

Consolidation Planning Phase I

Consolidation Team:

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Heather Shaw-Burton
Deana DeWitt
Debbie Jones
Scott Keller
John Parks
Fred Barton
Mike Casey
Teachers
Parents
Community Members

Initial Meeting: TBD (Administrators/Directors)

Second Meeting: TBD (Whole Group)

Needs:

Packing Supplies (boxes, tape, newspaper)
Teacher Check-Out List
Maintenance To-Do List
Technology To-Do List
Administrator To-Do List

Administrators:

- Contact Arizona State Facilities Board (Status Change Form)
- Contact ADE (CTDS #, Entity Profile Form, Board Minutes)
- Put together Consolidation Team
- (BP & WS) Plan and facilitate student activities related to new school (name, mascot, color)
- (BP & WS) Plan and facilitate Welcome/site visit to WS
- (BP & WS) Identify, inventory, and place in secure location items of archival, historic, or artistic value (awards, trophies, plaques, photos, artwork).
- (BP & WS) Inventory, pack/label admin office furniture, equipment, and supplies. Remove personal items.
- (BP & WS) Receive teacher End of Year Check-out; conduct classroom walk-thru/inspection
- Coordinate volunteers to assist with physical move
- Coordinate volunteers to assist with grounds and building prep (cleaning, painting, etc.)
- (DO) Cancel/transfer (BP) vender contracts as needed

Secretaries:

- (BP & WS) Inventory records to be retained, current and archived. Box/label any records for destruction.
- (BP) Pack/label current student and staff records for transport to WS.
- (BP) Pack/label student, staff, and building records for archive.
- (BP) Pack/label office supplies for transfer
- (BP) Receive all keys from staff. Inventory, organize, and store all keys in secure location.

Site Program Directors/Coordinators:

- (BP & WS) Inventory, pack/label all assessment/testing materials (AZELLA, DIBELS, headphones, etc.) for transfer
- (BP & WS) Inventory, pack/label all curricular/instructional materials and supplies for transfer
- (BP & WS) Inventory, pack/label all special education equipment, records, and IEPs for transfer
- (BP & WS) Complete End of Year Check-out; submit work orders for necessary repairs
- (BP & WS) Turn in keys; pick up keys for new location.

Teachers:

- (BP & WS) Pack personal belongings and remove or seal/label for moving.
- (BP & WS) Inventory classroom furniture (tape furniture keys inside drawer), equipment, textbooks, and supplies.
- (BP & moving WS) Pack/label all curricular materials (textbooks, TEs, resource books, materials) for transfer
- (BP & WS) Complete End of Year Check-out; submit work orders for necessary repairs
- (BP & WS) Turn in keys; pick up keys for new location.

Library:

- (BP & WS) Close Library May 18. Inventory library media (books, movies, etc.)
- (BP) Pack/label library media for transfer

Maintenance:

- (BP & WS) Inventory custodial equipment and supplies
- (BP) Determine what equipment and supplies will remain on-site for closed building maintenance and pack/label supplies to be transferred
- (BP) Inventory playground and recreation equipment and supplies. Determine what will be transferred.

- (BP & WS) With oversight from Tech Director, assist with transfer and/or installation of technology equipment.
- Establish central storage and re-key for security.
- (BP & WS) Transfer needed furniture to new locations. Store surplus furniture.
- (BP & WS) Transfer all boxes from office, classrooms, library to new location. Store surplus/archived items.
- (BP) Purchase signage for emergency contact information and post.
- (BP) Secure building.
- (WS) Complete work orders for necessary classroom repairs
- (WS) Assist with set-up of classrooms and library

Technology:

- (BP) Inventory technology equipment: Smart Boards, projectors, Audio/Visual, computers, printers, copy machines, fax machines, telephones.
- (BP & WS) “Clean” hard drives, conduct system/hardware updates and prepare for transfer
- (BP & WS) Move/transfer all technology equipment to new location. (Facilitate installations as needed – Smart Boards, projectors, computers, etc.)
- Update telephone extensions and email accounts (group lists, etc.)

Food Service:

- (BP) Inventory, pack/label kitchen equipment