

Consolidation Transition Plan - as of 3/7

Overview

As part of Santa Rosa City Schools' commitment to enhancing, transforming, and redesigning how we provide services to students, this transition plan outlines the district's approach to implementing school consolidations and restructuring, including the closure of two elementary and two middle schools with the integration of 7th and 8th graders into 7-12 secondary school models. This plan ensures a coordinated, student-centered approach across all departments, maintaining clear communication, operational efficiency, and student success while addressing the evolving needs of our school communities.

Transition Structure

Design Team

The Design Team provides strategic oversight and coordination, ensuring that all aspects of the transition align with district decisions and labor agreements. The team includes:

- Superintendent
- Department Representatives (One from each: Communications, Educational Services, Special Services, Business Services, Wellness & Engagement, and Human Resources)
- SRTA Representatives
- CSEA Representatives

Implementation Team

The Implementation Team is responsible for carrying out transition initiatives, ensuring departmental coordination, and problem-solving challenges. It includes multiple leads from each division/department and representatives from SRTA and CSEA.

Empower School Teams and Various Departments

Each department will form Empower Teams responsible for planning, executing, and monitoring transition-specific tasks, ensuring the smoothest possible experience for students, staff, and families.

- Communications
 - Educational Services
 - Special Services
 - Business Services, which includes facilities, technology, purchasing/warehouse & duplicating, fiscal, child nutrition services, and information and evaluation
 - Wellness and Engagement
 - Human Resources
 - Empower Team - at Santa Rosa Middle School, Santa Rosa High School, Slater Middle School, Montgomery High School, Piner High School, Comstock Middle School and all Elementary Schools
 - SRTA and CSEA members
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Department-Specific Transition Plans

1. Communication and Engagement

Goal: Ensure timely and accessible communication with all stakeholders.

Key Actions:

- Develop and maintain a Transition Hub on the district website with FAQs, key dates, and updates.
- Use a multifaceted approach of messaging and announcements on our website, posts on social media, press releases, and media interviews
- Implement multilingual outreach to inform families, students, and staff about changes and available support services.
- Organize school forums and information sessions to engage the community.
- Coordinate with school sites, through the Empower Teams, to distribute consistent messaging regarding student transitions and resources.

Next two weeks:

- Begin weekly updates of what is happening
- Update this document and present at each board meeting
- Work with schools to highlight program offerings to share with the public
- Create an interdepartmental schedule with all the meeting occurring about the consolidation
- Create a timeline of milestones the various departments are working on

2. Educational Services

Goal: Ensure a smooth academic transition for all students and maintain high-quality instruction in the new 7-12 secondary model.

Key Actions:

- Developed communication regarding the 7-12 model.
- Alignment of MS electives to HS CTE and specialty programs.
- Professional development to align academic initiatives.
- Coordinate athletic schedules and logistics between transitioning middle school and receiving high school.
- Work with counselors to design academic transition supports for students adjusting to the new structure.
- Support MHS/HSMS and SRMS/SRHS with Empower Teams for the transition to 7-12.

More information:

[Share: Campaign Empower/Empoderar_Ed Services](#)

[7-12 Secondary School Model at High School](#)

Next two weeks:

- Committing to a new focus of the district Instructional Leadership Team to support transition plans and collaboration time for site administrators.
- Site Empower Teams members are finalized. These teams will support the 7-12 transition.
- SRMS/SRHS will have its first Empower Teams meeting. MHS/HSMS teams will meet after Spring Break. At the initial meeting the next meeting dates will be identified.
- Family meetings to support transition for 6th, 7th and 8th grade families.

3. Special Services (Special Education)

Goal: Ensure continuity of services and individualized support for students receiving special education services.

Key Actions:

- Determine sites/classrooms for all SPED programs moving from closed schools and new classrooms to accommodate incoming students from SCOE and feeder districts (Complete)

- Finalize class lists for student in program classes
- Review new sites for additional needs
- Finalize support rooms for SPED programs moving from closed schools.
- Inform parents of new sites; inform Wellness & Engagement of new sites.
- Coordinate IEP reviews and transition plans for students moving to new schools.
- Coordinate IEP reviews and transition plans for students entering 7th grade from local feeder school districts
- Ensure staffing allocations align with student needs in the new school structures.
- Implement sensory-friendly spaces and resources in all schools for students.

Next two weeks:

- Finalize support rooms (SLP, OT, APE, etc) for SPED programs moving from closed schools.
- Finalize class lists for student in program classes
- Review new sites for additional needs
- Inform staff from closed schools of new site class assignments
- Inform parents of new sites; inform Wellness & Engagement of new sites
- Begin planning transition IEPs for students moving to new schools

4. Business Services (Including Facilities/Operations, Finance, Nutrition Services, Technology, Purchasing/Warehouse & Duplicating, and Information & Evaluation)

Goal: Ensure financial stability and proper resource allocation while adapting SRCS operations to accommodate additional grade levels.

Key Actions:

Facilities, Maintenance, and Operations

- Identify areas on the high school campuses to transition for middle school use.
- Identify specific facilities for added SPED rooms on each campus.
- Plan for transportation adjustments to support new school assignments.

Fiscal

- Redirect budget and staffing allocations to reflect new campus structures and needs.
- Review and evaluation of grants with appropriate departments.
- Review and redirect Student Funds and Scholarship Funds appropriately.
- Update internal permissions and processes for fund approvals.

- Communicate internal structure of Payroll, Accounts Payable, Facilities Permits, and Accounts Receivables to sites.

Child Nutrition Services

- Ensure that meal service, classroom space, and facilities support a developmentally appropriate environment for all students.
 - Secondary menus largely overlap.
 - Serving line equipment is the same at all secondary schools.

Technology

- Evaluate and reconfigure technology services for safety (e.g. security cameras reassignments, emergency announcements systems and hardware, access control, bell schedule updates, marquees).
- Evaluate and reconfigure systems and equipment for student equipment (e.g. student devices program update, collect, reconfigure, redistribute based on new or updated model, Google Workspaces, ClassLink, and Active Directory changes).
- Evaluate and reconfigure systems and equipment for staff use (collect, reconfigure, redistribute).
- Evaluate and reconfigure equipment for classroom technology use (evaluate new models including hybrid and evening classes).
- Evaluate and reconfigure systems and equipment for instruction and business continuity (e.g. wired/wireless network reconfiguration/updates, wide area network and data centers reconfiguration, website updates, contracts evaluation/renegotiation, auction surplus equipment).
- Address special education requirements (e.g. HVES DHH, ABES, ESN classrooms).
- Reconfigure/Update different systems integrations (e.g. filtering).

Information & Evaluation

- Update the school locator and Aeries database for accurate student assignments.
- Open and manage online registration for the 2025-2026 school year.
- Process intradistrict enrollment requests following the March 1-15 window.
- Support school sites with course requests for the 2025-2026 school year.
- Support HR with short master schedules and assist in developing the overall master schedule.

Purchasing

- Review and re-allocation of equipment and other resources.
- Cancellation or re-negotiation of overlapping contracts

Next two weeks:

- Milestones and timeline updates related to key action items.
- Business services departments will continue their daily work associated with the key action items.
- The Facilities team is meeting with site administrators and partners to identify spaces used by middle school students.
- IT, Information and Evaluation, and the Facilities teams are collaborating with partners to complete key action items.
- Purchasing is evaluating contracts and best practices related to moving equipment and resources between sites.
- The Information and Evaluation team is supporting registration and intradistrict transfers.
- Child Nutrition Services is updating procedures and regulatory requirements associated with the consolidation of schools.

5. Wellness & Engagement (Student Services)

Goal: Provide robust **social-emotional and wellness support** (internal document) to students during the transition.

Key Actions:

- Expand mental health and counseling services at high school sites to support younger students.
 - transitioning MS support services onto the secondary campuses
- Implement peer mentorship programs pairing high school students with incoming middle school students including programs such as the Safe School Ambassadors, Link Crew (for those campuses who pay for these additional services). Safe School Ambassadors has been partially funded with local community grants.
- Provide targeted SEL (Social-Emotional Learning) programming to support smooth transitions through resources such as the Panorama Playbook.
- Increase restorative justice and student leadership initiatives to foster inclusive school cultures through in-house staffing (Student Safety Advisors and Restorative Response Specialists) as well as community-based organization partnerships (Restorative Resources, Community Matters, and various VPP partners.)
- Create welcoming ceremonies and events for students who are transitioning to a new school (staff and community-based partners)
- Create closure ceremonies for campuses which are closing (partnership with Raizes Collective, school staff, and other community partners).
- Supporting families through the enrollment transition process for the 2025–2026 school year.

More details: [Campaign Embrace/Abrazar -- for Public](#)

6. Human Resources

Goal: Ensure appropriate staffing and smooth personnel transitions while honoring collective bargaining agreements.

Key Actions:

- Work with SRTA and CSEA to align staffing changes with contract provisions, develop an MOU with SRTA to address the “bulk” transfer of certificated staff from HSMS and SRMS to the respective high school campuses and address negotiable items, such as bell schedules and working conditions.
- In collaboration with Site Administrators, develop a support plan for displaced staff, ensuring a smooth transition to new roles within the district.
- Address staffing needs specific to integrating 7th and 8th-grade students into high school campuses.

Next two weeks:

- Continue meeting with CSEA/SRTA to discuss and bargain impacts of layoffs/transfers.
- Begin scheduling layoff hearings

Ongoing Monitoring and Adjustments

The Design Team and Implementation Team will meet regularly to assess progress, address challenges, and adjust plans as needed. Feedback from students, families, and staff will be essential in ensuring a smooth transition and continued improvements.

This plan is designed to prioritize student success, minimize disruption, and foster a strong and unified school community throughout this transition.

Timeline of major milestones ... coming soon