling support plan	Nov 18, 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A2	Hold an optional before-school faculty/staff meeting at 7:00 am or another time decided by the principal to communicate outcome of Board of Trustee vote on school changes	Talking points Counseling support plan	Nov 19, 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A3	Hold an optional staff check-in meeting after school to debrief on day's events and connect	Talking points Counseling support plan	Nov 19, 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A4	Establish an assigned space for families to gather the morning after the vote; schedule support from LMHP/counseling support staff	Space	Nov 19, 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A5	Schedule and advertise a date for a principal coffee or night meeting to discuss the next steps	Space	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A6	Hold meetings to notify Metz and Sanchez ES <b>staff and parents</b> of continued co-location at Metz ES for Metz ES and Sanchez ES based on November 18, 2019 Board of Trustees approval of:  <i>Combine the enrollment boundary for Metz and Sanchez elementary, rezone students to Sanchez Elementary on completion of a modernized Sanchez. Transfer students currently enrolled at Metz or Sanchez will be provided a continuation transfer if requested.</i>	Staff meeting Phone E-mail Letters Newsletters Updated AISD Web	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

A7	Meet with Department of Communications and Community Engagement staff to develop communication and marketing plan for <b>continued co-location</b> of Sanchez and Metz ES during the 2020-21 SY and future consolidation to <b>one Consolidated ES</b> during the 2021-22 SY to ensure a smooth transition for students, teachers and parents and that meets communities/schools' contextual needs	Materials Time Mtg place	Dec 2019  Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A8	Send letters to parents and staff outlining the approved school changes scenario for Metz and Sanchez ES	Letter	Dec 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A9	Develop Talking Points for Metz/Sanchez ES leaders and staff to use when communicating or disseminating information about continued co-location between <b>Metz ES and Sanchez ES</b> and future consolidation to <b>Sanchez ES</b> planned for 2021-22 SY	Time Talking points for school administrators	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A10	Partner with Academics / SEL team to plan for support of staff at Metz and Sanchez ES	Time Location	Dec 2019  Ongoing as needed	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A11	Host individual meetings with Metz and Sanchez ES <b>CACs</b> and <b>Parents</b> to share and provide updates about continued co-location plans and future consolidation to <b>Sanchez ES</b> planned for 2021-22 SY	Time Location Support documents	Jan—Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A12	Update Sanchez ES website to include information regarding continued co-location plans for 2020-21 SY and future consolidation with Metz ES for the 2021-22 SY, including information on: <ul style="list-style-type: none"> <li>• New boundaries</li> <li>• Registration</li> </ul> Transportation	Time Location Support documents	Jan—Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A13	Update Metz ES website to include information regarding the continued co-location plans for 2020-21 SY and future consolidation with Sanchez ES for the 2021-22 SY, including information on: <ul style="list-style-type: none"> <li>• New boundaries</li> <li>• Registration</li> </ul> Transportation	Time Location Support documents	Jan—Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A14	Ensure <b>AISD/EC websites, Google Maps/other map links</b> are <b>updated</b> , and district and school staff continue to <b>direct current and prospective</b> students to appropriate locations for PK-5 registration/enrollment & LPAS test	Updated websites Flyers Newsletters Bus information	March 2020-Aug 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A15	Faciliate tours of modernized AISD schools (Govalle, Brown, Menchaca) for Metz and Sanchez families and staff	Transportation Time	April – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
<b>Establishing Consolidated Boundary (Metz Attendance Zone + Sanchez Attendance Zone)</b>				
A16	Combine enrollment boundaries for Metz and Sanchez Elementary Schools into the <b>Consolidated ES</b> (Metz ES + Sanchez ES) <ul style="list-style-type: none"> <li>• Draft – Jan 2021</li> </ul> Final – May 2021	Time Current Attendance Boundaries Support Documents	Jan 2021 May 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A17	Share enrollment boundaries for Metz and Sanchez Elementary Schools into the <b>Consolidated ES</b> (Metz ES + Sanchez ES) with Superintendent, Associate Superintendent, Student Services, Human Capital, Accountability, Communications, Transportation, and any other critical AISD team	Time Current Attendance Boundaries Support Documents	Jan 2021 May 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A18	Provide updated student projections for the <b>Consolidated ES</b> (Metz ES + Sanchez ES) attendance boundary to Associate Superintendent	Time Support Documents Boundaries	Jan 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Determining Staffing Processes and Allocations				
A19a	Hold a preliminary staffing meeting to determine academic programming to include: <ul style="list-style-type: none"> <li>plan for language programming</li> <li>plan for combining classrooms among both schools</li> </ul>	Time Location Support documents, including campus accountability data	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A19	Hold "Connector Model" meeting for continued co-location (2020-21 SY) to determine: <ul style="list-style-type: none"> <li>classified staffing needs</li> <li>professional staffing needs</li> <li>special area staffing</li> </ul>	Time Location Support documents, including campus accountability data	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A20	Develop process for selecting Administrative Team for the 2021-22 SY at the <b>Consolidated ES</b> (Principal, Assistant Principal, Counselor) <ul style="list-style-type: none"> <li>Applications?</li> <li>Interviews?</li> <li>Placements?</li> </ul>	Time Location Support documents	Dec 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A21	Determine professional staffing <b>allocations and allowances</b> for <b>Consolidated ES</b> (Metz ES + Sanchez ES) beginning the 2021-22 SY based on updated student projections for: <ul style="list-style-type: none"> <li>Principal</li> <li>Assistant Principal(s)</li> <li>Counselor(s)</li> <li>Classroom teachers</li> <li>Special Education teachers</li> <li>Special Area teachers</li> <li>Librarian</li> </ul>	Time Location Support documents	Dec 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A22	Determine classified staffing <b>allocations and allowances</b> for <b>Consolidated ES</b> (Metz ES + Sanchez ES) beginning the 2021-22 SY based on updated student projections for: <ul style="list-style-type: none"> <li>Bookkeeper</li> <li>Clerk</li> <li>Parent Support Specialist</li> <li>Custodial staff</li> <li>TAs, etc...</li> </ul>	Time Location Support documents	Dec 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A23	Meet with Metz and Sanchez ES faculty/staff to discuss AISD process for: <ul style="list-style-type: none"> <li>Consolidation to <b>One Consolidated ES</b> (Aug 2021)</li> <li>Staffing options</li> <li>Staffing allocations</li> </ul>	Time Location Support documents	Dec 2020 / Jan 2021  Ongoing as requested	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A24	Administer General HR survey to Metz and Sanchez ES staff to indicate employment preferences regarding assignment, location, and position prior to consolidation	Google Docs Time	Jan 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A25	Determine transfer timeline and any priorities for professional staff from Metz and Sanchez ES prior to consolidation	Time Support documents	Dec 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A26	Determine transfer timeline and any priorities for classified staff from Metz and Sanchez ES prior to consolidation	Time Support documents	Dec 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Projecting BTOs and Title 1 Budgets				
A27	Communicate projected staffing allocations to Human Capital System to inform budget development for the <b>continued co-location during</b> the 2020-21 SY	Projected staffing allocations	Jan 2020  Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

A28	Provide BTO that reflects staffing allocations for the <b>continued co-location during</b> the 2020-21 SY	Support documents BTO	Jan 2020  Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A29	Communicate student projections to State and Federal to inform allocation of Title 1 funds for the <b>continued co-location during</b> the 2020-21 SY	Consolidated boundary line Student projections for SY 2020-21	Jan 2020  Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A30	Provide allocation of Title 1 funds that reflects the student projections for the for the <b>continued co-location during</b> the 2020-21 SY	Support documents Title 1 Budget	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A31	Communicate projected staffing allocations to Human Capital System to inform budget development for the <b>Consolidated ES</b> (Metz ES + Sanchez ES) beginning the 2021-22 SY	Projected staffing allocations	Jan 2021  Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A32	Provide BTO that reflects staffing allocations for the <b>Consolidated ES</b> (Metz ES + Sanchez ES) beginning the 2021-22 SY	Support documents BTO	Jan 2021  Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A33	Communicate student projections to State and Federal to inform allocation of Title 1 funds to the <b>Consolidated ES</b> (Metz ES + Sanchez ES) beginning the 2021-22 SY	Consolidated boundary line Student projections for SY 2020-21	Jan 2021  Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A34	Provide allocation of Title 1 funds that reflects the student projections for the <b>Consolidated ES</b> (Metz ES + Sanchez ES) beginning the 2021-22 SY	Support documents Title 1 Budget	Jan 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
<b>Combining PEIMS, Student Records, Student Registration, Tracking Student Losses, Managing Student Transfer Requests</b>				
A35	Notify TEA of combined PEIMS for Metz and Sanchez (into Sanchez)	Time Support documents	August 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A36	Migrate all Metz students (boundary and transfers) to Sanchez PEIMS and upload in BOLT	Time Support documents	August 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A37	Establish system for tracking student loss to charters, other AISD schools, and out-of-district schools	Time Location Support documents	Jan 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A38	Determine if/how student transfer requests <b>from</b> Metz and Sanchez will be prioritized	Time Support Documents	Jan 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A39	Close registration to Metz ES and direct families to Sanchez ES/ <b>Consolidated ES</b> for registration of students in grades PK-5	Student Services System	Jan 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A40	Prepare records/documents from Metz ES for record retention following the prescribed AISD protocol for record destruction and record storage	Time Records Retention Guide Boxes and Labels	Jan 2021 – May 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Determining School Signage/Marquee and Preserving Historical Artifacts				
A41	Ensure proper signage/marquee at modernized school	Time Naming decision point	Feb 2020 Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A42	Work to preserve historical artifacts from Metz ES and incorporate them into the design of the modernized Sanchez ES	Time Design plan	Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Determining Transportation Eligibility				
A43	Determine transportation eligibility to modernized Sanchez for <b>Consolidated ES</b> (Metz ES + Sanchez ES) beginning 2021-22 SY at 73 San Marcos St., Austin, Texas 78702	AISD eligibility policy New boundary lines for attendance zone	Jan 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
A44	Communicate transportation eligibility to modernized Sanchez for <b>Consolidated ES</b> (Metz ES + Sanchez ES) beginning 2021-22 SY at 73 San Marcos St., Austin, Texas 78702	Student notification about new routes and schedules	Jan 2021	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Distributing Library Resources				
A45	Meet with Elizabeth Polk to determine use of currently stored library resources from Sanchez ES	Time Support systems	Dec 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track