

Transition Team

Results Statements and Action Plans

THE CAMBRIAN GROUP

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Transition Strategy:

We will ensure an effective and efficient transition to the new junior high and high school communities.

Communication:

All stakeholders in the Forest Lake Area Schools community receive multi-formatted, timely communication to ensure an effective transition.

1. The District will identify a team or person responsible for leading the communication process and ensure its uniform delivery throughout the district and to its stakeholders.
2. Each building will display the overall timeline for the entire project and school specific construction process.
3. Each building will display a flowchart that communicates the building-specific path that students will take depending on their grade level/class.
4. The district will communicate monthly updates on construction and the transition process to all stakeholders (Students, Staff, Parents and Community) using multi-formatted modes of communication. (Email, Mail, Local Newspapers, Constant Contact, District Websites and Social Media)
5. The district will utilize all pre-existing communication outlets to update community members on the construction and transition process. (ie- updates in basketball or hockey programs, parent teacher conferences, concerts, banquets, Friday folders etc.)
6. Include the transition process within the registration materials for all students this year with special emphasis on students who are currently in grade 6.
7. Communication to surrounding districts about opportunities and exciting changes at FLAS.
8. This communication will be disseminated in the spirit of consistency & transparency.

Cost-Benefit Analysis

<p>Tangible Costs:</p> <ul style="list-style-type: none">PostageNewspaper AdvertisingMaterials/SuppliesStaffCommunication creation	<p>Tangible Benefits:</p> <ul style="list-style-type: none">Visual updatesFewer questionsIncreased student enrollment
<p>Intangible Costs</p> <ul style="list-style-type: none">StressTime investmentIncreased work/responsibility	<p>Intangible Benefits</p> <ul style="list-style-type: none">Transparent communicationInformed stakeholdersAn effective transition processA sense of calmA sense of belongingMore people in 'the know'

Staffing:

All staff are valued through input to determine individual and collective strengths, and are provided with clear communication during the transition process to the new secondary campus.

- 1. Administration will create a timeline for communicating when and how staff will identify placement preference and notification of assignment.**
- 2. Administration will create and share a staffing plan which may include staff meetings, surveys, individual conferences. This plan will include a process to determine individual and collective strengths.**
- 3. Develop a process through which every staff will have the opportunity to indicate their placement preference.**

Cost-Benefit Analysis

<p>Tangible Costs:</p> <ul style="list-style-type: none">Survey developmentStrength finderAdministrative costs	<p>Tangible Benefits:</p> <ul style="list-style-type: none">Staff retentionLess time in formal grievanceThe right people on the busStudent RetentionIncreased Student AchievementIncreased Prof. Community
<p>Intangible Costs</p> <ul style="list-style-type: none">Some disappointmentStress and anxietyIncreased work (admin/staff)	<p>Intangible Benefits</p> <ul style="list-style-type: none">Less stress and anxietyLess conflictSense of ownershipBeing valued

Physical Logistics:

7/8 & 9/12 buildings have the resources necessary for the educational needs of students and staff.

- 1. Identify and evaluate current assets at all secondary sites.** (ie. desks, chairs, computers, SMART boards, science equipment, band equipment, food service equipment, textbooks, Phy-ed equipment, extra curricular equipment, FACS equipment, industrial tech. equipment, library materials, etc..)
- 2. Determine how assets will be equitably reallocated in consultation with appropriate stakeholders.**
- 3. Create and communicate a process for marking, packing, and preparing assets for the move.**
- 4. Distribute assets to appropriate locations.**
- 5. Create a mechanism for the reporting of elements and processes that need to be addressed or developed.**

Cost-Benefit Analysis

Physical Logistics

<p>Tangible Costs:</p> <ul style="list-style-type: none">• Cost of movers• Moving specialists?• Disposal of unneeded assets• Purchase additional materials• Staff time	<p>Tangible Benefits:</p> <ul style="list-style-type: none">• Updated space• Improved organization• Improved equity
<p>Intangible Costs</p> <ul style="list-style-type: none">• Staff stress• Loss of teaching time• Frustration• Increased work• Controversy	<p>Intangible Benefits</p> <ul style="list-style-type: none">• Renewed energy• Sense of knowing what we have

Educational Structures:

All participants have success in a responsive educational structure with unified philosophies, programming, and practices.

1. Establish courses that will be offered at each building and grade level, including selections by grade level and communicate to stakeholders
2. Agree on a pre-planned, comprehensive advisory model and curriculum for all secondary sites prior to the merger.
3. Establish the daily schedules for all secondary sites.
4. Create uniform processes for grading, conferences, and other structural components using best practices for all secondary sites.
5. Establish appropriate transition and mentorship programs for students and staff.
6. Establish a process to address student, staff and family concerns that arise during and throughout the transition process and through the first year of operation.

Cost-Benefit Analysis

<p>Tangible Costs:</p> <ul style="list-style-type: none">Mentoring/training opportunitiesCost related to changes in daily schedulesCosts related to monitoring and addressing concerns	<p>Tangible Benefits:</p> <ul style="list-style-type: none">Staff and families will actually know what is going on between sites
<p>Intangible Costs</p> <ul style="list-style-type: none">Anxiety related to changeControversy related to schedule changesTime investment to create new models, policies, etc.	<p>Intangible Benefits</p> <ul style="list-style-type: none">Increased comfort with transitionMotivation to pre-planConsistency of message for staff and studentsIncreased collaboration

School Community Building:

Staff, students and families belong to a welcoming and vibrant school community.

Staff

- **After identifying staff assignments, as a part of ongoing staff development, building leadership will provide several team building activities.**
- **Develop a fair and equitable room assignment plan.**

Students

- **Form student transition and orientation committee(s) to review and create transition and orientation, and character development opportunities for all secondary students.**
- **Review and evaluate current student leadership models and establish student leadership groups.**

Families

- **Form committee to develop family “get-to-know the building” events.**
- **Provide parent events at new buildings in order for parents to become familiar with and engaged in the school communities.**

Community

- **Provide opportunities for the community to tour the renovated facilities and to learn about opportunities for students.**

Cost-Benefit Analysis

Tangible Costs:

- Printing, publicity, and marketing costs?
- Food and entertainment?
- Possible (external) staffing?
- Staffing outside contract events?

Tangible Benefits:

- Staff and student retention
- Reduction in discipline
- Reduction in student and staff absenteeism
- Higher Scores
- More Graduates
- Added Revenue

Intangible Costs

- Stress in team building activities
- Room assignment controversy/stress
- Staffing outside contract events without pay is more work and/or pressure to volunteer

Intangible Benefits

- Stronger sense of community
- Emotional well-being, peace of mind
- Improved Morale
- Greater sense of involvement in the community