

2024

Edgewood



TRANSITION PLAN

DATED 2/08/24



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The percentage of students in 3rd grade who score at "meets" or above on STAAR Reading



Goal 2 Priority 1

The percentage of students in 3rd grade who score at "meets" or above on STAAR Mathematics



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Improve College, Career, and Military Readiness



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Improve student life readiness skills for students in grades 6-12



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Develop an effective 'Organizational Framework'



VISION

For every child, success in life. Edgewood Proud!

MISSION

Edgewood ISD provides an exceptional learning experience that engages, empowers, and prepares students to compete and reach their highest potential in an ever-changing world.

LIST OF INCLUDED TRANSITIONS

The following list shows the schools that are considered to be a part of this transition plan. All moves listed will need to be completed prior to the beginning of the next school year. Some additional information is included for your personal knowledge and is current as of this version of the Transition Plan.

- **Winston Intermediate School of Excellence**
- **E.T. Wrenn Middle School**

Meet the Edgewood Independent School District School Board



Martha Castilla
Board President



Dr. James Hernandez
Board Vice President



Joseph M. Guerra
Board Secretary



Frank Espinosa
Board Member



Luis Gomez
Board Member



Michael Valdez
Board Member



Richard Santoyo
Board Member



Dr. Eduardo Hernandez
Superintendent of Schools

MEET OUR TEAM

Dr. Roberto Basurto,
Assistant Superintendent of Academic Services



Joe Hinojosa,
Senior Director of Educational Operations



Elvis Williams,
Assistant Superintendent of Operations



Jesse Quiroga,
Chief of Police



Cynthia Trevino,
Chief of Human Resources and Student Support Services



Olga Moucoulis,
Chief of Staff and Communications



Chriselda Bazaldua,
Chief of CCMR/ Information Systems



Todd Gratehouse,
Chief Technology Officer



Lauren Blevins,
Director of Marketing and Communications



Ernesto Cantu,
Physical Plant Services Manager



John Rodriguez,
Facilities Support Coordinator



MEET OUR TEAM

Jose Keubke,
Executive Director of Business & Finance



George Garnica,
Family & Community Engagement Director



Rachel Gomez,
Training Manager



Ben Benavides,
Athletic Director



Daniel Pina,
Transportation Director



Daniel Lugo,
Fine Arts Coordinator



David Abundis,
Senior Director for State and Federal Programs



Brad Cloud,
Director of Instructional Technology



Patricia Mendoza,
Director of Recruitment and Hiring



Mary Cantu,
Senior Director of Human Resources



Roxanne Ruiz,
Child Nutrition Services Director



Javier Uribe,
Director Career and Technology



GENERAL INSTRUCTIONS FOR CAMPUSES

This section is intended to provide each campus with general information that pertains to all campuses involved, regardless of which transition is occurring.

CAMPUS INFORMATION

This section will pertain to personnel at the campus level and not the district level.

While each campus may not be involved in all areas of the transitions, each campus transition is broken up into the following steps, consisting of:

- preparing the receiving campus or campuses;
- conducting inventories of the moving campus;
- cleaning and packing of the moving campus;
- loading and moving of assets;
- distribution of resources; and
- unpacking and preparation for start of school.

● **Receiving Campus Preparation**

As a general rule, the receiving campus will be responsible for having the required classrooms/areas ready for the moving campus. The receiving campus principal will work with Facility Support Coordinator to designate custodians who will ensure that classrooms in the receiving school are clean and prepared. The preparation will include a thorough inventory of the contents to remain for the use of the incoming teachers and employees, and relocating any furniture/equipment not required for use.



● Inventory

The campuses that will be moving will be responsible for completing all Inventory Transfer Forms and providing them to Warehouse Foreman (Abel Ruiz). Campus personnel will be responsible for ensuring that the inventory is complete, updated and current prior to the transition occurring. Campus personnel with the assistance of the Technology Coordinator will also be responsible for conducting inventories of all items/technology that has an EISD inventory tag. This information will be used once items begin to be packed into boxes and labeled. Principals will be provided with Inventory Transfer Forms that will help in the transition process. The Inventory Transfer Forms should be distributed to all employees throughout the school so that they can conduct their respective inventories.

As an example, teachers will be responsible for the inventory of their individual classroom. Front office administrators will be responsible for the inventory of the administration areas. Coaches shall inventory athletic equipment that will need to be taken to the new school, etc. Inventories will need to be conducted by the end of the school year so that the district will have an idea of how much furniture and equipment will need to be moved.

The distribution of furniture may vary for each school, exact plans for the movement of furniture and equipment will be discussed in the individual transition meetings that will be scheduled with campus administration. In general, receiving schools or schools involved in that particular transition will receive first pick, as discussed with district personnel; of the furniture/equipment of the moving campus. After the initial pick has been done, schools districtwide will be invited to come and pick from the remaining items. Schools will be informed in advance of the dates of the school pick. At that point, if any items are left, they will be sent to district warehouse and auctioned off at the next district auction.



● Cleaning and Packing

The moving campus will be responsible for the cleaning and packing of the school. The district provide large dumpsters at each campus being relocated towards the end of the school year. Additional trash pickups shall be scheduled throughout the remainder of the year so that personnel can "weed out" any items that need to be disposed of.

Teachers will be responsible to remove all of their personal items from their classrooms to their homes. Once personal items are removed, Fifteen (15) boxes will be provided to each classroom teacher. Each box shall have a label attached (see Appendix) and the label information shall be filled out. In addition, if the box contains any inventory that has an EISD inventory tag, those items shall be listed on an inventory sheet, along with the EISD tag number and taped to the side of the box. This will allow inventory control personnel to be able to track EISD tagged items. If additional boxes are required, they will be provided at the discretion of the principal. Principals should make every effort to limit the number of boxes given and should investigate what is being packed in boxes if additional boxes are requested. It is advised that teachers take advantage of this time to "weed out" any old curriculums or items that are no longer being used. It would be appreciated if only the absolutely necessary items are packed and taken to the new locations.

Administration areas will also need to be cleaned and packed. Active student records should follow the current process for transferring student records (Toshiba Corp to pick up student records and scan digitally). Administrative personnel will be provided boxes and packing material as necessary to ensure that all required items are relocated to the new campus location or to the Records Management Department.

It will be the responsibility of Technology personnel for the disconnection and preparation for movement of all computers. Computer cables shall be disconnected, rolled up and taped to the back of the computer so that none of the necessary cables are lost during the move. Title I computers or computers purchased with Federal funds must be coordinated with the State and Federal Programs department and the Inventory Control department prior to being packed. Additional instructions are included in later sections.

All other areas shall make their needs known to the principal so that the district can make any necessary arrangements for their furniture and/or equipment. These areas include, but are not limited to computer labs, science labs, gyms and physical education equipment, etc. which will be discussed further in the Detailed Instructions section.



● **Loading and Moving of Assets**

At this point, all areas shall be packed and ready to be moved. All boxes, equipment, materials, etc. that belong to EISD teachers who will be moving to CAMPUS should remain in the classroom. The transition team will load and move all district property. Only items that are listed on the Inventory Transfer Forms and that have the moving label attached will be moved.

● **Distribution of Resources**

Moving trucks will be arriving at the receiving campuses with the district property from the moving campus. District personnel will work with the principal of the receiving campus to designate an official unloading area. Once the moving vehicle is unloaded, moving company personnel at the receiving campus will move the materials, books, furniture, equipment, etc. to its final location according to previously determined room locations.

● **Unpacking and Preparation for School**

Before the beginning of the school year, all district property will have already been distributed to each receiving campus. While the district will move the property to each campus and help with the exact placement of furniture and equipment, it will be the responsibility of the campus and the individual teachers to do the final unpacking of boxes and to ensure that their campuses and classrooms are ready to resume for the start of the school year.

CAMPUS TRANSITION FOLDER

Closed campuses shall create and maintain a Campus Transition Folder that contains all documents and records related to the 2024 summer transitions. The transition folder shall include items including, but not limited to, inventory transfer forms, vendor service cancellation letters, copies of all inventories or any other relevant information. One copy of the final Campus Transition Folder shall be forwarded to John Rodriguez in the Facilities office.

TIMELINE

While the bulk of the tasks associated with the closing or relocation of our schools are going to occur at the end of the school year, there are activities that can and shall begin earlier. We understand that the transition process can be overwhelming and for this reason we have created a general timeline and have included additional detailed instructions in the following sections. Bi-weekly meetings will also be scheduled from now until the transition meetings are deemed no longer necessary, to ensure that all parties involved are kept up to date and informed of upcoming activities. Because all the campuses involved in this transition have different needs, the following suggested chronological sequence serves as a guide for such activities, but activities can and will vary to accommodate the needs of each campus.

November 2023

- 11/16 – Faculty Meetings with impacted campuses (HR involved in meetings)
- 11/16 - Parent Meeting with impacted campuses (6pm-8pm)
- 11/27 - 11/30 - Business & Finance will distribute a memo on timeline and deadlines for budget changes, last day for requisitions, last day for POs, etc.
[2023-2024 Closing Dates and Deadlines](#)
- 11/28- WISE Parent Meeting @ 4:00pm

December 2023

- 12/4- Wrenn Parent Meeting @ 5:00pm
- 12/4 - Parent meeting @ 8:00 am WISE
- 12/18 - 1/02 - Christmas Break
- 12/7 - School Choice for WISE
- 12/11 _ School Choice for Wrenn
 - Teachers "weed out" unneeded/outdated materials from classrooms.

January 2024

- 1/08 - 1/12 - Campus set up a meeting with Business Office to review budget, purchasing, student activity accounts, close out contracts, agreements, services, subscriptions, etc. (at least for 2 hours)
- 1/12 - Transition Request Forms due to HR
- 1/26 - HR will finalize all elementary transition employee placements.
 - Will have initial faculty meeting with WISE and Wrenn
 - Cancel or terminate contracts with outside vendors effective at or near the end of the school year if applicable.

TIMELINE

February 2024

- 2/05 - 2/09 - Campus set up a meeting with Business Office to review budget, purchasing, student activity accounts, close out contracts, agreements, services, subscriptions, etc. (at least for 2 hours)
- 2/23 - HR will finalize all secondary transition employee placements.
- 2/29 - Campus must close out all procurement processes for purchases of goods and services. All contracts or agreements with consultants must have an ending date of May 31, 2024. All goods and services must be rendered on or before May 31, 2024.

March 2024

- 3/4-3/8 - Set up follow up meeting with Business Office
- 03/22 - Campus must close out all procurement processes for purchases of goods and services. All contracts or agreements with consultants must have an ending date of May 31, 2024. All goods and services must be rendered on or before May 31, 2024.
 - Warehouse delivers boxes, labels, packing materials to all campuses Identify furniture and equipment to be made available to district sites.
 - District performs textbook inventory. Identify all current adopted textbooks and supplemental resources by grade level. Packing will occur later.

TIMELINE

April 2024

- 4/08 - 4/12 - meet with Business Office to discuss near final budget, student activity, parent organizations, POs, contracts, etc.
 - Schools continue instructional inventory.
 - District will continue technology inventory.
 - The district determines record retention requirements for students, staff, and financial records.

May 2024

- 05/01-05/12- STAAR Testing
- 05/17 - A final audit of the campus and school activity accounts will be conducted.
- 05/20 - 05/24 - Meet with Business Office to discuss final budget, student activity, Parent Organizations, POs, contracts, etc. - Close out all books, pick up business office equipment, and any related materials.
- 05/24 - Last day of school for WISE
- 05/28 - WISE teacher work day (additional 1/2 day last week of school determined by principal)
- 05/30 - Last day of school for Wrenn (additional 1/2 day last week of school determined by principal)
- 05/31 - Wrenn teacher work day
 - Schools finalize packing classrooms.
 - Textbooks are turned into the warehouse using processes currently in place.
 - The district will Inventory media equipment and retain in library storage. Confirm with technology coordinator status of computer-related items located in the library.
 - The district will Inventory building and custodial supplies. Coordinate relocation with appropriate district staff Inventory all staff files, both current and archived.
 - The district will Inventory all student records, both current and archived. Confirm retention requirements complete all administrative inventories.
 - pack and organize including Fine Arts/ PE and Makerspace

TIMELINE

May (cont'd)

- Close outstanding work orders and technology repair orders
- Use the label provided in the appendix and fill out a transfer form if they are to be taken to the EISD warehouse. Pack, organize and label all curricular materials and textbooks.
- Teachers take home personal items.

June 2024

- 06/07 - Finalize all payroll related information, timecards, supplemental pay, etc.
- 06/07-06/12 - Clean and prep classrooms to be moved into.
 - Principals will finalize closeout check list.
 - Relocate all technology-related equipment to receiving campus.
 - Relocate all materials and equipment including Fine Arts, Athletics/PE and Makerspace.
 - Pack all special education equipment, records and IEP's. Forward records and IEP's to corresponding personnel's new school assignment. The remainder shall be returned to the Special Education Department at Central Office.

July 2024

- 07/01-07/05 - 4th of July break
- 07/8-07/12 Maintenance to remove salvage items from CAMPUS that will/may be used elsewhere. EISD furniture and equipment are moved to campuses.
 - Follow the district schedule for transferring of all PRCs.

TIMELINE

August 2024

- 08/07 - Transition complete
- 08/21 - Classes resume
 - Items designated to return to CAMPUS elementary school tagged and ready for transport.
 - After the designated items are tagged and after the CAMPUS transitions are complete, the tagged items will be transported to CAMPUS
 - Remaining items at CAMPUS elementary schools that are not to be used are to be collected in a central area to be shown in the school pick
 - All remaining items at CAMPUS elementary schools that are not given to other schools will be sent to salvage for auction
 - Teachers who moved campuses will have up to 2 days to move in
 - On-boarding to new campus 1 day

(Ernest Cantu, PPS)

At the end of the 2024 school year, the Facilities and Maintenance department staffs will start its protocol to close and secure or relocate the building(s) during the summer, A final walkthrough of the building to gather any salvageable items will be completed, Extra pickups shall be scheduled for trash and shredding containers since there will be a greater amount than during the normal summer cleaning. All refrigerators and freezers throughout the building shall be cleaned and the doors left open. Arrangements shall be made, with the PPS, Attn: Ernest Cantu, to identify and remove all hazardous materials and chemicals for disposal in accordance with appropriate regulations. Finally, unplug all of the clocks, remove the flag and make sure emergency lighting is operational.

The appropriate district operations personnel will provide help with the following: shutting off plumbing, water, and gas to areas of the existing building that are scheduled to be demolished as part of the bond project. Other tasks include shutting down fans and motors, flushing valves at the valve, timer, and circuit breaker, and draining and opening boilers (unless it is a hot water system). Make sure to identify with tags, which timers, switches or valves have been closed or shut off.

DETAILED INSTRUCTIONS FOR CAMPUSES

This section is intended to be used as a reference for campus admins. It will attempt to describe in detail what steps will need to be incorporated at the campus level prior to each transition.

ATTENDANCE/STUDENT RECORDS

EISD recognizes the importance of maintaining student records and preserving their confidentiality and security. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure, transfer, and destruction stages. All student records will be moved by EISD Warehouse personnel only.

Student records include, but are not limited to:

- Health data
- Report cards
- Plan books
- Promotion sheets
- Suspension/ data forms
- Parent Notice for Conference forms
- Cumulative folders
- All other documents containing student's social security or student numbers
- Any other identifying information

When a school closes permanently or is relocated, the following procedures shall be followed regarding retention/storage of records that are going to another school.



ENROLL



EDUCATE



SUCCESS



Inactive student records- These files should be:

- Alphabetized, boxed and labeled as Inactive; and transferred to the district's Records Management Department
- Box each of the above items separately with a moving label placed on each box. The principal or records clerk shall contact the warehouse personnel when the files are ready to be transferred

Active student records- These files should be:

- Alphabetized, boxed and labeled as Active and transferred to the designated school
- Box each of the above items separately with a moving label placed on each box
- Active records shall not be removed until all relevant information, test scores and promotion data have been included in the students' files. The principal or records clerk shall contact the warehouse personnel when the files are ready to be transferred

Additional Notes

- All student records file cabinets will need to be emptied of contents before being transported
- Use only the labels supplied in this document in the appendix
- Nurses shall manage all school medical records, medications and supplies

The Receiving School

- Shall provide a temporary, private and secure area in the building to maintain and store all incoming student files
- In conjunction with the school being transferred; develop a plan for how to maintain the incoming student records based on whether the move is temporary or permanent



BUSINESS AND FINANCE

Accounting records will be merged and processed by the Business Office. The organizational code of the transferred campus will be diminished. Frontline access codes will be locked to transferred campus personnel as of June 30th.

Transferred campus will need to comply with the following:

- Finalize budget appropriations no later than May 31st.
- All timecards must be built, verified, and approved by the payroll deadline to include substitute & supplemental pay.
- Appropriate campus personnel must attend “Close Out” Training no later than May 31st.
- The last day to enter Budget Changes is March 22nd to include new account codes.
- All operating expenses (62** to 66**) must be cleared by May 24th.
- Meet with the Business Office no later than February 29th to discuss all contractual services or agreements to include professional development, subscriptions, etc.
- Utility services will be handled through PPS and Business Office.
- The Xerox copy machines, and vending machines will be handled by the Technology and Business Office.
- Record retention procedures will be handled and maintained in Docuware.
- Parent organizations must close bank accounts, IRS employer identification numbers, By Laws, etc.
- Travel will be allowed through April 30th unless it is a UIL event.
- Designate an employee to close out pending travel.
- A final audit of the campus and school activity accounts will be conducted no later than May 17th.
- All fundraisers must be completed and finalized before the audit is conducted.
- As part of the final audit, the deposit books, credit card devices, deposit bags, safe, receipt books, and deposit stamp will be picked up.
- All deposits must be deposited and entered in Campus Cash Receipt module in Frontline.
- H.E.B, P Cards, and travel cards will be picked up during the final audit.



CAREER TECHNICAL EDUCATION

General Procedures

The following procedures are recommended prior to the closing or transitioning of a Career Technical Educational Instructional program/lab or whenever there is a change of instructor and/or building administrator at the campus.

1. The on-site CTE/Makerspace teacher shall perform a physical inventory to CTE coordinator for verification. Any inventory discrepancy shall be discussed and resolved between the teacher, program specialist, and principal.
2. If the personnel plan involves a new principal or teacher, the newly appointed person(s) shall be provided with copies of the updated inventory by the outgoing administrator. Both parties will need to visually validate that the inventory was correct and complete a signature sign-off. It is recommended that the CTE program specialist or a representative be notified and provided a copy of sign-off.
3. Once the inventory has been completed and validated, the Career and Technical Education supervisor shall notify by e-mail, the building administrator and the Facilities and Construction department that the equipment has been properly inventoried and is ready for removal.
4. The CTE supervisor and staff will be responsible for completing any additional necessary documents.

Wrenn MS

Programs: Arts, Audio/Video and Game Design (AAV/VG).

CTE makes the following recommendations if Wrenn is subject to closing.

1. Migration to Brentwood (BSSOI) since this program is better aligned with a STEAM (Science, Tech, Engineering, Art, and Math) campus.
2. BSSOI feeds directly into JFK which houses the AAV/VG program.
3. Schedule meeting with BSSOI to assess technology needs for transition.
4. The accepting campuses should implement Career Prep classes in 7th grade.
5. Implementation of 3 above will allow rising Wrenn 8th graders to continue their pathways.

Brentwood	7th	8th	Comments
In coming Wrenn Students	College & Career Prep	Video Game Design	

Gus Garcia	7th	8th	Comments
In coming Wrenn Students	College & Career Prep	Intro to Culinary Arts	

Intentional Planning started

Modification of programs.

1. Middle schools will implement "Career & College Preparation" for all 7th graders.
2. Focused on exposing EISD students to our current programs with the intent of preventing student loss to charter schools.
3. Help minimize and provide personnel relief by eliminating the need for specialty certified teachers.

Winston Elementary

Programs: robotics and makerspace.

CTE makes the following recommendations if Winston is subject to closing.

1. Follow general procedures as listed above.
2. CTE/ makerspace will include inventory of all 1882 funds equipment as in general procedures above.
3. All equipment will be transferred to transitioning campus.
4. The CTE supervisor and staff will be responsible for completing any additional necessary documents.



CHILD NUTRITION

The following procedures shall be considered:

- All food contract services that include but are not limited to tables, counters, pans, floors, production equipment, etc. shall be thoroughly cleaned and sanitized.
- All large (cooking) equipment to be reused, small (utensils, etc.) equipment to be reused, dry storage items (including food, chemical and paper goods), refrigerated/freezer food items, and any applicable paper records, shall be inventoried, boxed and labeled for transfer. The district will provide boxes as required.
- All equipment identified for non-transfer shall be documented on the district's inventory forms and left in place.
- The district grease hauler vendor shall be contacted to empty and remove waste grease barrels and grease traps.
- Vendors providing loan equipment shall be contacted to pick up equipment. All vendor Equipment shall be removed as soon as possible after the last day of school.
- Campus Food Service personnel shall contact the district Food Service Department for Additional instructions and for additional food service questions related to the transition.

FACULTY ENGAGEMENT

- Bridging of two faculties
- Ice breakers and get to know each other
- Culture building
- Campus tours
- Distribution of classroom spaces and rooms

FEDERAL PROGRAMS

- 2024-2025 campus allocations for Title I, Part A will be based on PEIMS campus data and outcomes of the Rethink, Redesign task force and the school board vote. Also, choice cards will be used to determine how to reallocate WISE* and Wrenn * Title I funds for the 2024-2025 school year.
- Federal programs will submit changes of staff funded through ESSA for the 2024-2025 school year.
- Federal Programs, in conjunction with the designated campus personnel, will coordinate with campus personnel and inventory the necessary equipment and computers.

FEDERAL PROGRAMS

- Federal Programs shall notify district warehouse personnel and the school principal of items that will be recovered and items that will be disposed.
- Federal funding, materials, equipment and computers MUST follow the students from school to school. Teachers are not permitted to remove and/or relocate any Federal Program materials, equipment and/or computers to their new site. There are no exceptions to this guideline.

INVENTORY

Inventory Procedures

Leased or rented copiers, soda and vending machines shall not be inventoried nor removed from the property. A written notice shall be mailed to all vendor companies at least forty-five (45) days prior to the school closing requesting that their machines be picked up no later than the first week of June. A copy of this letter shall be filed in the school's transition folder and copies forwarded to the Executive Director of Business and Finance.

Prior to removal of any assets, an Inventory Transfer Form must be completed listing the sending and receiving principal. The form shall list the asset and its barcode. Upon receipt of new or transferred inventory from another school, the receiving principal shall forward the Inventory Transfer Form to the PPO Department.

Any assets that are not functional or damaged **SHALL NOT BE THROWN AWAY, GIVEN AWAY, OR DESTROYED**. These Items will stay at closing campus until further notice.

FINE ARTS

Please adhere to the following in regards to Fine Arts

Band/Orchestra

- Count instruments List the type of instrument
- Include serial numbers for all instruments List the condition of instruments
- List any furniture (e.g. conductors' podium; music stands; special posture student chairs; and mirrors) Box and label all
- Miscellaneous (music tuners, metronomes, etc.)
- Electronic equipment (cameras, cd players, sound systems, and televisions properly stored and labeled)

FINE ARTS

Please adhere to the following in regard to Fine Arts:

Choir/Piano/Theatre

- Label and secure piano (acoustic and electronic) List the condition of pianos
- List any furniture (e.g. conductors' podium; music stands; special posture student chairs; and mirrors) Box and label all
- Miscellaneous (music tuners, choir robes boxed and labeled) Secure and label all choir risers
- Electronic equipment (video recorders, cameras, CD players, sound systems, and televisions properly stored and labeled)
- If there are rhythm instruments (e.g. hand cymbals, shakers, etc.) box and label them

Art

- Box all brushes, paper, and accessories
- List any furniture (e.g. mirrors, staging equipment for art setups, and special posture student stools) Box and label
- Miscellaneous (classroom supplies, crayons, art supplies boxed and labeled)
- Electronic equipment (cameras, CD players, and televisions properly stored and labeled)
- ***All FA Staff conduct a thorough inventory of instruments, books (text or method), furniture, uniforms, equipment, and sheet music.
- All inventory will be on a detailed document to provide the following using the [Inventory Transition Worksheet](#)
- Campus/Department/Room Number
- Type of inventory (ex. Instructional, Uniform, Equipment, Furniture, etc.)
- Quantity list of items
- (ex. 5 – Bb Clarinets, 50 – Wenger Chairs, 75 – Art brushes, etc.)
- Brand & Serial numbers (EISD & Manufacturer)
- The condition of inventory using 1 - 5 Scale (1 being poor to 5 being excellent)
- If inventory is beyond repair or usable, those items will be tagged accordingly and reviewed by the Fine Arts Coordinator
- Band Students who play a district owned instrument who continue to pursue music will have the district-owned instrument follow them either to Gus Garcia or Brentwood Middle School
- Wrenn MS staff will have to accurately mark those instruments.

Campus Fine Arts personnel shall contact the district Fine Arts Department for additional instructions and additional fine arts questions related to the transition.

HUMAN RESOURCES

The Human Resources Department is here to provide all EISD employees with support and guidance through this transition. We remain committed to providing employees with transparency and the necessary resources during this process.

The Human Resources Department will meet with employees after Board action, to provide information of the next steps to the Human Resources transition process. We acknowledge that employees may want a choice in their reassignment, therefore a plan is set in place for this opportunity.

TRANSITION PROCESS:

STEP 1: TRANSITION REQUEST FORM

By Friday, January 12, 2024 transition employees will complete a Transition Request Form

Option A – Campus Choice (employee preference)

Option B - Serve in the capacity selected by Human Resources

STEP 2: EMPLOYEE ASSIGNMENT OPTION A – CAMPUS CHOICE

If the employee chooses to go through the campus choice process, HR will assign employees based on their choice, focusing on student enrollment and campus/district needs.

STEP 3: EMPLOYEE ASSIGNMENT OPTION B – SERVE IN A CAPACITY SELECTED BY HR

HR will assign employees focusing on student enrollment and campus/district needs.

COMPENSATION:

Pay Protection:

We will ensure every full-time employee in good standing who is assigned to a campus that is subject to closure, and who must move to a new campus due to the transition, will have their present base salary, including the number of contract days through the next year, protected, subject to certain limited exceptions. Most stipends are also eligible to be held harmless.

HUMAN RESOURCES TIMELINE- EMPLOYEES:

EMPLOYEE SUPPORT AND RESOURCES:

Transition employees may contact the Human Resources Administrative team below for additional guidance and support:

November 2023

14 - Board Action - Final vote by Board of Trustees

16 - Redesign Campus Staffing Meetings

January 2024

12- Transition Request Form Due to HR

26 - HR will finalize all Elementary transition employee placements

February 2024

23 - HR will finalize all secondary transition employee placements



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Director of Recruiting & Hiring
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INSTRUCTIONAL MATERIALS

Instructional materials are inclusive of Tier 1 and supplemental materials purchased by district and/or campus funds. Teacher and student editions will need to be inventoried using the District Inventory Form for Tier 1 Textbook materials by the textbook administrator.

- Supplemental materials and manipulatives should be collected by instructional coaches.
- Boxes and tape will be provided by EISD.
- Instructional coaches should be given ample time to collect, inventory, and box materials.
- These materials should be labeled with the materials and grade level and marked for delivery to Warehouse.

LIBRARY SERVICES

- When a library has been designated to be closed, the campus librarian shall make every effort to retrieve as many of the library's resources as possible without interrupting the instructional process. Resources that are needed until the end of the school year shall be noted in a document to help facilitate the movement of materials to other campuses.
- EISD will provide all boxes and tape required. The number of boxes will be ordered based on the size of the collection. Librarians at WISE and Wrenn will submit the estimated number of boxes to John Rodriguez by the end of January 2024.
- The librarian from the transferring school shall be allowed ample days to export the resources from the library system so that they can be imported to the receiving school and be provided sufficient time to pack the selected resources.
- Resources (computers, other electronic resources, etc.) for different sites will be boxed, labeled and placed in their own section of the library with an inventory sheet for delivery to the receiving campus.
- The remainder of resources that are not books and are not being transferred to a receiving school shall be noted, and an Inventory Transfer Form shall be filled out and provided to the Warehouse Manager.
- Library furniture and shelving at closing campuses that can be used at other campuses will be moved, pending further discussions with partners involved.
- The librarian shall provide the principal with documentation of the status of materials checked out to staff and students at the beginning of May 2024.
- All district book collections will be analyzed to determine needs. Once the needs are determined, books can be moved from closing campuses to the campuses that can house the books.

LIBRARY SERVICES

- The remaining books will either be weeded (if outdated) or dispersed to other campus libraries that can accommodate more books.
- Records for books that have been moved will also be changed in Follett Destiny to reflect the change in location.
- Librarians at receiving schools will "weed out" the current collection and make room for resources coming from other libraries.
- Library books from Wrenn (that have not been weeded) will be boxed and labeled for transport to Fine Arts Academy. There may also be a need to transport some of Wrenn's books to Gus Garcia and Brentwood. Books will be boxed and labeled for transport.
- Libraries will be closed for the month of May 2024 to expedite the changes listed above.

MASTER SCHEDULE AND SIS

Dr. Madkins, Mr. McKelvain, Ms. Bazaldua

- Timeline for master schedule build- [2024-2025 Master Schedule](#)
- Student choice card process will begin on November 27, 2023 per [2024-2025 Master Schedule](#)
- Migrating students will be accounted for through Frontline. Campus of origin will ensure to transfer the student to the new campus on Frontline. Receiving campuses will also receive a list of all students coming from the campus of origin. Account for migrating students and ensure they enroll at new campus.
- HR will receive preliminary enrollment numbers for all campuses by December 15, 2023. Final course enrollment numbers will be provided January 31, 2024.

Health Services

To provide a seamless delivery of all equipment/furniture/documents from the nurse's office, please adhere to the following:

- Box all items found in drawers, cabinets, and shelves and label all boxes as coming from the "Wrenn/WISE Nurse's Office" and specify the contents, i.e. "First Aid Supplies".
- Large Equipment/Furniture that is unable to be boxed, should be simply labeled as coming from the "Wrenn/WISE Nurse's Office".
- No equipment/furniture should be discarded.
- Box all technological equipment such as scanner, printer, label writer, computer monitors, docking station, fax machine, laptop, keyboard, mouse, etc. and label boxes accordingly (place of origin & contents).

All equipment/furniture/boxed items will then be transported to the Health Services/Wellness Department located at 534 Cordelia Building #1 (Old Family Service Center).

OPERATIONS

John Rodriguez

Recovery of Packing Boxes

- The principal of the receiving campus shall designate a large, conveniently located space for the recovery of packing boxes. If a room is available, this is the recommended space
- As teachers and staff unpack boxes, they shall flatten the boxes by cutting the tape and then place them in the designated recovery area
- School staff shall contact campus head custodian who will then communicate with the Warehouse Foreman (Abel Ruiz) when the recovery area is full and ready to be picked up.

Dumpsters

- The dumpsters at each transferring school will remain on site until all moving and cleanup is complete. (Extra pickups will be provided to keep the grounds of each transferring school free of debris.)
- A roll off dumpster may be placed at the transferring school during a designated time in the month of June to provide adequate space for excessive trash.
- Broken furniture shall NOT be placed in the dumpster but shall be placed in a designated area at the rear of the school and an Inventory Transfer Form shall be filled out regardless of the condition of the item(s). These items will be picked up by Warehouse personnel and placed in designated warehouse area.
- Dumpsters shall be monitored closely by campus head custodian and when dumpsters are close to being full contact Work Order Specialist (Diana Valderas) at PPO to arrange for a pick-up. The schools shall not call for the dumpsters to be emptied themselves.
- Arrangements shall be made with Toshiba Corporation to provide additional bins. Shredded materials shall be placed in a central location at least two days prior to the dates of shredding.
School custodians will closely monitor the process to insure effectiveness.

OPERATIONS

John Rodriguez

Surplus Equipment/School Pick/ Auction

- All items that are not surplus, shall be boxed and labeled prior to the scheduled move date
- After all boxed and labeled items are removed from the transitioning school, the district intends to conduct a "School Pick" for any of the remaining items. Other schools will be invited onto the campus to request any of the surplus equipment at a specified date. After all items boxed and labeled are moved; and the School Pick has taken place; all remaining items will be considered surplus and will go to auction
- Campus staff and employees, except for those designated ahead of time, will not be able to re-enter the campus after moving has begun and is completed.

Moving Boxes

- All materials shall be packed in the provided boxes. Oversized boxes or boxes not provided by the district, cannot and will not, under any circumstances, be moved due to safety reasons. Boxes will be delivered to the receiving campus at the date and time designated in the moving timelines
- Any oversized items necessary for teaching purposes that do not fit in designated boxes shall be tagged with the provided label stickers
- Box labels should be placed over the top of the box in such a manner so that it will become evident if the box is reopened
- If items that have EISD inventory tags are to be packed into the boxes, a list of the items and their corresponding EISD inventory tag number shall be created and taped to the side of the box to make identification of EISD inventory easily accessible and traceable

Moving Instructions

- Teachers and Administrators are responsible for moving all personal items.
- Copiers, vending machines and leased equipment will be moved by the company that the equipment was leased from only.
- School personnel are responsible for packing and labeling all boxes.
- All valuable items shall be stored in a secure location and shall be listed on an inventory sheet.

OPERATIONS

John Rodriguez

Packing Instructions

- Personal items will not be moved by the district and shall be removed from the campus by the last day of school. Teachers and Administrators are responsible for packing all their own personal items
- Contents from desks, file cabinets and bookcases shall be packed in the boxes provided and nothing left inside of the furniture. Furniture and equipment that is still full will not be moved
- Use the labels provided to indicate all required information such as; Name of Staff, the Room Number the box is moving from and to, and any other pertinent information.

Custodial Supplies, Janitorial Equipment

- Custodial supplies are to be boxed with each box being labeled identifying the content Cleaning chemicals are to be packed separately from paper products
- Cleaning chemicals will be transported by warehouse personnel to warehouse to redirect to other campuses.
- Rags may be packed with paper products.

Chemicals

- Containers used in the packaging of chemical products shall be lined with plastic. All products are to be securely closed prior to packing. Leaking products shall be properly disposed of and not packed with useable products. Boxes and shipping containers shall be clearly marked "Chemical Products."
- Tools and brushes are to be boxed and labeled accordingly Janitorial and Grounds Equipment

Parent and Family Engagement



The Office of
Family Engagement

The Family Engagement Dept. will work with the students and families to make the transition to a new campus as stress free as possible. We recognize that Edgewood ISD allows for school choice and families may have questions as to what campus would be the best fit for their students. If a family has a question about what choices they have, the family should be directed to the Office of Family and Community Engagement at family.engagement@eisd.net or 210-898-2068. Once we receive a call or e-mail from a family, the following will occur:

- Parents will be surveyed as to what interest the student(s) have.
- Based on student interest, recommendations will be made about the campus that may be the best fit for the student.
- For families requesting a tour, the Family Engagement Department will serve as a scheduler between families and campuses.
- After the tour, the Family Engagement Department will follow-up with the family to ensure all questions have been answered and the student has been enrolled in a new campus.
- Upon verification of enrollment the family will receive a welcome call from the assigned campus Family & Community Engagement Liaison.



PHYSICAL EDUCATION/ ATHLETICS

Each school shall designate any physical education related personnel to provide an inventory of all supplies related to physical education; these inventories shall then be sent to the Facilities and Construction department for incorporation into the overall campus inventory. Inventories shall be complete and turned in as soon as possible.

- Each Middle or High school shall designate the athletic campus coordinator related personnel to provide an inventory of all supplies related to sports being offered; these inventories shall then be sent to the athletic department for incorporation into the overall athletic inventory. Inventories shall be completed and turned in as soon as possible to the Athletic Director.
- Checklists will be sent to all PE coaches (receiving and relocating)
- Checklist will be sent to middle school coaches (receiving and relocating).
- Athletics, with the help of HS athletic coordinators, will do a walkthrough at all campuses affected to go over inventory list.
- All physical education equipment and classroom supplies shall be boxed and labeled for receiving schools. Principals shall refer to their campus specific timelines as to when packing shall be completed.
- The district will provide boxes as necessary for athletic equipment.
- Campus athletics personnel shall contact the district Athletics Department for additional instructions and for additional athletics questions related to the transition.



PUBLIC RELATIONS

Here's a communication plan timeline for announcing school closures and changes to schools and staff, based on the information provided with a focus on the November 14 Board meeting:

1. Inform Affected Schools, Community, and Staff

- Within the first two weeks post-Board Meeting (November 14 - November 28, 2023):
- Arrange meetings with each affected school to explain the changes in detail.
- Share information about the closure of WISE, student choices for WRENN, and other adjustments as per the plan.
- Address any immediate concerns and questions.



PUBLIC RELATIONS

5. Task Force Meeting (Spring):

- Spring 2024 (Exact Date to be determined):
- Meet with the Task Force to review data related to Cisneros and GELP.
- Discuss any updates or developments regarding the schools.
- Prepare a report summarizing the discussion and findings.

6. Enrollment Evaluation (October 2025 Snapshot):

- October 2025:
- Make sure to gather all necessary data to make an informed decision.

7. Feedback to F&F Committee (Post-Enrollment Evaluation):

- After the enrollment evaluation (exact timing will depend on enrollment data):
- Share the enrollment data and findings with the Facilities and Finance (F&F) Committee.

8. Ongoing Updates (Throughout the Process):

- Throughout the process (November 2023 - October 2025):
- Keep the affected schools and staff informed of any developments or changes.
- Address concerns, answer questions, and provide support as needed.
- Maintain open lines of communication to ensure a smooth transition and decision-making process.

This communication plan outlines key milestones and actions to take from the pre-announcement phase to the final decision regarding campus. Adjust the timeline as needed based on your organization's specific needs and requirements.

SPECIAL EDUCATION

- The district will continue to provide a continuum of services for students with disabilities.
- Self-contained classrooms to be moved will be designated in collaboration with receiving campuses' administration and will provide for specific needs of the LIFE units (i.e. access to bathroom/room for changing table)
- Parents will need to be informed of transition to a new campus.
- Transportation supplements/ARDs will be completed/held for all students affected.

SAFETY

The goal of the Police Department is to provide a smooth and safe transition mechanism during the school transitions by making sure that the transferring and receiving schools are secure. By providing the following list, it is assumed that there will always be a standard procedure of securing schools during the transition process.

- Police will maintain regular patrol of the closed school.
- When the school is closed, the Police department will make sure all outside doors are kept chained and well secured except for one entry point.
- Ensure police radios in the building are removed by the end of May. They will be picked up by the Police Department
- The receiving school shall make sure to provide the contact number for the Police Department to all staff that might need to get into the building

TECHNOLOGY INFORMATION SYSTEMS

Closing /Sending School

- The Technology Department will manage the removal and transport of all campus technology equipment (printers, copiers, phones, computers, etc). Staff should NOT dismantle or move equipment.
- Teacher/Staff laptops will need to be checked back into technology department and reassigned/checked out
- In May, all iPad and Chromebook carts should be moved to a central location, the Technology Department will facilitate this with closing campus(es)
- Loose physical technology should be centrally located in the building (library, or other area)
- The technology department will inventory A/V equipment to determine what can be transferred to receiving campus
- Technology department will assess the number of eRate equipment that will need to be dismantled and transferred to another EDU site
- Technology department will plan replacement of erate network equipment in any designated non-edu site
- Former End of Sale switches can be re-installed at non-edu sites

TECHNOLOGY INFORMATION SYSTEMS

Consolidating/Receiving School

- February 2024: Campus determines location of any labs that will be required to accommodate new programs
- March 2024: Technology walkthrough to determine the state of technology for receiving classrooms
- April 2024: Campus/District leadership determine current classroom list and programs
- May 2024: Technology department will coordinate technology classroom moves
- June - July 2024: Technology department will facilitate technology transfers into classrooms for 2024-2025 school year
- March – July 2024: Lab infrastructure build out
- Aug – Dec 2024: Technology settling and leveling as required. Once the receiving site is actively engaged, there may be cause to make changes in placement or scope of technology. Expect up to several months to coordinate any changes once the year has begun

TRANSPORTATION

- Community communication regarding potential changes to routes and bus stops will be aligned with additional communication set by the district and PR department. Goal deadline for communicated routes for potential impacted campuses will be on or before March 8, 2024.
- Work with calendar committee/DEIC to recommend start and end times for the 2024-2025 academic year to best support pick up and arrival times to campus.
- We are monitoring student rider counts to evaluate the effectiveness of current stops consideration of adding additional bus stops to best support families and increase bus route efficiency.
- If we have an increase in the number of buses servicing a campus, we need to evaluate bus pick-up and drop-off areas to determine if it is sufficient or need to modify.
- Routing possibilities and options to be able to support athletic and CTE before and after-school initiatives.





EDGEWOOD ISD

TRANSPORTATION DEPT.

FAQ'S

Below are Frequently Asked Questions (FAQ's) regarding transportation surrounding the recent decision to close Winston Elementary School and Wrenn Middle School for the 2024-2025 school year. If you have additional questions not listed here, please submit them via the QR code. Thank you.



Q

Will the district provide transportation for my child to attend their school of choice?

A

Yes, EISD is committed to ensure minimal interruption to your child's academic development and we will provide transportation services to the school that you decide for you child attend.



Q

Where will my child load/unload the bus to be taken to their school of choice?

A

The majority of students will walk to either Winston Elementary School or Wrenn Middle School and taken to their school of choice. Students will be brought back to the campus in the afternoon.



Q

Where can I find a list of current corner stops that service Winston Elementary School or Wrenn Middle School?

A

Go online to www.eisd.net to the Transportation Department site to view morning and afternoon pick-up/drop-off locations and times. All students should be at their designated bus stop five minutes prior to their pick-up time.



Q

Will there be additional stops added to the current routes that service Winston Elementary School and Wrenn Middle School?

A

We will evaluate the need to add additional bus stops in the areas that surround Winston Elementary School and Wrenn Middle School. This will be based on demographic placement and bus applications.



Q

Can my child be picked up and dropped off at my house?

A

Only certain students, whose needs are addressed through an IEP, are eligible for door-to-door service. This level of service is normally restricted to qualifying students who receive special education or Section 504 related services.

Q

What if my child is receiving special education or Section 504 services?

A

If transportation is needed as a related service, and the student qualifies for such service, the ARD/Section 504 committee will submit the request to our department to route the student for pick-up and drop-off at the child's home.

Q

Will there be transportation for my child if he/she participate in extracurricular activities afterschool?

A

Yes. We will work with campus administration to determine a time after routes are completed to pick-up those respective students and return them to campus of origin or corner stop.

Q

How do I apply for transportation services?

A



At the bottom of this FAQ sheet there are two QR codes that will grant you access to the bus application along with the transportation handbook that needs to be reviewed, electronically signed and submitted for review.

Q

How do I contact the transportation department?

A

The Transportation Department is open from 5:30 a.m. until 5:30 p.m. on school days. Our contact information is listed at the bottom of this FAQ sheet.

SCAN ME

As part of our commitment to providing the best education and support for your children, we are seeking your input on transportation needs to ensure that any changes for the 2024-2025 academic year do not unduly burden students and families. This anonymous survey is designed to gather your insights and concerns.



5358 W. Commerce
San Antonio, TX 78237
P 210-898-2045 F 210-444-4698
www.eisd.net/transportation



Bus Application



Bus Handbook

FREQUENTLY ASKED QUESTIONS

This section attempts to answer some of the more frequently asked questions that have been previously encountered. We also attempt to add any new questions that are relevant to the transition process here and include the corresponding answer.

1. Will I be paid additional pay to pack and unpack my boxes of materials?

No, it is expected that teachers and staff find time from now until the end of the school year to pack what they absolutely need from their classrooms to be moved to their site. Upon return to school the next school year, the boxes will be available there, classrooms and teachers will need to unpack the boxes and arrange their classrooms if necessary.

2. Will teachers be responsible for moving or inventorying classroom technology?

No, the Technology Department will send technicians to collect laptops and other issued devices to check-in to the inventory system, the Technology Department will also be responsible for moving all technology equipment, (printers, copiers, phones, computers, etc.), from campus to campus. Staff should NOT dismantle or move equipment.

3. Will teachers receive the same equipment at their new campus?

Teachers may receive the same device at their new campus or comparable devices. Equipment purchased with specific grants that are tied it to a staff member or department's will be evaluated and if still viable relocated to the appropriate campus.

4. Will the movers move my personal items which I have purchased?

No, district personnel will NOT move any personal items. All personal items shall be removed far in advance of the building move. All teachers and staff are responsible for the removal of their own personal items.

FREQUENTLY ASKED QUESTIONS

5. Do all file cabinets need to be emptied and contents boxed?

Yes, all file cabinets shall be emptied of their contents and the contents shall be boxed and labeled. It is extremely difficult and unsafe to move full file cabinets, so all contents shall be removed prior to the move.

6. What do we do with school keys?

School keys shall be returned to the school principal at the date and time designated by the school principal.

7. What shall I do about fire extinguishers?

Fire extinguishers will be removed by Service Center personnel after the move has been completed. Fire extinguishers shall remain in their current locations as is. Even when I building is unoccupied it is our practice to leave extinguishers in place for safety concerns.

8. What shall I do with any school personnel files?

Any document/materials (ie. Statements, reports, evaluations, disciplinary actions, etc pertaining to work performance shall be placed in the personnel file of the employee.

