

GREENLIGHT
Pease School Changes Project 2020-2021
***Draft* Phase 1 Implementation Greenlight**

PROJECT/ CAMPUS:	Pease Re-envisioned																								
PROJECT LEADS:	Gilbert Hicks, Associate Superintendent for Elementary Schools Monica E. Gonzalez, Director of Elementary Schools																								
GOALS:	<ul style="list-style-type: none"> To determine the feasibility of co-location or integration with Zavala ES for the 2020-2021 school year To prepare for the co-location or integration at Zavala ES or other receiving ES for 2020 – 2021, if this is a desired outcome for both school communities To put systems in place that will ensure a smooth transition into the 2020-21 school year for all Pease and Zavala and/or other receiving schools families 																								
TARGET:	<p>The November 2019 Board Vote called for:</p> <p><i>Co-locate current Pease Elementary students under the existing PEIMS number at Zavala Elementary effective for the 2020-2021 school year, allowing the two school communities a year to co-create a plan for consolidation effective with the 2021-2022 school year.</i></p>																								
PHASE 1	<p>Identifying Interim Actions Leading to the Co-Location or Integration of Pease Elementary with Zavala Elementary - Below are <u>broad stroke actions</u>. Detailed actions are included in the sections that follow. All action steps have been developed to align with the approved Board action. These action steps will be revised as collaboration with the community continues.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>November 2019</td> <td> <ul style="list-style-type: none"> Notify school communities of outcome of Board of Trustees approved action </td> </tr> <tr> <td>December 2019</td> <td> <ul style="list-style-type: none"> Meet with school communities to gather input regarding transition </td> </tr> <tr> <td>December 2019</td> <td> <ul style="list-style-type: none"> Gather information from Pease families regarding plans for the 2020-21 SY via an intent form </td> </tr> <tr> <td>December 2019</td> <td> <ul style="list-style-type: none"> Systematize transfer process for currently enrolled Pease students </td> </tr> <tr> <td>December 2019</td> <td> <ul style="list-style-type: none"> Determine desirability of either co-location or integration with Zavala and/or other receiving schools in the district </td> </tr> <tr> <td>December – January 2020</td> <td> <ul style="list-style-type: none"> Collaborate with the Social Emotional Learning (SEL) team to begin implementing a support plan for staff, students, and families </td> </tr> <tr> <td>January 2020</td> <td> <ul style="list-style-type: none"> Establish the School Changes Implementation Team (SCIT), made up of representatives from both school communities </td> </tr> </tbody> </table> <p style="text-align: center; color: #e67e22;"><i>The following actions will vary based on information gathered from the community regarding desirability of co-location, integration, or an alternate plan.</i></p> <p style="text-align: center; color: #e67e22;"><i>December 20, 2019 UPDATE: Based on the information from the intent forms submitted, the number of students who intend to enroll at Zavala for the fall of 2020 does not warrant a co-location with Zavala ES. Therefore, students from Pease ES will be enrolled at their home school or will be granted transfers to their requested schools as space allows.</i></p> <p style="text-align: center; color: #e67e22;"><i>From this point on, the Greenlight has been revised to reflect that Pease students and staff will be moving to various locations across the district.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">January 2020 and ongoing</td> <td> <ul style="list-style-type: none"> Continue to take steps to ensure staff, students and families have opportunities to engage in processes for working through change and honoring the Pease legacy </td> </tr> <tr> <td>January 2020 and ongoing</td> <td> <ul style="list-style-type: none"> Continue developing the transition plan by focusing on the social emotional needs (social emotional learning) of the students regarding the transition </td> </tr> <tr> <td>January 2020</td> <td> <ul style="list-style-type: none"> Begin review of receiving schools facilities </td> </tr> <tr> <td>January 2020</td> <td> <ul style="list-style-type: none"> Prepare receiving schools facilities for integration of Pease ES </td> </tr> </tbody> </table>	Date	Action	November 2019	<ul style="list-style-type: none"> Notify school communities of outcome of Board of Trustees approved action 	December 2019	<ul style="list-style-type: none"> Meet with school communities to gather input regarding transition 	December 2019	<ul style="list-style-type: none"> Gather information from Pease families regarding plans for the 2020-21 SY via an intent form 	December 2019	<ul style="list-style-type: none"> Systematize transfer process for currently enrolled Pease students 	December 2019	<ul style="list-style-type: none"> Determine desirability of either co-location or integration with Zavala and/or other receiving schools in the district 	December – January 2020	<ul style="list-style-type: none"> Collaborate with the Social Emotional Learning (SEL) team to begin implementing a support plan for staff, students, and families 	January 2020	<ul style="list-style-type: none"> Establish the School Changes Implementation Team (SCIT), made up of representatives from both school communities 	January 2020 and ongoing	<ul style="list-style-type: none"> Continue to take steps to ensure staff, students and families have opportunities to engage in processes for working through change and honoring the Pease legacy 	January 2020 and ongoing	<ul style="list-style-type: none"> Continue developing the transition plan by focusing on the social emotional needs (social emotional learning) of the students regarding the transition 	January 2020	<ul style="list-style-type: none"> Begin review of receiving schools facilities 	January 2020	<ul style="list-style-type: none"> Prepare receiving schools facilities for integration of Pease ES
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January 2020	<ul style="list-style-type: none"> • Work with Pease ES staff to prepare for move to receiving schools to include: <ul style="list-style-type: none"> ○ Staffing preferences ○ Packing ○ Moving
March 2020	<p>Make decisions to:</p> <ul style="list-style-type: none"> • Assist receiving schools with mapping out classrooms to accommodate the number of incoming Pease students as needed

The section below provides a big-picture view of the project. Each of the action steps included will be repeated in the team-specific sections that follow.

Phase 1 KEY IMPLEMENTATION STEPS by DEPARTMENTS ACTION STEPS FOR PEASE ES AND KEY DEPARTMENT STAFF – OVERVIEW OF PROJECT			
PREPARING PEASE FOR TRANSITION TO RECEIVING SCHOOLS			
<i>This section of the Greenlight has been revised to reflect that Pease students and staff will be moving to various locations across the district.</i>			
Co-location Events/Communication (Staff/Parents/Community)			
Action Step	Resources Needed	Timeline for Completion	Status Indicator
1. 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
2. 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
3. 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
4. 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
5. Schedule and advertise a date for a principal coffee or night meeting to gather questions from parents	Space	Nov 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
6. Notify campus staffs and parents of the Board approved plan to co-locate Pease Elementary School to Zavala ES	Staff meeting Phone E-mail Letters Newsletters Updated AISD Web	November 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
7. Meet with Pease parents to gather feedback and provide information regarding: transition planning, co-location, integration, transfers and other topics as needed	Time	Dec 2020 and ongoing as needed	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
8. Develop and disseminate intent forms to gather information from families about 2020-2021 school year	Time Input from Pease Parents	Dec. 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

9.	Develop Talking Points for Pease and receiving school principals to use in communication or to disseminate via email, phone and meetings with parents, community & stakeholders	Time	Jan. 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
10.	Use Talking Points when communicating and disseminating information, via email, phone and during meetings, about transition to parents, community & stakeholders	Time Talking points	Dec 2019— Aug 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
11.	Process notification of Plans-Intent Forms to determine Pease Families preferences and considerations for the 2020-2021 academic school year and determine whether co-location at Zavala will occur	Time Intent forms Analysis of responses	Dec 2019	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
12.	Hold meetings with Pease CAC to share and provide updates about transition	Time Location Support documents	Jan - Feb 2020	<input type="checkbox"/> On Track <input checked="" type="checkbox"/> Adjustment in progress <input checked="" type="checkbox"/> Off Track
13.	Use various methods to provide families, employees, and stakeholders with monthly and timely information, in English, Spanish and other languages as appropriate, about transitioning Pease ES students to receiving schools	Staff meetings Coffee Phone E-mail Letters Newsletters Meet and Greets Translation	Mar—May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
14.	Conduct a monthly meeting or conference call with Pease ES and receiving schools principals about Pease ES transition	Time Meeting room Phones	Mar—June, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input checked="" type="checkbox"/> Off Track
15.	Plan for, schedule and host the following events <ul style="list-style-type: none"> Receiving schools Open House Tour for parents (Apr 2020) Pease staff meet and greet/orientation tour of receiving ES (May 2020) Pease and receiving ES Community Picnic (June 2020) Pease and receiving ES joint parent/community meeting at designated ESs (Aug 2020) 	Time Location Food supplies Flyers Postcards Calendar	Apr-June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Ensuring SEL (Social Emotional Learning) Support for Students, Staff, and Families

16.	Meet with Department of Communications and Community Engagement staff to develop communication and support plan for Pease ES students and staff to receiving schools to ensure a smooth transition for students, teachers and parents and that meets communities/schools' contextual needs	Materials Time Meeting place	Jan—Feb 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
17.	Partner with Academics / SEL team to plan for support of staff at Pease and receiving schools acquiring more than 50 students	Time Location	Dec 2019 Ongoing as needed	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
18.	Continue to take steps to ensure staff, students and families have opportunities to engage in processes for working through change and honoring the Pease legacy	Time Funding for outside consultant Planned activities	Jan 2020 and ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
19.	Provide SEL student transition activities at receiving schools and Pease	Time Planned activities	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
20.	Provide social emotional learning support to students and staff in transition – see attachment from counseling and SEL department https://docs.google.com/document/d/1Xaa5iFKRYsCo5vunXIya13sSSkUvHN8jUpRvUVI--Bs/edit	Time Meeting	Ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

21.	Coordinate two meetings with Principals, Parent Support Specialists and SEL Dept., to collaboratively plan, develop and deliver transition activities for students and set dates for transition activities	Time	March — Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
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Determining Staffing Process and Allocations

22.	Meet with Pease faculty/staff to discuss <ul style="list-style-type: none"> Transition/moving to other district schools Staffing options (moving to other schools) Staffing allocations 	Time Location Support documents	Nov- Dec 2019 Ongoing as requested	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
18.	Administer General HR survey to Pease ES staff to indicate employment preferences on assignment, location, and position	Google Docs Time	Feb.—March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
19.	Hold “Connector Model” meeting schools receiving more than 50 students (2020-21 SY) to determine: <ul style="list-style-type: none"> classified staffing needs professional staffing needs Consider providing additional administrative support at Pease ES to assist with the transition and support the campus leadership team 	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
20.	Determine transfer timeline and any priorities for professional staff from Pease ES	Time Support documents	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
21.	Determine transfer timeline and any priorities for classified staff from Pease ES prior to consolidation	Time Support documents	Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Considering After-school programming

22.	Notify entities about transition of Pease ES to other district schools <ul style="list-style-type: none"> Relevant organizations/agencies Neighborhood/Community Associations partners After-school, extend-a-care, YMCA, etc. Other organizations that use Pease ES space/facilities/grounds NOTE: Some after-school programming is tied to residency and/or income level, thus participation is limited to those families that qualify.	Time Contact info	Jan - Feb 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
23.	Using the Pease intent form, gather information from Pease families regarding their after-school care needs	Time Intent Form	Dec 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

PK Training, Registration, Procedures and Resources

24.	Advertise and communicate that <ul style="list-style-type: none"> PK-6 Spring (Apr 2 through May 24th) registration will take place at home or approved transfer schools. Beginning May 28th , parents will need to go to approved transfer schools	Time Banners Flyers AISD & EC websites Translation	Feb—Aug 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
25.	Ensure registrars and PK teachers attend PK registration training in preparation for April Registration	Time Registration to attend training	March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
26.	Provide PK—K registration packet/ fliers, explaining the registration process and campus where students are to register	Time Fliers Translation	Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
27.	Ensure Registrars and Clerks attend PK Fall registration training	Time Registration to attend training	Aug 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

Pre-Move Tasks – Involving Multiple Team

28.	Present plans for Pease transition to receiving schools by departments	Time Location Support documents	Dec 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
29.	Meet with the Stacy Foss and librarian of Pease Elementary School to discuss the organization of and movement of any portions of the Pease library to receiving schools, including what books and materials need to be moved to LMC or distributed to other AISD district school libraries	Time Information	Feb 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
30.	Conduct a meeting with Pease staff to discuss packing and address Q&A	Time Location Support documents	Dec 2019 & Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
31.	Conduct site visit to receiving schools to determine space for relocating Pease students	Time Maps Critical personnel	Dec 2019 —Jan 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
32.	Ensure Pease ES pack and/or purge resources and materials to prepare for Pease co-location. AISD will not have space to store personal items during co-location. AISD is not liable for personal resources/materials	Time	January –May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input checked="" type="checkbox"/> Off Track
33.	Submit ServiceNow tickets for identifying and removing <ul style="list-style-type: none"> • End-of-life and surplus equipment and technology • Old, broken, and surplus furniture 	Time	January – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input checked="" type="checkbox"/> Off Track
34.	Meet with science support specialist to review the lab materials (kits & teaching resources) for distribution to receiving schools or other schools in the district	Time Scheduled meeting	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
35.	Ensure inventories completed for all PK-5th items to be moved to receiving schools from Pease and determine end-of-life items <ul style="list-style-type: none"> • Textbooks • Curriculum, materials • Technology 	Time Inventory sheets	Mar—May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
36.	Ensure Pease and receiving schools PTAs are contacted to pack and/or purge PTA resources and materials before Pease co-location. AISD will not have space to store items during co-location. AISD is not liable for PTA resources/materials.	Meeting Time	Jan. – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
37.	Determine if bookshelves for textbooks will be needed at receiving schools	Time	Feb—May, 2019	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
38.	Coordinate two meetings with Principals, Parent Support Specialists and SEL Dept., to collaboratively plan, develop and deliver transition activities for students. Set dates for Transition activities	Time	March — Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
39.	Hold a meeting with schools receiving more than 50 students to develop maps showing where classrooms and resources will be located	Map	March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
40.	Ensure parents are informed and provided online links for support about the registration process for Pease students <ul style="list-style-type: none"> • April 2—May 28, 2020: Register at Pease • Beginning TBD : Pease students will register at approved transfer schools 	Time Location AISD TV van Signage	March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
41.	Prepare records/documents for record retention following the prescribed AISD protocol for record destruction and record storage (Provided hardcopy to Stacy Foss)	Time Records Retention Guide Boxes and Labels	March – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

42.	Ensure inventory completed of all PK <ul style="list-style-type: none"> • Equipment • Curriculum/resources • PK furniture, • PK kits • Other resources 	Time Inventory sheets	March—May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
43.	Ensure Pease staff and AISD/EC websites continue to direct potential Pease PK-5 students to Pease current location for enrollment/registration and LPAS testing AND reflect changes to designated PK-6 schools for attendance due to Pease co-location. <ul style="list-style-type: none"> • April 2- May 24, 2020—Pease located @ 1106 Rio Grande St., Austin TX 78701 • TBD—Pease @ at receiving schools 	Time Website updates Beta test	Mar —May 2020 ongoing	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
44.	Provide a list of all after-school programs that are at your school	Time Location Support documents	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
45.	Provide last date(s) that the following will be held <ul style="list-style-type: none"> • ARDs • LPAC meetings End of School activities/ceremonies	Time Location	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
46.	Work with campus alumni to select Pease artifacts and location to display/ feature as memorabilia	Time Artifacts	April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
47.	Meet with receiving schools principals, if needed, to determine space that can be used to store and easily access resources and materials to support instruction	Time Space	April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
48.	Compose a standard paragraph, to be shared with leadership at receiving schools/Pease AND used to update websites, to provide information to Pease parents about: <ul style="list-style-type: none"> • Pease student’s eligibility to receive bus services to receiving schools • Links where parents can find transportation information for a specific address • Pick-up and drop-off procedures for all co-located Pease students <u>If applicable</u>	Update AISD/EC Web sites Flyers Newsletters (Eng./Span) Time Transportation services that follow AISD eligibility policy posted on the website Transportation ensures website includes information for Pease students that live on or will have to cross Cesar Chavez http://www.austinsisd.org/transportation Translation	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
49.	Determine what, if any, free-standing library shelving needs to be moved from Pease to receiving schools to accommodate any added books from Pease	Time Information	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
50.	Review textbook room for space needs and support needs for Pease at receiving schools	Time Inventory documents	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

51.	Ensure relocation of labeled PK materials to receiving schools is coordinated, if applicable	Time Inventory	Apr – May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
52.	Conduct inventory of and label AV equipment at Pease to move to receiving schools for use in classroom or replacements throughout district	Time Inventory	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
53.	Ensure that Scholastic Materials for classroom libraries are labeled and follow the Pease classrooms to receiving schools	Time Email info of inventory Scheduled meeting	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
54.	Inventory SpEd materials before the last day of teacher contracts and identify location to which duplicates should be moved, or for surplus storage with the SpEd department	Time Inventory documents	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
55.	Determine if more cafeteria tables are needed at receiving schools and label tables to be moved	Time	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
56.	Secure plans that show which classes go where at receiving schools	Map	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
57.	Provide SEL student transition activities at receiving schools and Pease	Time Planned activities	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
58.	Stage, bundle, pack and label all Pease materials to be moved to receiving schools	Movers Materials Time	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
59.	Prior to moving, ensure all packed resources show which school, floor and grade level items go to for unpacking receiving schools	Label system for school Time	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
60.	Design and implement a website page for the Pease if needed, for communication purposes and to direct users where to go for information	Time Location Documents for posting	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
61.	Ensure Google Maps/other map links on AISD websites are updated so that it does not direct parents to Pease and shows it is no longer an ES	Website Links	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
62.	Determine dates for cleaning and prepping receiving schools for arrival of Pease staff. <ul style="list-style-type: none"> Receiving schools teachers relocated to other rooms in building if needed Rooms cleaned Classroom furniture is in place and ready for Pease teachers to move in by designated moving date and not before the last day of school for students (May 28th) 	Time Schedules Moving Dates	May —June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Moving Tasks – Involving Multiple Team				
63.	Ensure that procurement identifies movers with pre - approved contracts	Time	March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
64.	Select a Mover from bids gained by 3 pre-Movers on approved list	Time	March, 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
65.	Determine date(s) for contracted movers to move Pease to receiving schools	Time Calendar dates	March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

66.	Meet with Movers to <ul style="list-style-type: none"> Conduct walk-through to determine volume of items to be moved Review packing guide, roles and responsibilities and secure when packing materials for Pease staff will be delivered 	Packing materials Calendars	March 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
67.	Provide color coded labeling systems and moving resources to Pease staff (Location – Room # - Campus #) to indicate where boxes go at receiving schools and classrooms	Time Inventory documents Movers	April 2020 May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
68.	Secure dumpsters for Pease to be delivered April 2020 and determine location for placement at each campus	Time Space Delivery April 17, 2020	April 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
69.	Submit ServiceNow requests for duplicate instructional materials to be moved to the Warehouse or storage location for individual departments	Time Inventory documents Movers	April-May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
70.	Confirm removal and discontinuation of Pease copy machines	Time Location for equipment	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
71.	Ensure the Pease textbook loss has a zero balance	Textbook reconciliation	May 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
72.	Ensure that the parking lot and fire lane are free of automobiles/trucks, etc. so that equipment, textbooks, and boxed materials can be <ul style="list-style-type: none"> Picked – up at Pease ES Delivered to receiving schools classrooms, portables and cafeteria during designated moving days 	Time	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
73.	Move all equipment, textbooks, materials, labeled boxes/resources and furniture from Pease ES to receiving schools	Movers Personnel	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
74.	Ensure that movers are available at receiving schools to help with set-up	Movers	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
75.	Ensure receiving schools nurses are able to access student information and documents for Pease students	Time Computer access to Pease student info	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
76.	Confirm that access to the Pease ES shared drive is connected, can be accessed by receiving schools and is ready for use if needed	Time H Drive Beta test	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
77.	Supervise the movers' packing of Pease library resources going to receiving schools or other AISD schools	Time Information Movers	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
78.	Ensure that movers are available at receiving schools to help with set-up	Movers	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
79.	Communicate to all department directors (BOLT, maintenance, transportation, substitute services and technology) that Pease Elementary School is closed. Ensure directors inform staff that the Pease building is closed and will not house students	Time Information	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
80.	Conduct debrief meeting about experience with movers	Time Meeting location	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Post Move Tasks to Complete – Involving Multiple Team				
81.	Support and set up of health services for students to ensure transition is smooth including resources, equipment/medications, & confidential documents	Support Resources Time	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

82.	Meet with Food Services to develop a breakfast and lunch schedule, including Breakfast in the Classroom (BIC), breakfast serving lines at receiving schools, 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
83.	Ensure the following will be functional and uninterrupted by Aug 20, 2020 at receiving schools • After- school programs After-school funding	Projected numbers	July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
84.	Reconcile Pease computer equipment inventory at receiving schools	Master inventory list Time Personnel	June 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
85.	Add alert in Absence Management system so that substitutes do not report to the Pease building on Rio Grande St. since all students/ staff will be relocated to other schools	Time Schedule Alert in system	July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
86.	Add alert in Transportation system so that buses for field trips do not report to the Pease building on Rio Grande St. since all students/ staff will be relocated to other schools	Time Schedule Alert in the system	July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
87.	Allow staff to begin setting up classes and spaces at receiving schools	Classes ready Time	July–Aug 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
88.	Coordinate meeting options for Campus Advisory Committee (CAC) for the 2020-2021 school year	Time Meeting location Data lists Templates	July–Aug 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
89.	Send a “school messenger-message” to welcome students to receiving schools and provide bus transportation information, if applicable	Access to school messenger Message Bus transportation information Include info about walkers crossing Cesar Chavez	August 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

**Phase 1 KEY IMPLEMENTATION STEPS by DEPARTMENTS
ACTION STEPS FOR ZAVALA ES AND KEY DEPARTMENT STAFF**

PREPARING RECEIVING SCHOOLS TO RECEIVE PEASE

This section of the Greenlight has been revised to reflect that Pease students and staff will be moving to various locations across the district.

Action Step		Resources Needed	Timeline for Completion	Status Indicator
Pre-Co-location Events/Communication (Staff/Parents/Community)				
90.	Hold meetings with CAC to share and provide updates about Pease transition to receiving schools	Time Location Support documents	Feb-Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
91.	Hold parent meetings to discuss transition plans for Pease staff and students to receiving schools	Time Meeting	Feb-Mar 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Pre-Move Tasks				
92.	Meet with receiving school principals to determine space that can be used to store and easily access resources and materials to support instruction	Time Space	Jan-Feb 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track

93.	Submit Targeted Utilization Plan (TUP) to be implemented at the campus for strategically increasing the campus membership	Submitted plan using a template Monitoring Report	Apr 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track
Post-Move Tasks				
94.	Develop a coordinated plan for arrival, lunch, and dismissal at receiving schools considering larger numbers	Schedules Time	July 2020	<input type="checkbox"/> On Track <input type="checkbox"/> Adjustment in progress <input type="checkbox"/> Off Track