

## **School Closure Final Report**

### **August 23, 2011**

#### **Committee**

The School Closure Transition Committee was made up of at least one representative from each of the following departments: Maintenance and Operations (Jeff McDaniel, John Clark), Technology Information Service (Joe Estrada, Harold Waters), Warehouse (April Arnold), Student Services (Felicia Stuckey Smith), Personnel (Julie Braun Martin), Food and Nutrition Services (Anna Fisher), After School Programs (Stephanie Roberts), and Student Achievement and School Support (Lorie O'Brien, Jennifer Sachs, Susan Petersen, Denise Rugani). The Committee met every two weeks beginning in February to establish transition activities and monitor progress on them. This committee was co-chaired by the Assistant Superintendents of Personnel Services (Julie Braun Martin) and Student Achievement and School Support (Rose Lock).

Susan Petersen and Denise Rugani met regularly with principals of Holbrook, Sun Terrace, Wren, Glenbrook, El Dorado, Oak Grove, and Valley View to establish site transition plans and review progress on activities.

#### **Inventory and Moving**

A subcommittee was formed to develop a plan for inventory at Holbrook and Glenbrook. M&O, TIS, SASS, and Warehouse staff developed procedures to inventory and track furniture, equipment and textbooks. They also developed procedures for moving inventory to identified locations. Jeff McDaniel, April Arnold, Joe Estrada, and Lorie O'Brien met with Holbrook and Glenbrook principals on the inventory, packing, and moving procedures. Moving boxes were delivered to school sites starting in May.

An initial inventory was completed by John Clark and crew at the beginning of the summer. Since many items have been moved to various sites, a final inventory will be done after the start of school.

Jennifer Sachs coordinated the library inventory and distribution. She worked with Holbrook and Glenbrook librarians and TIS in developing a plan to distribute the library collections first to those schools receiving Holbrook and Glenbrook students. Following that, librarians from other district schools were invited to select volumes remaining for their libraries. The warehouse crew moved all library books that were boxed and labeled for other sites.

At this time, there are still a substantial number of books remaining. The plan is to make them available to teachers across the district for their classroom libraries. Lorie O'Brien is following up with schools in August to determine IMA support needed to input new books and materials into Destiny.

Inventory and distribution of musical instruments and materials were coordinated by Jennifer Sachs and Tony Ligouri, a retired music teacher. Mr. Ligouri worked with music teachers to identify receiving schools for the instruments and materials. Movement of instruments was scheduled with April Arnold from the Warehouse.

All of the teachers' boxes and materials from Holbrook were moved to their new assigned schools by the end of June. Those moving from Glenbrook were completed at the end of July. Furniture required by schools with the increased enrollment were also moved.

Rose Lock worked with TIS staff in the distribution of computers and printers from Glenbrook to El Dorado, Oak Grove, and Valley View. Equipment from Holbrook have been divided up for Sun Terrace and Wren. Anything remaining will be made available to other school sites.

### **Community Meetings**

On March 14, 2011, staff was deployed to hold community meetings at Holbrook, Glenbrook, and Meadow Homes. Proposed new boundary information and the transfer process were explained and printed materials distributed. Parents had the opportunity to ask questions related to the school closure process.

### **Transfer Process for Students Affected by School Closure**

Letters to families on students' new school assignment and information on the transfer request process were sent on March 25. This special transfer window was established for March 21 to April 26. Transfer requests were completed in mid June. However, the Student Services Department is still responding to a few more appeals.

### **After School Programs**

Stephanie Roberts who oversees the after school program department submitted a request to the California Department of Education on March 30 to transfer the after school grants from Glenbrook and Holbrook to other sites. The request was denied. CDE did allow the district to transfer a portion of the grants to the receiving schools (Oak Grove, Sun Terrace and Wren) to serve additional students in the summer and to increase Oak Grove's grant to serve additional students.

### **Personnel**

Julie Braun Martin met with bargaining unit presidents regarding the impact of school closure on staffs and clarified the process for moving employees in each unit. Meetings were held with the staffs of Glenbrook and Holbrook to outline the process for transfer for both classified and certificated staff and discuss all questions about their role and responsibilities regarding packing personal possessions and closing out the classrooms at the end of the year.

Once student enrollments were confirmed at the sites, a list of potential vacancies for certificated and classified openings were compiled. Per the Memo of Understanding with MDEA signed on March 8, 2011 an involuntary transfer round was held with certificated

staff in May 2011 to select assignments for the 2011-2012 school year. Meetings were also held with CST, CSEA and M & O employees in April and May to look at available openings and, in order of seniority, allow those members to select positions. (See position control chart of employee assignments.) The staffing formulas at the receiving sites for Glenbrook and Holbrook students was reviewed and adjusted to account for the additional enrollment and positions were filled at those sites.

In June 2011, teachers were provided assistance in moving their materials over to the new sites and given up to two days free of responsibility with students to pack and make the move.

### **Transportation and Traffic**

In spring 2011, we began discussion with 511 Contra Costa to determine how they could help us provide transportation for students from Glenbrook to El Dorado and Valley View middle schools. 511 Contra Costa is a comprehensive Transportation Demand Management (TDM) program that promotes alternatives to single occupant vehicle. The agency awarded the district a \$50,000 grant for the 2011-12 school year to defray the cost of transportation. Using this generous contribution, the district will be able to offer the following bus routes:

- Three buses daily from Glenbrook to El Dorado will pick students up at Glenbrook at 8:00 a.m. Two buses will pick- up students at El Dorado immediately following school and one bus will pick-up students participating in the after school program at 5:30 p.m. All buses will drop students off at Glenbrook
- One bus daily from Glenbrook to Valley View will pick up at Glenbrook at 6:45 a.m. and return students to Glenbrook immediately following school

Based on the 511 Contra Costa grant, the cost for round trip transportation to and from Glenbrook for families during the 2011-12 year will be \$170 per student. To make the payment more manageable, students can purchase a semester bus pass for \$85. They will be available at walk-throughs before the start of school.

Superintendent Lawrence met with principals from El Dorado and Valley View along with transportation coordinator and district staff to review and finalize the details of this service.

Principals from El Dorado, Sun Terrace, and Wren, along with Jeff McDaniel and Rose Lock, also met with the Transportation Program Manager of the City of Concord Department of Public Works in early August. Street improvements planned around the impacted Concord schools were reviewed. These include addition of signs (no left turn) and refreshing the paint on crosswalks and curbs. The program manager will also provide schools with recommended traffic routes around the schools. This information will be shared with families before the start of school.

Student Enrollment (Per Aeries on August 5, 2011)

Former Holbrook Attendance Area

K-4th	Sun Terrace	Wren	Other District Schools	Outside District
Holbrook	117	109	70	7

Former Glenbrook Attendance Area

	El Dorado	Oak Grove	Valley View	Other District Schools	Outside District
Glenbrook 6 <sup>th</sup> -7 <sup>th</sup>	146	87	51	35	10
Holbrook 5 <sup>th</sup>	46	0	12	15	2
Sun Terrace 5 <sup>th</sup>	57	1	10	16	2
Meadow Homes 5 <sup>th</sup>	7	98	6	39	3
Total	256	186	79	105	17

**Certificated Staff**

Holbrook staff assignment: 1 to Strandwood; 2 to El Monte; 1 to Bancroft; 1 to Silverwood; 3 to Mt. Diablo Elementary; 3 to Wren; 1 to Monte Gardens; and 1 to Ayers.

Glenbrook staff assignment: 7 to El Dorado; 1 to Valley View; 3 to Riverview; 1 to Pleasant Hill Middle; 1 to Pleasant Hill Elementary; 1 to College Park; 2 to Mt. Diablo High; 1 to Olympic; 2 to Northgate; 1 to Diablo View; and 1 to Sequoia.

**Classified Staff**

Holbrook staff assignment: Office manager to Ayers; custodians to Strandwood and Westwood; and food service staff to Wren, Delta View, and Oak Grove.

Glenbrook staff assignment: Office staff to Diablo View, Northgate, and Riverview; custodian to Concord; food service staff to Ygnacio Valley High; campus supervisor to Valley View; site tech to Shore Acres; and community service assistant to Summit.

**Facilities Use**

For the 2011-12 school year, we have entered into an agreement with Seneca to run a 7-12 special needs program for students who do not function well on comprehensive site

campuses at the Glenbrook site. Our anticipated general fund savings from this partnership is \$400,000. We consider this year to be a pilot program. We will evaluate the program in spring 2012 to ensure we are meeting the needs of the students in the program and generating the anticipated cost savings. After the review we will determine whether or not to enter into a longer-term agreement with Seneca. Any extended contract would be brought back to the Board for their approval.

Currently, Holbrook is being used by the Measure C district construction team. If the Measure C team did not use Holbrook we would need to lease several portable buildings for office space. We estimate that the cost savings of utilizing Holbrook to house the Measure C team is \$40,000 in annual rental costs. We also saved the \$15,000 cost to place the portable. We have also been able to utilize the facility to store lighting equipment being used in our solar projects. This allowed us to purchase the equipment in bulk at a reduced price. The electrical and sewage cost of the Holbrook facilities will be charged to the Measure C account. Staff continues to evaluate how Holbrook's facility can best serve the needs of the district, and any changes from its current use will be brought to the Board.