

GREENLIGHT

Norman ES & Sims ES Consolidation into One Consolidated Elementary School

Austin, TX 78702

Greenlight Phase 3 - Guide for Consolidation

PHASE 3	KEY IMPLEMENTATION STEPS <i>NORMAN & SIMS ES LEADERSHIP & KEY DEPARTMENT STAFF</i>			
CONSOLIDATING <u>NORMAN ES & SIMS ES</u> INTO <u>One Consolidated Elementary School</u>				
Events & Communication (School/Parents/Students) Prior to CONSOLIDATION				
Action Step	Resources Needed	Timeline for Completion	Status Indicator	
1. Hold meetings to notify Sims and Norman ES staff and parents of consolidation into Norman ES based on November 18, 2019 Board of Trustees approval of: <i>Combine the enrollment boundary for Sims and Norman elementary, rezone students to Norman Elementary on completion of a modernized Norman. Transfer students currently enrolled at Sims or Norman 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	
2. Meet with Department of Communications and Community Engagement staff to develop communication and marketing plan for consolidation of Norman and Sims ES to Norman ES 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	
3. Send letters to parents and staff outlining the approved school changes scenario for Sims and Norman ES	Letter	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track	
4. Develop Talking Points for Sims/Norman ES leaders and staff to use when communicating or disseminating information about consolidation to Norman ES (Sims ES + Norman ES)	Time Talking points for school administrators	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track	
5. Partner with Academics / SEL team to plan for support of staff at Sims and Norman ES	Time Location	Dec 2019 Ongoing as needed	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track	
6. Partner with Academics / SEL team to plan for support of students at Sims and Norman ES	Time Location	Dec 2019 Ongoing as needed	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track	
7. Host individual meetings with Norman-Sims CAC and Parents to share and provide updates about consolidation plans to Norman ES	Time Location Support documents	Jan—Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track	
8. Update Norman ES website to include information regarding consolidation with Sims ES for the 2020-21 SY, including information on: <ul style="list-style-type: none"> • New boundaries • Registration • Transportation 	Time Location Support documents	Jan—Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track	
9. Update Sims ES website to include information regarding consolidation with Norman ES for the 2020-21 SY, including information on: <ul style="list-style-type: none"> • New boundaries • Registration • Transportation 	Time Location Support documents	Jan—Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track	

<p>10. 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</p>	<p>Updated websites Flyers Newsletters Bus information</p>	<p>March 2020- Aug 2020</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>Establishing Consolidated Boundary (Sims Attendance Zone + Norman Attendance Zone)</p>			
<p>11. Combine enrollment boundaries for Sims and Norman Elementary Schools into the Consolidated ES (Sims ES + Norman ES) Draft – Jan 2020 Final – May 2020</p>	<p>Time Current Attendance Boundaries Support Documents</p>	<p>Jan 2020 May 2020</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>12. Share enrollment boundaries for Sims and Norman Elementary Schools into the Consolidated ES (Sims ES + Norman ES) with Superintendent, Associate Superintendent, Student Services, Human Capital, Accountability, Communications, Transportation, and any other critical AISD team</p>	<p>Time Current Attendance Boundaries Support Documents</p>	<p>Jan 2020 May 2020</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>13. Provide updated student projections for the Consolidated ES (Sims ES + Norman ES) attendance boundary to Associate Superintendent</p>	<p>Time Support Documents Boundaries</p>	<p>Jan 2020</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>Determining Staffing Processes and Allocations</p>			
<p>14. Develop process for selecting Administrative Team at the consolidated Norman ES (Principal, Assistant Principal, Counselor) Applications? Interviews? Placements?</p>	<p>Time Location Support documents</p>	<p>Dec 2019</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>15. Determine professional staffing allocations and allowances for Consolidated ES (Sims ES + Norman ES) based on updated student projections for: Principal Assistant Principal(s) Counselor(s) Classroom teachers Special Education teachers Special Area teachers Librarian</p>	<p>Time Location Support documents</p>	<p>Dec 2019</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>16. Determine classified staffing allocations and allowances for Consolidated ES (Sims ES + Norman ES) based on updated student projections for: Bookkeeper Clerk Parent Support Specialist Custodial staff TAs, etc...</p>	<p>Time Location Support documents</p>	<p>Dec 2019</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>17. Meet with Sims and Norman ES faculty/staff to discuss AISD process for: Consolidation to One Consolidated ES (Aug 2020) Staffing options Staffing allocations</p>	<p>Time Location Support documents</p>	<p>Dec 2019 / Jan 2020 Ongoing as requested</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>18. Administer General HR survey to Sims and Norman ES staff to indicate employment preferences regarding assignment, location, and position</p>	<p>Google Docs Time</p>	<p>Jan 2020</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>
<p>19. Determine transfer timeline and any priorities for professional staff from Sims and Norman ES</p>	<p>Time Support documents</p>	<p>Dec 2020</p>	<p><input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track</p>

20. Determine transfer timeline and any priorities for classified staff from Sims and Norman ES	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			
21. Communicate projected staffing allocations to Human Capital System to inform budget development for the Consolidated ES (Sims ES + Norman ES)	Projected staffing allocations	Jan 2020 Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
22. Provide BTO that reflects staffing allocations for the Consolidated ES (Sims ES + Norman ES)	Support documents BTO	Jan 2020 Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
23. Communicate student projections to State and Federal to inform allocation of Title 1 funds to the Consolidated ES (Sims ES + Norman ES)	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
24. Provide allocation of Title 1 funds that reflects the student projections for the Consolidated ES (Sims ES + Norman ES)	Support documents Title 1 Budget	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Combining PEIMS, Student Records, Student Registration, Tracking Student Losses, Managing Student Transfer Requests			
25. Migrate all Sims students (boundary and transfers) to Norman PEIMS	Time Support documents	August 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
26. Establish system for tracking student loss to charters, other AISD schools, and out-of-district schools	Time Location Support documents	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
27. Determine if/how student transfer requests from Sims and Norman will be prioritized	Time Support Documents	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
28. Close registration to Sims ES and direct families to Norman ES/ Consolidated ES for registration of students in grades PK-5	Student Services System	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
29. Prepare records/documents from Sims ES for record retention following the prescribed AISD protocol for record destruction and record storage	Time Records Retention Guide Boxes and Labels	Jan 2020 – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Determining School Name, Signage, and Preserving Historical Artifacts			
30. Establish process for determining the name of the consolidated Sims and Norman ES at the modernized school. If school is to remain solely by the name of Norman, how will we honor the history of SIMS?	Time Support Documents	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
31. Ensure signage at modernized school represents the chosen school name	Time Naming decision point	Feb 2020 Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
32. Work to preserve historical artifacts from Sims ES and incorporate them into the design of the modernized Norman ES. A wall to commemorate? A grade level neighborhood? Sims community area?	Time Design plan	Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Determining Transportation Eligibility			
33. Determine transportation eligibility to current location for Consolidated ES (Sims ES + Norman ES)	AISD eligibility policy New boundary lines for attendance zone	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Distributing Library Resources			
34. Meet with Elizabeth Polk to determine use of currently stored library resources from Norman ES. Due to abundance of library resources, can we set up additional reading areas in learning neighborhoods or common areas?	Time Support systems	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

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