

School Consolidation Plan Update

**Governing Board Meeting
February 26, 2013**

TUSD

**Vivian “Candy” Egbert
Chief Operations Officer**

School Groups

- ▶ Closing Schools 11
- ▶ Receiving Schools 22 (15)
- ▶ Efficiency Schools 25+



School Consolidation Plan

Project Management

Structure, Discipline, Precision

Transition Management

Strategies and support for change

Project Team

Dedicated, Experienced, Professionals

School Consolidation Plan

Project Management Life Cycle

Project Proposal



Project Delivery Process

Initiate

- Project Charter
- High level scoping
- Stakeholders
- Project kickoff

Plan

- Project plan
- Collab site created
- Requirement Specifications
- Communication Plan
- Resources
- Assessment

Execute

- Design specifications
- Deployment plan
- Transitions Training
- Production Readiness

Close

- Support plan
- Lessons learned
- Assessment
- Closure report

Monitor and Control

Meeting notes, Status reports, Change control, Risk management, Issue log

PM Life Cycle

Monitor & Control

Monitor and Control

Meeting notes, Status reports, Change control, Risk management, Issue log

- Regular project meetings
- Changes to project scope are analyzed, documented and prioritized
- Review project timeline
- Project risks are documented and a mitigation strategy is documented.
- Issue log is reviewed and updated

School Consolidation Plan

Task Categories



Project Plans

School Consolidation Plan

Task Updates

▶ Court Approval

- Closure of 11 schools approved on February 15, 2013

▶ Boundary changes

- Approved by Governing Board on February 12, 2013
- School information will be given to families Monday, March 4, 2013
 - Kinder Open House invitation will be included
- Enrollment projections finalized and sent to schools

School Consolidation Plan

Task Updates

► Transition Management

- Introduction to Transition Process & Management Strategies presented at All Administrators meeting on January 24, 2013
- Four workshops have been held with 62 in attendance
- Two more workshops are scheduled with 54 reserved
- Support planning workshop held for closing schools and receiving school Transition Teams on February 13 & 14th with 71 in attendance.



School Consolidation Plan

Task Updates

► Communications

- School Consolidation Project Website (internal and external) went live on February 18, 2013
- School Consolidation Newsletter, 1st edition emailed to all TUSD staff on February 18, 2013
- School Consolidation email address set up school.consolidation@tusd1.org for all concerns and questions

► Organization & Structures

- Financial information collected for closing schools. (Grants, Gifts & Donations, Tax Credit, Student Clubs, Community Groups and Programs)

School Consolidation Plan

Task Updates

▶ Staffing / Personnel

- HR team has met with each closing school site personnel.
- Placement process shared and questions addressed
- FAQ's on website
- Employee Support resources posted

▶ Program Placement

- Plan to move 22 programs will be finalized this week.
- GATE offices located at Dietz will be relocated to Cavett

▶ Facility Enhancement & Consolidation Process

- Presenting Enhancement Bond Information for receiving schools tonight

School Consolidation Plan

Task Updates

▶ Enrollment

- Open/Magnet Lottery held on February 15, 2013
- 2025 letters were sent to families

▶ Technology

- Data back-up and transfer process, plan and timeline in development
- Inventory all equipment in closing and receiving schools underway

School Consolidation Plan

Task Updates

- ▶ **Moving & Asset Management**
 - Planning with Risk Management to prepare and move student records
 - Library and textbook distribution in planning
- ▶ **Securing Buildings**
 - Steps, costs and plans close to conclusion
- ▶ **Salvage & Storage**
 - Planning with facilities maintenance team

School Consolidation Plan

Task Updates

► Transportation

- Models developed with projections for new bus stops and receiving schools
- Plans to support transition activities and familiarize families with stops, routes and service

► Budget

- Work orders loaded in system for tracking all expenditures

School Consolidation Plan

Site Project Managers

Dannie Adams – Hohokam and
Fort Lowell / Townsend

James Baker – Carson and Schumaker

Ed Lees – Maxwell, Brichta and Menlo Park

Don Bailes – Corbett

Don Schmidt – Howenstine

Ray Stoddard – Wakefield

Linda Wright – Lyons

