

MANAGEMENT ACTION PLAN FOR REOPENING LOWELL SCHOOL

PRELIMINARY DRAFT *UPDATED 10/1/09*

| 1.0 | Objective: Budget | Responsibility | Status |
|------------|--|-----------------------|---------------|
| | October 2009 | | |
| 1.1 | Develop preliminary cost estimate to reopen Lowell Elementary School, i.e. utilities, core staffing, equipment, etc. | Ron | Pending |
| 1.2 | Develop preliminary impact of reduced enrollment at Larrabee and Happy Valley elementary schools, i.e. utilities, core staffing, equipment, etc. | Ron | Pending |
| | January 2010 | | |
| 1.1 | Finalize cost estimates to reopen Lowell Elementary School, i.e. utilities, core staffing, equipment, etc., and set aside funds for this purpose | Ron | Pending |
| 1.2 | Determine impact on budget of reduced enrollment on Larrabee and Happy Valley elementary schools for operating costs | Ron | Pending |
| | February 2010 | | |
| 1.1 | Incorporate decisions regarding Larrabee, Lowell and Happy Valley staffing, enrollment, utilities, etc. into preliminary 2010-11 general fund budget | Ron | Pending |

| 2.0 | Objective: Enrollment Projections | Responsibility | Status |
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| | October 2009 | | |
| 2.1 | Verify the boundaries/attendance areas for Larrabee, Lowell and Happy Valley | Ron | Pending |
| 2.2 | Verify enrollment numbers for 2010-11 for Larrabee, Lowell and Happy Valley | Ron | Pending |
| 2.3 | Provide enrollment numbers to Nora for staffing | Ron/Nora | Pending |
| 2.4 | Create lists of families, based on addresses and attendance areas who will attend Larrabee, Lowell and Happy Valley in 2010-11 | Ron | Pending |
| 2.5 | Verify lists with Larrabee, Lowell and Happy Valley principals | Missy/Eric/Karen | Pending |
| | November 2009 | | |

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| 2.1 | Update 2010-11 elementary school boundary maps | Ron/Tanya | Pending |
| 2.2 | Post new elementary school boundary maps to Web site and print/redistribute new maps to all elementary schools and central services offices | Ron/Tanya | Pending |

| 3.0 Objective: Staffing | | Responsibility | Status |
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| October 2009 | | | |
| 3.1 | Collect and review draft staffing documents | Nora | Pending |
| 3.2 | Identify previous Lowell staff who had requested to return to Lowell | Nora | Pending |
| 3.3 | Communicate beginning of re-staffing process to BEA, BASE, SEIU bargaining groups | Nora | Pending |
| 3.4 | Meet with Missy Ferguson, Lowell principal, to update staffing process and to discuss Columbia transition process | Nora/Doug/Missy | Pending |
| 3.5 | Begin discussion regarding the future status of principal staffing at smaller elementary schools | Board/Sherrie | Pending |
| November 2009 | | | |
| 3.1 | Apply current 2009–10 certificated and classified staffing ratios and formulas to projected 2010-11 student enrollment numbers for Larrabee, Lowell and Happy Valley | Nora/Ron | Pending |
| 3.2 | Create projected certificated and classified staffing numbers for basic education/special education teachers and baseline classified staffing for clerical, paraeducator, custodial, food service Larrabee, Lowell and Happy Valley | Nora/Mark D./Mike A. | Pending |
| 3.3 | Determine Happy Valley and Larrabee staffing adjustments based on enrollment changes | Nora | Pending |
| 3.4 | Finalize Happy Valley, Larrabee, Lowell staffing and staffing communication documents | Nora | Pending |
| 3.5 | Review current district-wide special education program location for possible southside elementary school placement | Sue T./Nora/Doug/Sherrie/Ron | Pending |
| 3.6 | Confirm placement of certificated and classified staff who are scheduled to return to Lowell in 2010–11 based on their prior assignment at Lowell Elementary School in 2007–08 | Nora | Pending |
| 3.7 | Plan and schedule meetings with certificated and classified employees to communicate southside elementary school restaffing | Nora | Pending |
| 3.8 | Communicate schedule of staffing information meetings to all district staff | Nora/Tanya | Pending |
| 3.9 | Review full-day kindergarten process for Lowell | Nora/Doug | Pending |

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| | December 2009 | | |
| 3.1 | Discuss retirement plans of administrators and request letters of notification by January, if possible | Doug/Administrator s/ Sherrie | Pending |
| 3.2 | Recommend and determine special education program location for southside elementary school placement | Board/Sherrie | Pending |
| 3.3 | Finalize decisions regarding staffing of principals at small schools | Board/Sherrie | Pending |
| 3.4 | Conduct employee meetings regarding Lowell and southside schools | Nora | Pending |
| | January 2010 | | |
| 3.1 | Process remaining certificated staff placements for southside elementary schools and communicate to employees | Nora, Karen/ Eric/Missy | Pending |
| 3.2 | Post any open administrative positions | Nora/Elementary Principals/Doug | Pending |
| 3.3 | Communicate status to existing southside elementary teachers regarding their 2010–11 placements | Nora | Pending |
| | February 2010 | | |
| 3.1 | Examine Happy Valley, Larrabee and Lowell staffing relative to 2010-11 enrollment and budget projections | Nora/Ron | Pending |
| 3.2 | Communicate placements and possible remaining openings to SEIU and BASE represented employees returning to Lowell | Nora | Pending |
| | March 2010 | | |
| 3.1 | Post any open classified and certificated positions (unless impacted by further budget reductions, possible RIF's etc.) | Nora | Pending |
| 3.2 | Meet with site councils and/or parent groups at any impacted schools regarding identified administrative changes | Doug/Nora | Pending |
| | April 2010 | | |
| 3.1 | Process transfer requests of certificated staff | Nora | Pending |
| 3.2 | Interview, if necessary, for any posted/open administrative positions | Nora/Doug/Sherrie | Pending |
| | May 2010 | | |
| 3.1 | Interview, if necessary, for any open certificated and classified positions | Nora | Pending |

| 4.0 Objective: Communication | | Responsibility | Status |
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| September 2009 | | | |
| 4.1 | Communicate development of a Management Action Plan to reopen Lowell Elementary School in fall 2010 to staff, families and community members | Board/Central Admin. Team | Complete |
| 4.2 | Communicate facility improvement being made to Lowell during the 2009-10 school year to staff, families and community members | Ron/Tanya | Complete |
| October 2009 | | | |
| 4.1 | Develop a Management Action Plan to reopen Lowell Elementary School in fall 2010 and plan for enrollment and staffing adjustments at Happy and Lowell elementary schools. Communicate plan to staff, families and community members | Central Admin. Team | Pending |
| 4.2 | Take action on Management Action Plan to reopen Lowell Elementary School | Board | Pending |
| 4.3 | Communicate implementation of a Management Action Plan to reopen Lowell Elementary School and readjust enrollment and staffing at Larrabee and Happy Valley elementary schools in fall 2010 to staff, families and community members | Tanya | Pending |
| November 2009 | | | |
| 4.1 | Finalize enrollment projections and principal-verified lists of addresses for families who will attend Lowell, Larrabee and Happy Valley in 2010-11 to use for targeted communications | Eric/Karen, Missy/Ron/ | Pending |
| 4.2 | Develop template letters with information for families who will attend Lowell, Larrabee and Happy Valley. | Tanya/Eric/ Karen/Missy/ Doug | Pending |
| 4.3 | Remind families in communication about student interdistrict transfer process if they would like to apply to stay or change their attendance area school for 2010-11: Policy Procedure | Tanya/Eric/ Karen/Missy /Doug | Pending |
| 4.4 | Prepare and distribute informational letters to all families who will attend Lowell, Larrabee and Happy Valley for 2010-11 | Tanya/Eric/ Karen/Missy /Doug | Pending |
| 4.5 | Post information on school Web sites for families who will attend Lowell, Larrabee and Happy Valley for 2010-11 | Tanya/Eric/ Karen/Missy | Pending |
| 4.6 | Track and document communications with families | /Eric/ Karen/ Missy | Pending |
| 4.7 | Share information with local media | Tanya/Sherrie | Pending |

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| 4.8 | Communicate schedule of staffing information meetings to all district staff | Nora/Tanya | Pending |
| 4.9 | Hold initial meetings with identified returning staff to Lowell Elementary School | Missy | Pending |
| December 2009 | | | |
| 4.1 | Prepare welcome letters to families and communicate schedule for parent informational meetings with prospective families from Happy Valley, Larrabee and Lowell | Tanya/Missy/ Eric/Karen | Pending |
| 4.2 | Develop transition plan with Missy Ferguson, Lowell principal | Doug/Nora/ Sherrie | Pending |
| January 2010 | | | |
| 4.1 | Hold parent informational meetings with prospective families from Happy Valley, Larrabee and Lowell | Missy/Karen/ Eric/Tanya/Doug | Pending |
| February 2010 | | | |
| 4.1 | Work with reconfigured school community to conduct visioning process for Lowell | Missy/Doug | Pending |
| 4.2 | Work with reconfigured school community to conduct visioning process for Happy Valley | Karen/Doug | Pending |
| 4.3 | Work with reconfigured school community to conduct visioning process for Larrabee | Eric/Doug | Pending |
| 4.4 | Contact representatives from the Lowell Elementary School playground community | Ron/Rachel | Pending |
| March 2010 | | | |
| 4.1 | Begin preparations for reopening event | Tanya | Pending |
| April 2010 | | | |
| 4.1 | Process interdistrict student transfer requests | Doug/Eric/ Karen/Missy | Pending |
| June 2010 | | | |
| 4.1 | Communicate revised bus routes to families at Lowell, Larrabee and Happy Valley | Tanya/Ron/Mike | Pending |

| 5.0 Objective: Logistics | | Responsibility | Status |
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| December 2009 | | | |
| 5.1 | Complete all seismic and aesthetic improvements at Lowell | Ron/Manuel | Pending |
| 5.2 | Move items from storage into Lowell Elementary School | Mike A./Missy | Pending |
| February 2010 | | | |

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|-------------------|--|--------------------|---------|
| 5.1 | Inventory and assess needs for classroom supplies and instructional materials | Missy/Jim | Pending |
| 5.2 | Inventory and assess needs for custodial and food service supplies | Mike/Mark | Pending |
| 5.3 | Inventory and assess needs for technology equipment and infrastructure, i.e. desktops, laptops, wireless, telephone system, etc. | John/Ron/Missy | Pending |
| 5.4 | Inventory and assess classroom supplies and instructional needs for full-day kindergarten | Wendy/Missy | Pending |
| 5.5 | Begin process update Zangle, Parent Connect, etc. | John G. | Pending |
| 5.6 | Begin process to re-establish systems for state reporting | Brian | Pending |
| March 2010 | | | |
| 5.1 | Begin development of preliminary bus routes for Lowell, Larrabee and Happy Valley | Ron/Transportation | Pending |
| May 2010 | | | |
| 5.1 | Finalize initial 2010-11 bus routes for Lowell, Larrabee and Happy Valley | Ron/Transportation | Pending |
| June 2010 | | | |
| 5.1 | Identify and move certificated staff materials and equipment from existing locations to Lowell | Mike A. | Pending |
| 5.2 | Identify and move instructional materials and supplies for full-day kindergarten | Missy/Wendy | Pending |