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RecoverySchoolDistrict

**School Operators Turn-Over Meeting**



**January 19, 2012**

**Agenda**

- 9:00 AM Introduction by Ramsey Green, RSD Deputy Superintendent of Operations and Rodney Painting, RSD Executive Director of Capital Improvement
- 9:05 AM Purpose of meeting and introductions
- 9:15 AM Discuss turn-over issues (handouts)
- 10:00 AM Scheduling follow up meeting with each School Operator
- 10:30 AM Adjourn

# Meeting Purpose

The RSD is committed to assisting the School Operators through the maze of decisions and requirements needed to operate a new school. This is the first of a series of meetings that will guide and assist the school operators through every step of the process.

## Meeting Objectives:

1. To introduce the new School Operators to the RSD turn-over team, relevant turnover items, time frames, and issues. This will help the School Operators to understand specific operations requirements and responsible parties, in order to make the transition from Construction to Operations as smooth and seamless as possible.



## Meeting Purpose

2. To schedule subsequent meetings between the RSD turn-over team and each Charter Operator's key personnel to review floor plans of the school they will operate and to review and select furniture for procurement by RSD. Subsequent meetings will be scheduled to assist the Charter operators with identifying next step issues, responsible parties at each step, and what will be required of each of us to complete the transition of the facility to school operators.

Examples of these items include:

- Selection of FF&E (furniture, fixtures and equipment),
- Identification of requirements of service providers (maintenance, custodial, fire alarm, security monitoring, etc.),
- Transfer of utilities,
- IT issues,
- Etc.



# Project Schedules & Suggested Participants

Program	Building Assignment	Anticipated Construction Completion
Pride College Prep Charter	Osborne Elementary	04/15/12
KIPP Central City Academy	Woodson Elementary	06/08/12
Arthur Ashe Charter	Bienville Elementary	05/26/12
Mary Coghill Elementary	Parkview Elementary	06/10/12
Crocker Arts and Technology	Crocker Elementary	07/01/12
Fannie C. Williams Charter	Fannie C. Williams Elementary	09/15/12
KIPP N.O. Leadership	Colton Elementary	10/01/12
Benjamin E. Mays Preparatory	Frantz Elementary	10/11/12
Sarah T. Reed Charter Elementary	Little Woods Elementary	11/01/12

Suggested School Operator participants in the various issues related to turn-over processes:

- School Principal,
- Assistant Principal,
- Operations Director
- IT Director
- Lead Teacher
- Any other personnel who may be involved with operations and/or facility issues

# Building Turnover Items, Time Frames, and Issues

- Furniture, fixtures, and equipment
- Contracted services
- Operator provided equipment
- Training
- Playground



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# Next Steps

- Primary contact for move-in issues:  
Thom Arceneaux, RSD Director of Building Commissioning and Energy Management  
[thomas.arceneaux@rsdla.net](mailto:thomas.arceneaux@rsdla.net)  
225 505 0949 (cell phone)
- Proposed schedule for first individual meetings:

Building	Day	Date	Meeting Time
Osborne Elementary	Tuesday	31-Jan	1:00-4:00 pm
Woodson Elementary	Wednesday	1-Feb	9:00 am-12:00 noon
Bienville Elementary	Thursday	2-Feb	1:00-4:00 pm
Parkview Elementary	Wednesday	8-Feb	9:00 am-12:00 noon
Crocker Elementary	Thursday	9-Feb	9:00 am-12:00 noon
Fannie C Williams Elementary	Thursday	9-Feb	1:00-4:00 pm
Colton Elementary	Tuesday	27-Mar	1:00-4:00 pm
Frantz Elementary	Wednesday	28-Mar	9:00 am-12:00 noon
Little Woods	Thursday	29-Mar	1:00-4:00 pm

- Location for first individual meetings: 909 Poydras Street, Suite 1200
- Participants in the first individual meeting will review floor plans and provide input for decisions about colors of furnishings