



School Closure Transition Planning Guide

Name of Sending School: Sturgis Elementary
Principal: Brad Cameron / Kipp Bayer - VP

Name of Receiving School: Sturgis Composite School
Principal: Brad Cameron / Kipp Bayer - VP



School Closure Transition Planning Guide

Division Level Decisions/Actions

Completed	Decision/Action	Responsibility	Comments
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Meeting with Principal and SCCs to outline process and answer any questions or concerns 	Senior Leadership	2017-02-09
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Meeting with students to answer questions and provide support Student assemblies - information provided Opportunities for elementary to visit HS Input into new school name (Sturgis Composite School) 	Principal, Staff, Student Services Team	Ongoing
<input type="checkbox"/>	<ul style="list-style-type: none"> Schedule for moving 	Assistant Superintendent of Business Administration	<ul style="list-style-type: none"> Moving schedule will be determined at the end of June – tentatively in August
<input type="checkbox"/>	<ul style="list-style-type: none"> Equipment and furniture inventory 	Principal, Facilities Department	
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Initialize Scheduling of both schools Administrators have set time for new school day Set new bell times at combined staff meetings Completing preliminary handbook Teachers are starting to sort materials for the move 	Database Administrator	On-going
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Staff Placements – provide information about the future of staff presently working in the 	Senior Leadership	2017-05-11 <ul style="list-style-type: none"> Staffing conversations will occur over the next

School Closure Transition Planning Guide

Completed	Decision/Action	Responsibility	Comments
	school, which may include transfer, termination for redundancy, and/or retirement.		week. There will be no teacher redundancy. CUPE members impacted by the closure have been notified.
☒	<ul style="list-style-type: none"> Transition planning of students with Intensive needs following GSSD transition process (Facilities, Transportation, support) 	Assistant Superintendent of Business Administration, Transportation Manager, Student Services Team	2017-05-11 <ul style="list-style-type: none"> The student services team will work with the staff to ensure transition planning occurs as per our GSSD Transition Guidelines. Release days for IIP Planning and transitioning have been provided. Facilities and Transportation have been consulted regarding “high needs” students.
☒	<ul style="list-style-type: none"> Make arrangements for an extra garbage bin or for extra pick-ups to ensure that garbage is taken away from the school promptly 	Facilities Department	2017-05-11 <ul style="list-style-type: none"> Facilities has had dumpsters and moving boxes delivered to SES to support teachers and EAs on the removal of unwanted goods and to ease the pressure of having to pack things at the end of the year.
☒	<ul style="list-style-type: none"> Communication on the process of identifying items to be moved 	Facilities Department & Administrator	On-going
☒	<ul style="list-style-type: none"> Information to principal regarding budget, expenditure, disbursement of equipment, resources, etc. Boxes are available at the school 	Senior Leadership/Managers	<ul style="list-style-type: none"> 2017-05-11
☒	<ul style="list-style-type: none"> Develop and adopt the transition plan 	Board of Education	2017-05-11 <ul style="list-style-type: none"> The transition planning document will be presented to the Board of Education on May 18/17.



School Closure Transition Planning Guide

Completed	Decision/Action	Responsibility	Comments
			<ul style="list-style-type: none"> It will be posted onto the GSSD website and shared with the SCC and administration from Sturgis Schools after May 18/17.
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Decision on textbooks, library resources and technology resources 	Library Coordinator in consultation with receiving school Admin/Network Coordinator	<ul style="list-style-type: none"> 2017-05-11
<input type="checkbox"/>	Transportation routes developed	Transportation Manager	<ul style="list-style-type: none"> Bus routes will be communicated to the SCC, parents, etc. prior to the end of June 2017.
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Notify the public of where the public may view the transition plan 	Board of Education/ Director	2017-05-11 <ul style="list-style-type: none"> The transition planning document will be presented to the Board of Education on May 18, 2017. It will be posted onto the GSSD website and shared with the SCC and administration from Fort Livingstone and Norquay after May 18, 2017.
<input type="checkbox"/>	<ul style="list-style-type: none"> Disconnect telephone 	Assistant Superintendent of Business Administration	2017-05-11 Community Questions: <ul style="list-style-type: none"> Groups would like a contact person to discuss rental for next fall—daycare, dance groups, etc. They would like to continue phone, fire system, internet, who do they contact to discuss this?
<input type="checkbox"/>	Utilities arrangements <ul style="list-style-type: none"> Once the school is closed, someone must maintain and check the building. What insurance coverage is in place once closure 	Assistant Superintendent of Business Administration	<ul style="list-style-type: none"> TBD



School Closure Transition Planning Guide

Completed	Decision/Action	Responsibility	Comments
	<p>takes place? Will the alarm system remain on and who will be responsible for dealing with a ringing alarm?</p> <ul style="list-style-type: none"> • Arrange to have the gas shut off to valves in the lab. 		
<input type="checkbox"/>	<ul style="list-style-type: none"> • Remove office computer systems • Agreement has been made to replace the stand alone computers with Chromebooks 	Principal, Network Coordinator	<ul style="list-style-type: none"> • After June 30, 2017
<input type="checkbox"/>	<ul style="list-style-type: none"> • Disbursement of property (building, playground, equipment, land) • New SCS playground loan proposal to SCC is in process (installation plan is mid-June) 	Assistant Superintendent of Business Administration in consultation with Senior Admin	<ul style="list-style-type: none"> • TBD
<input type="checkbox"/>	<ul style="list-style-type: none"> • Student data transferred to receiving schools in Maplewood 	Database Administrator	<ul style="list-style-type: none"> • After June 30, 2017
<input type="checkbox"/>	<ul style="list-style-type: none"> • Disconnect/Decommission CNET 	Network Coordinator in consultation with Facilities Department	<ul style="list-style-type: none"> • After June 30, 2017
<input type="checkbox"/>	<ul style="list-style-type: none"> • Reassemble equipment 	Facilities Department	<ul style="list-style-type: none"> • Prior to September 5, 2017
<input type="checkbox"/>	<ul style="list-style-type: none"> • Bus driver will contact families to confirm pick-up and drop-off times 	Bus Driver	<ul style="list-style-type: none"> • August 2017

School Closure Transition Planning Guide

School-Based Decisions/Actions

Suggested Timeline	Decision/Action	Responsibility	Comments
Present – end of school year	<p>School Office Considerations</p> <ul style="list-style-type: none"> • Shred files • Consult with Sherry Todosichuk regarding records retention and disposal • Weed contents of filing cabinets as early as possible • Inform supply companies by fax or email that the school will be closing at the end of June (stop catalogues, magazines, flyers etc. in order to keep mail to a minimum). Keep a list of who has been notified. • Sort, pack and label supplies, including such things as art paper, paints, craft supplies and printer paper. • Go through teacher resources and dispose of outdated materials. Pack and label remaining materials. As well, teachers should be encouraged to begin doing the same with their personal resources as early as possible. 	<ul style="list-style-type: none"> • Principal • Administrative Assistant 	
	<p>Classroom considerations</p> <ul style="list-style-type: none"> • Encourage teachers to pack unit materials as they finish with them - box it and label it. • As teachers finish with textbooks and literacy resources, have the items moved to a common 	<ul style="list-style-type: none"> • Principal • Administrative Assistant • Teachers • Literacy Coordinator • Assistant Superintendent of Business Administration 	<ul style="list-style-type: none"> • Second floor of the high school has been cleaned to accommodate the renovation

School Closure Transition Planning Guide

Suggested Timeline	Decision/Action	Responsibility	Comments
	<p>area for decisions to be made on the distribution (consult with Literacy coordinator)</p> <ul style="list-style-type: none"> • Clean out cupboards, move all useful supplies to a common area for packing and dispose of the rest. • Sort through equipment, disposing of old balls, nets, etc. • Arrange for a disposal team to come and remove all hazardous materials from the chemical storage room. • Sort through and catalogue equipment in the lab. Make a list of glassware, scales, microscopes, etc. – consult facilities regarding existing chemical disposal and safe transport 		<p>2017-06-06</p> <ul style="list-style-type: none"> • Teachers at Sturgis Elementary have started to sort, purge and pack
Prior to May 23	<ul style="list-style-type: none"> • Meeting with staff to provide information and support 	Principal	
Prior to May 31	<ul style="list-style-type: none"> • Meeting with parents of closing school to share ideas on handling the move in a positive way with students 	<ul style="list-style-type: none"> • Principal and Staff of sending school • Principal and staff of receiving school 	<ul style="list-style-type: none"> • Information night planned for elementary student families by end of May

School Closure Transition Planning Guide

Suggested Timeline	Decision/Action	Responsibility	Comments
	<ul style="list-style-type: none"> Send home supply lists, calendars and handbooks for the new school(s), including a welcome letter from the new principal(s). 	<ul style="list-style-type: none"> Principal and Administrative Assistant of receiving school Principal and Administrative Assistant of sending school 	<ul style="list-style-type: none"> A map of the school, and school grounds, including bus pick up / drop off, will be included with each child's report card
	Student visits to receiving school(s) <ul style="list-style-type: none"> Assembly Arrange field trips to the new school Arrange an information night for parents to meet the new principal and teachers 	<ul style="list-style-type: none"> Principal and Staff of Receiving School 	<ul style="list-style-type: none"> Elementary students will be visiting SCS twice by the end of May to view their new space <p>2017-06-05</p> <ul style="list-style-type: none"> 8-10 Elementary Parents attended an information session
Ongoing	<ul style="list-style-type: none"> Meetings to monitor process 	<ul style="list-style-type: none"> Principal and Staff of sending school Principal and staff of receiving school 	
Following the announcement of staffing - to be determined locally	<ul style="list-style-type: none"> Staff / SCC meetings held at receiving school 	<ul style="list-style-type: none"> Principals Incoming Staff 	
	<ul style="list-style-type: none"> Provide an opportunity for staff to individually ask questions regarding the transition Regular staff meeting discussion 	<ul style="list-style-type: none"> Principal of receiving school Incoming Staff 	



School Closure Transition Planning Guide

Suggested Timeline	Decision/Action	Responsibility	Comments
Following the announcement of staffing - to be determined locally	<ul style="list-style-type: none"> Notify teaching staff and support staff of their homeroom / classroom assignments / lockers 	<ul style="list-style-type: none"> Principal of receiving school 	
	<ul style="list-style-type: none"> Create a comprehensive list of extra-curricular activities, committees, etc. 	<ul style="list-style-type: none"> Principal of receiving school Incoming Staff 	
End of May – Middle of June	<ul style="list-style-type: none"> Planning for students with special needs as per student services transition planning procedures and processes 	<ul style="list-style-type: none"> Principals Student Services Teachers Others as appropriate 	
TBD by school and community	<ul style="list-style-type: none"> Plan a celebration of the school and its history in the community 	Sending school: <ul style="list-style-type: none"> SCC Principal Staff Students 	<ul style="list-style-type: none"> June 9/17 likely am (TBD)—town invited to celebrate the history of SES & student appreciation. Burgers & free will offering to the playground. Board member and GSSD staff representatives welcome Staff shirts, logo in progress SCC purchasing shirts for all students for school opening celebration planned for Education Week, likely the Thursday, Oct. 19, 2017

School Closure Transition Planning Guide

Suggested Timeline	Decision/Action	Responsibility	Comments
TBD by Principal	Organization and schedule for packing	<ul style="list-style-type: none"> Principal of sending school 	<ul style="list-style-type: none">
Prior to the end of June	Preparation of Library Resources and Computer Equipment <ul style="list-style-type: none"> Assessing collection inventory Arrange for distribution 	<ul style="list-style-type: none"> Teacher/Library Technician Principals <i>Consult with Literacy Coordinator</i>	<ul style="list-style-type: none"> Moved from desktops to Chromebooks in the library for flexibility.
Prior to the end of June	School Community Council: <ul style="list-style-type: none"> Close/transfer bank account Provide final financial report to Accounting Manager SCC has historically operated as one Council 	<ul style="list-style-type: none"> Sending school SCC 	
	<ul style="list-style-type: none"> Artworks, trophies, archival material 	<ul style="list-style-type: none"> Discussion between SCC and local residents of sending school 	
	<ul style="list-style-type: none"> Label boxes - may include a content list 	<ul style="list-style-type: none"> Principals Staff 	
	School-based Funds <ul style="list-style-type: none"> Define process: School based fund follow students Deposit/caution fees follow to students 	<ul style="list-style-type: none"> Principal Administrative Assistant Deputy Director of Corporate Services Accounting Manager 	
	Decentralized School Budgets <ul style="list-style-type: none"> Petty Cash – return to the Division Purchasing – forward to receiving school Closing accounts and transferring to receiving school 	<ul style="list-style-type: none"> Principal Administrative Assistant Accounting Manager 	



School Closure Transition Planning Guide

Suggested Timeline	Decision/Action	Responsibility	Comments
	<ul style="list-style-type: none"> Return Key to Administrator 	<ul style="list-style-type: none"> Principal Administrative Assistant Caretakers Staff 	
Prior to the end of June	<ul style="list-style-type: none"> Discontinue/forward mail 	Sending school: <ul style="list-style-type: none"> Admin Assistant Principal 	
Prior to the first day of school	<ul style="list-style-type: none"> Arrange opportunity for staff to unpack 	<ul style="list-style-type: none"> Principal of receiving school Facilities Department 	
	<ul style="list-style-type: none"> Address emerging storage requirements (e.g., Phys Ed, Science, A/V, Library, etc.) 	<ul style="list-style-type: none"> Principal Assistant Superintendent of Business Administration 	
First Day of school	<ul style="list-style-type: none"> Registration of students for receiving schools (send verification form home) 	<ul style="list-style-type: none"> Principal / Administrative Assistant of receiving school 	
September	<ul style="list-style-type: none"> Inventory follow-up 	<ul style="list-style-type: none"> Facilities Manager Principal 	
	<ul style="list-style-type: none"> Grand opening plans—during Education Week 2017 Details TBD 		