

Elementary School Consolidation Transition Plan Outline

Purpose: The purpose of this plan is to outline anticipated outreach with the goal of supporting students and their families with a smooth transition after the consolidation of elementary schools. **Student, staff, and family voice is an integral part of this plan and will drive additional action items to support a smooth transition.** This is a general outline and more details will follow in implementation plans. Please note logistical operations and facilities are part of the larger consolidation plan and not specifically addressed in this plan to combine school communities

Focus Area One: Students		
Action Item	Staff Responsible	Timeline
Provide several listening circle opportunities throughout the Spring at affected schools	Educational Services and Wellness Team	Early Spring 2026
Organize student focus groups (i.e. safe schools ambassadors, leadership, etc.) to share similarities & differences in schools, what they would like to continue doing, and how they would like to merge as a single school	Educational Services and Wellness Team	Early Spring 2026
Plan for events to be joined (field day, jog a thon, PTO, etc.), School community event possibly evening of Open House, all elementary school field day at Sonoma Plaza	Site Admin	Early Spring 2026
Incoming student events and field trip opportunities with campus tours at new campuses including meet and greets with administration	Site Admin	Early Spring 2026
Memorialize Prestwood (conversations with staff and families, how would they like to honor their school?)	Site Admin	Spring 2026
First couple days of school 26-27- opportunities to focus of team building and social emotional wellness	Site Admin	Fall 2026 (start of 26-27 school year)
Identify students who may benefit from tier 2 transition group to support social emotional needs	Site counseling staff	Spring/Fall 2026

Focus Area Two: Families & Community		
Action Item	Staff Responsible	Timeline
Notify Families of Student Placement -Communicate clearly with all current Prestwood families regarding their student's placement and special program relocations -Consider grandfathering in existing students to stay at their current school site	Ed Services	Late October
Hold community input forums in both English and Spanish	Superintendent & District Leadership	November 2025
Superintendent to attend PTO Meetings	Superintendent	November & December 2025
Survey families on intent to return and transportation needs	Ed Services	mid-November 2025
Continued meetings with ESN parents regarding transition	Director of Special Education	Ongoing
Google Form on website to answer FAQ's	Superintendent	Ongoing
Re-establish and strengthen connections with key community partners to ensure continuity of services for students and families	District Leadership	Ongoing
New schools to host a meet and greet, including Q&A panel opportunity	Site Admin/Ed Services	Spring 2026
Regular coffee chats with Superintendent and District Leadership	Superintendent & District Admin	Spring 2026
Schools to host a school family night event as well as tours for incoming students and families	Site Admin	Spring 2026

Focus Area Three: Staff		
Action Item	Staff Responsible	Timeline
Google Form for staff to submit questions and concerns	Superintendent	Ongoing
Engage school staff leadership to provide input on Wednesday time to support transition	Ed Services & Site Admin	Ongoing
Regular two-way communication opportunities between staff and district office, coffee chats with Superintendent and district leadership	District Office Staff	Ongoing
Select principals for existing elementary sites	Ed Services & HR	November-December 2025
Collaborate with labor partners	HR	December 2025 - ongoing
Focus the December 10th Extended Collab Day on transition	Ed Services	December 10, 2025
Survey staff on intent to return and preferred site	HR	December 2025
Build a school transition support team to meet regularly to support transition plans to include staff representation from each site and communicate back with larger school staff	Director of Ed Services	January 2026
Develop a comprehensive plan for staff reassignment, providing necessary professional development and ensuring adequate staffing levels across all affected schools	Ed Services & HR	Spring 2026
Feb. 13, Professional Development Day together	Ed Services	February 13, 2026
Conference Week (2-3 days) - planning by departments, input, listening circles	Ed Services	March 2026

Focus Area Four: Logistics		
Action Item	Staff Responsible	Timeline
Begin work with architect on construction and modifications	M&O	November 2025
Transportation- Confirm the need for and secure two additional routes, analyzing current ridership data to develop efficient and safe routes for all students	Transportation	Spring 2026
Coordinate the logistical aspects of the physical move, including inventorying, packing, transport, and setup of all materials, furniture, and IT infrastructure at new school locations	M&O	Spring 2026
Begin construction and campus modifications	M&O	June 2026