# GREENLIGHT

Norman ES & Sims ES Consolidation into One Consolidated Elementary School  
Austin, TX 78702  
Greenlight Phase 3 - Guide for Consolidation

## PHASE 3  
**KEY IMPLEMENTATION STEPS**  
**NORMAN & SIMS ES LEADERSHIP & KEY DEPARTMENT STAFF**  
CONSOLIDATING NORMAN ES & SIMS ES INTO One Consolidated Elementary School

<table>
<thead>
<tr>
<th>Events &amp; Communication (School/Parents/Students) Prior to CONSOLIDATION</th>
<th>Action Step</th>
<th>Resources Needed</th>
<th>Timeline for Completion</th>
<th>Status Indicator</th>
</tr>
</thead>
</table>
| 1. Hold meetings to notify Sims and Norman ES staff and parents of consolidation into Norman ES based on November 18, 2019 Board of Trustees approval of:  
*Combine the enrollment boundary for Sims and Norman elementary, rezone students to Norman Elementary on completion of a modernized Norman. Transfer students currently enrolled at Sims or Norman will be provided a continuation transfer if requested.* | Staff meeting  
Phone  
E-mail  
Letters  
Newsletters  
Updated AISD Web | Dec 2019 | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
| 2. Meet with Department of Communications and Community Engagement staff to develop communication and marketing plan for consolidation of Norman and Sims ES to **Norman ES** to ensure a smooth transition for students, teachers and parents and that meets communities/schools’ contextual needs  
Materials  
Time  
Mtg place | Dec 2019  
Ongoing | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
| 3. Send letters to parents and staff outlining the approved school changes scenario for Sims and Norman ES  
Letter | Dec 2019 | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
| 4. Develop Talking Points for Sims/Norman ES leaders and staff to use when communicating or disseminating information about consolidation to **Norman ES** (Sims ES + Norman ES)  
Time  
Talking points for school administrators | Dec 2019 | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
| 5. Partner with Academics / SEL team to plan for support of staff at Sims and Norman ES  
Time  
Location | Dec 2019  
Ongoing as needed | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
| 6. Partner with Academics / SEL team to plan for support of students at Sims and Norman ES  
Time  
Location | Dec 2019  
Ongoing as needed | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
| 7. Host individual meetings with Norman-Sims CAC and Parents to share and provide updates about consolidation plans to **Norman ES**  
Time  
Location  
Support documents | Jan—Apr 2020 | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
| 8. Update Norman ES website to include information regarding consolidation with Sims ES for the 2020-21 SY, including information on:  
- New boundaries  
- Registration  
- Transportation  
Time  
Location  
Support documents | Jan—Apr 2020 | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
| 9. Update Sims ES website to include information regarding consolidation with Norman ES for the 2020-21 SY, including information on:  
- New boundaries  
- Registration  
- Transportation  
Time  
Location  
Support documents | Jan—Apr 2020 | ☐ On Track  
☐ Adjustment in progress  
☐ Off Track |
10. Ensure AISD/EC websites, Google Maps/other map links are updated, and district and school staff continue to direct current and prospective students to appropriate locations for PK-5 registration/enrollment & LPAS test. | Updated websites, Flyers, Newsletters, Bus information | March 2020-Aug 2020 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

**Establishing Consolidated Boundary (Sims Attendance Zone + Norman Attendance Zone)**

| 11. Combine enrollment boundaries for Sims and Norman Elementary Schools into the **Consolidated ES** (Sims ES + Norman ES) | Time | Current Attendance Boundaries | Support Documents | Jan 2020 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

| 12. Share enrollment boundaries for Sims and Norman Elementary Schools into the **Consolidated ES** (Sims ES + Norman ES) with Superintendent, Associate Superintendent, Student Services, Human Capital, Accountability, Communications, Transportation, and any other critical AISD team | Time | Current Attendance Boundaries | Support Documents | Jan 2020 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

| 13. Provide updated student projections for the **Consolidated ES** (Sims ES + Norman ES) attendance boundary to Associate Superintendent | Time | Support Documents | Jan 2020 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

**Determining Staffing Processes and Allocations**

| 14. Develop process for selecting Administrative Team at the consolidated Norman ES (Principal, Assistant Principal, Counselor) | Time | Location | Support documents | Dec 2019 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

| 15. Determine professional staffing allocations and allowances for Consolidated ES (Sims ES + Norman ES) based on updated student projections for: Principal Assistant Principal(s) Counselor(s) Classroom teachers Special Education teachers Special Area teachers Librarian | Time | Location | Support documents | Dec 2019 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

| 16. Determine classified staffing allocations and allowances for Consolidated ES (Sims ES + Norman ES) based on updated student projections for: Bookkeeper Clerk Parent Support Specialist Custodial staff TAs, etc… | Time | Location | Support documents | Dec 2019 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

| 17. Meet with Sims and Norman ES faculty/staff to discuss AISD process for: Consolidation to One Consolidated ES (Aug 2020) Staffing options Staffing allocations | Time | Location | Support documents | Dec 2019 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

| 18. Administer General HR survey to Sims and Norman ES staff to indicate employment preferences regarding assignment, location, and position | Google Docs Time | Jan 2020 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track

| 19. Determine transfer timeline and any priorities for professional staff from Sims and Norman ES | Time | Support documents | Dec 2020 | ☐ On Track | ☐ Adjustment in progress | ☐ Off Track
20. Determine transfer timeline and any priorities for classified staff from Sims and Norman ES  

<table>
<thead>
<tr>
<th>Time</th>
<th>Support documents</th>
<th>Dec 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
</thead>
</table>

### Projecting BTOs and Title 1 Budgets

21. Communicate projected staffing allocations to Human Capital System to inform budget development for the **Consolidated ES** (Sims ES + Norman ES)  

<table>
<thead>
<tr>
<th>Projected staffing allocations</th>
<th>Jan 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
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</table>

22. Provide BTO that reflects staffing allocations for the **Consolidated ES** (Sims ES + Norman ES)  

<table>
<thead>
<tr>
<th>Support documents BTO</th>
<th>Jan 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
</thead>
</table>

23. Communicate student projections to State and Federal to inform allocation of Title 1 funds to the **Consolidated ES** (Sims ES + Norman ES)  

<table>
<thead>
<tr>
<th>Consolidated boundary line Student projections for SY 2020-21</th>
<th>Jan 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
</thead>
</table>

24. Provide allocation of Title 1 funds that reflects the student projections for the **Consolidated ES** (Sims ES + Norman ES)  

<table>
<thead>
<tr>
<th>Support documents Title 1 Budget</th>
<th>Jan 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
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</table>

### Combining PEIMS, Student Records, Student Registration, Tracking Student Losses, Managing Student Transfer Requests

25. Migrate all Sims students (boundary and transfers) to Norman PEIMS  

<table>
<thead>
<tr>
<th>Time Support documents</th>
<th>August 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
</thead>
</table>

26. Establish system for tracking student loss to charters, other AISD schools, and out-of-district schools  

<table>
<thead>
<tr>
<th>Time Location Support documents</th>
<th>Jan 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
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</table>

27. Determine if/how student transfer requests from Sims and Norman will be prioritized  

<table>
<thead>
<tr>
<th>Time Support Documents</th>
<th>Jan 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
</thead>
</table>

28. Close registration to Sims ES and direct families to Norman ES/Consolidated ES for registration of students in grades PK-5  

<table>
<thead>
<tr>
<th>Student Services System</th>
<th>Jan 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
</thead>
</table>

29. Prepare records/documents from Sims ES for record retention following the prescribed AISD protocol for record destruction and record storage  

<table>
<thead>
<tr>
<th>Time Records Retention Guide Boxes and Labels</th>
<th>Jan 2020 – May 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
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</table>

### Determining School Name, Signage, and Preserving Historical Artifacts

30. Establish process for determining the name of the consolidated Sims and Norman ES at the modernized school. If school is to remain solely by the name of Norman, how will we honor the history of SIMS?  

<table>
<thead>
<tr>
<th>Time Support Documents</th>
<th>Jan 2020</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
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31. Ensure signage at modernized school represents the chosen school name  

<table>
<thead>
<tr>
<th>Time Naming decision point</th>
<th>Feb 2020</th>
<th>Ongoing</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
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</table>

32. Work to preserve historical artifacts from Sims ES and incorporate them into the design of the modernized Norman ES. A wall to commemorate? A grade level neighborhood? Sims community area?  

<table>
<thead>
<tr>
<th>Time Design plan</th>
<th>Ongoing</th>
<th>☐ On Track</th>
<th>☐ Adjustment in progress</th>
<th>☐ Off Track</th>
</tr>
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</table>
### Determining Transportation Eligibility

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
<th>Status</th>
<th>Progress Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>33. Determine transportation eligibility to current location for Consolidated ES (Sims ES + Norman ES)</td>
<td>AISD eligibility policy New boundary lines for attendance zone</td>
<td>Jan 2020</td>
<td>☐ On Track ☐ Adjustment in progress ☐ Off Track</td>
</tr>
</tbody>
</table>

### Distributing Library Resources

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
<th>Status</th>
<th>Progress Notes</th>
</tr>
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<tbody>
<tr>
<td>34. Meet with Elizabeth Polk to determine use of currently stored library resources from Norman ES. Due to abundance of library resources, can we set up additional reading areas in learning neighborhoods or common areas?</td>
<td>Time Support systems</td>
<td>Dec 2019</td>
<td>☐ On Track ☐ Adjustment in progress ☐ Off Track</td>
</tr>
</tbody>
</table>