Napa Valley Unified School District
DRAFT 9.27.19

Context *October 24, 2019*	Phase 1 *(October - February)*	Phase 2 *(November - March)*	Phase 3 *(April-July)*	Phase 4 *(August - June 2021)*
Board approves closure and consolidation of the following: Mount George and Alta Heights Yountville and Willow District Transition Support Team formed to provide assistance to school community during transition.	**Placement** *Students assigned to a new school of attendance.*	**Planning** *School Site Transition Team develops blending activities/needs for students and families*	**Blending** *Students and families fully welcome into new school community.*	**Building** *Students and families are fully integrated into the school community.*
	Operational Tasks			
	Instruction			
	• District transition team formed • School site transition teams formed	• Gather interests from staff and community • Transition teams establish instructional priorities; the support needed; professional development; materials and supplies; timeline/calendar for staff transition	• Bring staff, parent groups together to plan blended activities • Community building activities for blended staff • Legacy programs/activities reviewed,discussed determined	• Classroom and schoolwide activities to unite staff and students • Parent leadership groups are representative of blended sites
	Human Resources			
	• Meet with staff to share details and timelines of transfer process	• Certificated and Classified placements	• Continue certificated placements • Begin team-building	• Provide ongoing support for team-building
	Facilities			
	• Timelines for movement of materials, equipment, and furniture finalized • Transportation and safety routes completed	• Continue working on timelines and needs for smooth transition	• Continue working on timelines and needs for smooth transition along with setting up schedule to move items	• Provide ongoing facilities support and monitor transportation services
	Business, Enrollment, Technology (BET)			
	• New Open Enrollment Policy approved • New Boundary Approved • Open Enrollment lotteries held • Parent notifications of new resident schools	• Budget Development • Student Database work	• Student database work • Technology related resources moved to a new site • Final work in databases • CDE and other agencies notified	• Provide ongoing site budget and technology support