

## **Subject: Relocation of MLK Preschool Center to Norrell Elementary School Building**

**Date: August 20, 2012**

### **Preschool Center Overview**

During the 2011-12 school year, the Martin Luther King Preschool Center was housed in the MLK Middle School facility. At capacity, the center enrolled 260 students to include Head Start, VPI and Exceptional Education programs. The Center serves three and four year olds primarily from Fairfield Court, George Mason, Mosby and Whitcomb communities. Students living in these neighborhoods were transported to and from community and area locations to attend preschool at MLK. For the 2012-2013, the enrollment will be the same 260 students.

### **Proposal move to Norrell Site**

The Martin Luther King Preschool Center is proposed to be relocated to the Norrell Elementary School main building for the 2012-13 school year. The relocation would provide appropriate and necessary preschool classroom space over the current MLK site. The new center will more than adequately provide housing for 260 three and four year olds. The center will staff teachers, instructional assistants, program staff as well as necessary administrative oversight. The center will occupy 14 classrooms (VPI -5, Head Start-8, and PDD-1) for students, space for operations and six program support staff.

### **Implementation Plan**

#### **❖ Staff**

- All staff (34) will be contacted via phone on August 21<sup>st</sup>
- Staff meeting will be on August 23<sup>rd</sup> at Martin Luther King Middle School at 1:00 p.m.
- August 27<sup>th</sup> packing of MLK teachers will begin with volunteers and the Department of Instruction Specialists
- Completion of the move into Norrell is planned for August 30<sup>th</sup>

#### **❖ Parents**

- Family notification and meetings will begin Wednesday, August 22<sup>nd</sup> via mailing and phone calls
- Week of August 27<sup>th</sup> utilize the Parent Resource Center as the Call Center for Preschool (for 2 weeks)
- Community meetings will be August 29-31 held at the Gill Center, Mosby Recreational Center, and Whitcomb Recreational Center at various times which will be communicated via phone calls, TV99, and parent link
- An additional Family meeting will be August 30<sup>th</sup> at Armstrong High School
- Ongoing family meetings will continue to be held the week of September 4<sup>th</sup> through Head Start Parent Orientations, individual parent home visits and during VPI intake process
- Parents will also be notified during preschool registration
- Open House is scheduled for Saturday, September 22 from 10 a.m.-12 p.m.

#### **❖ Instruction**

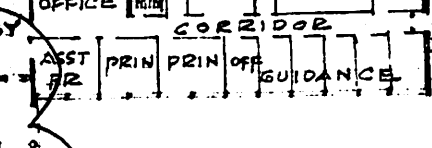
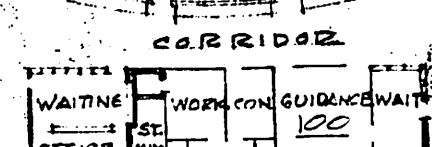
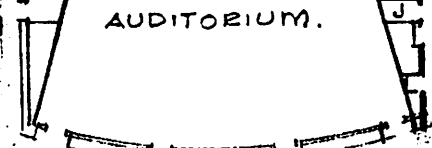
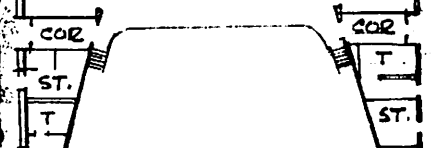
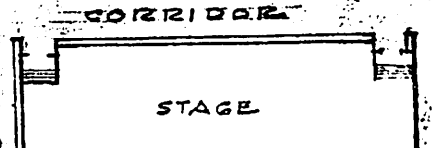
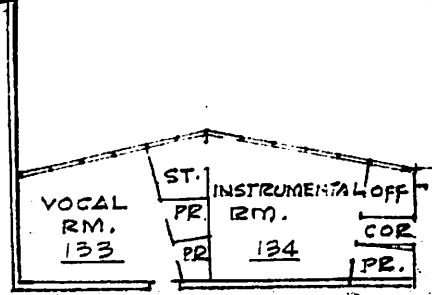
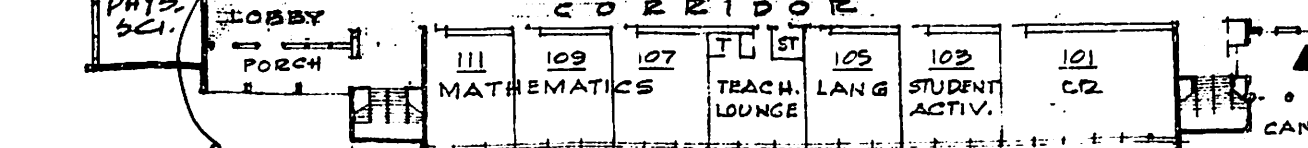
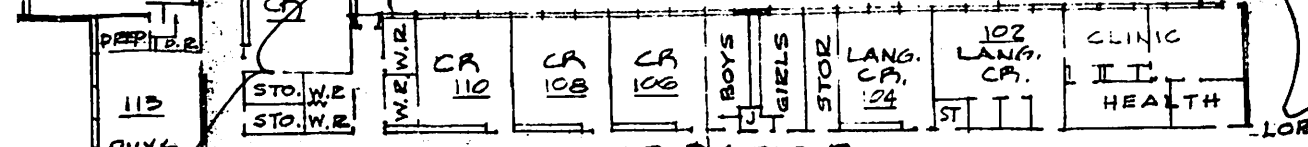
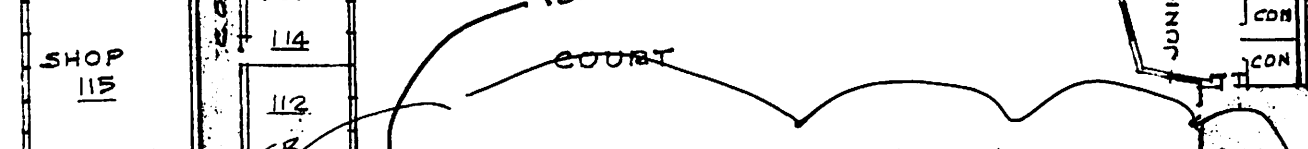
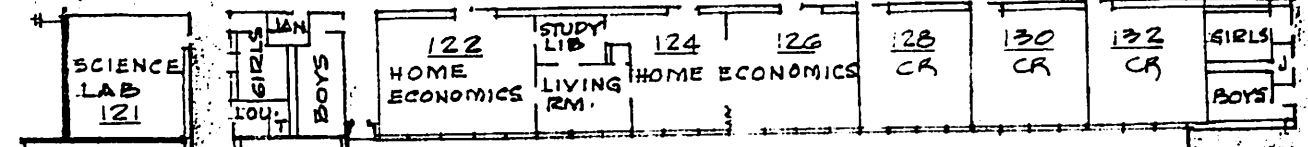
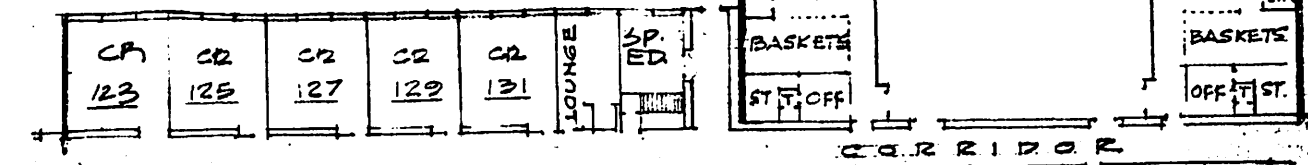
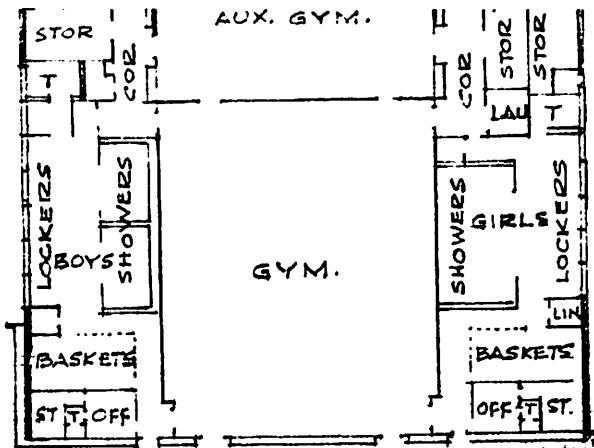
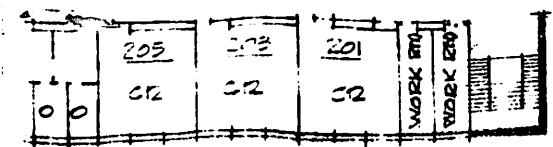
- Class Instruction will begin as planned on September 10<sup>th</sup>
- Family Involvement Specialist and Child Development Specialist will be housed at Norrell
- The cafeteria and the outside blacktop will serve as the play areas

#### **❖ Transportation**

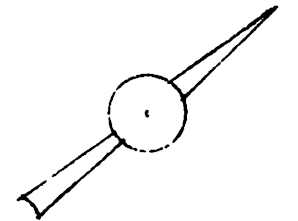
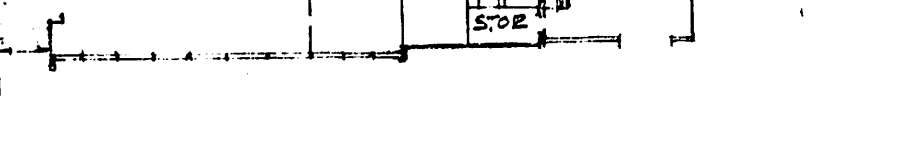
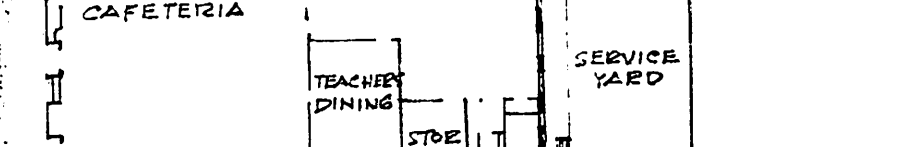
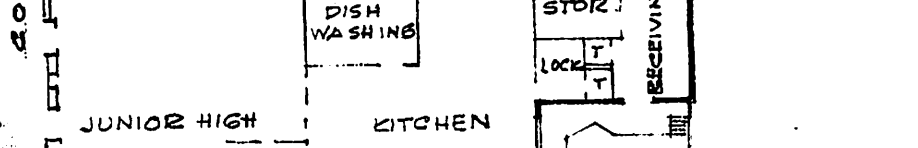
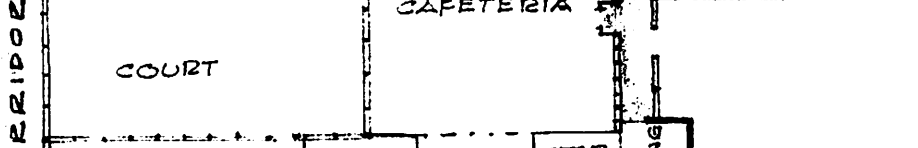
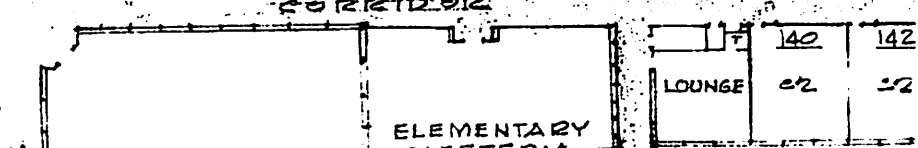
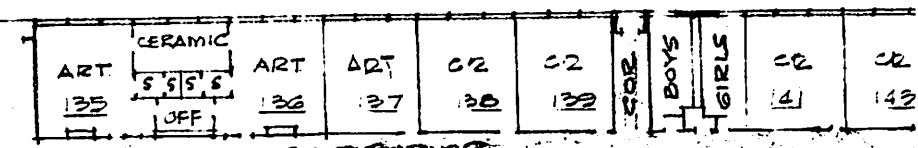
- We presently have four Head Start buses and are securing additional buses (for students who would have normally walked)
- Have five Hub sites: Whitcomb, Fairfield Court, Woodville, George Mason and Mosby Recreation Center
- Head Start will also have strategic neighborhood stops



2 FLOOR PLAN



PRE-K WING



101 rm.  
COURT

SEE SECOND FLOOR PLAN ABOVE

PRE-K WING

FRONT DOOR

FIRST FLOOR PLAN

MLK



***Pre-K Center Located at Norrell  
Elementary School***

### ***Norrell Pre-K Center***

RPS Administrative team would like for the School Board to consider moving the Pre-K Center currently located at MLK Middle School to Norrell Elementary School on a temporary basis until the new Pre-K Center is built at MLK (tentatively scheduled for completion in 2015).

### ***Why Move?***

The current enrollment for MLK Middle School students and the Pre-K Center has made space a premium.

### ***Is Norrell Adequate?***

1. We identified 15 classrooms and the Media Center on Levels 1 & 2 with a total classroom space of 13,622 square feet vs. 8,430 at MLK (38% increase). MLK has only 11 classrooms.
2. Average classroom size is 816 square feet at Norrell vs. 703 square feet at MLK (14% increase).

### ***Concerns at Norrell?***

Norrell has been tested weekly since July 25<sup>th</sup> for Mold, Carbon Monoxide, and Methane Gas. All tests conducted indicate results are within acceptable levels.

### ***Concerns at Norrell?***

1. Will cost approximately \$20,000 to move and make Norrell ready to receive students. These items include:
  - A. Telephone/Data Lines
  - B. Security Cameras
  - C. Moving CostsFunding has been identified for these costs.

### ***Concerns at Norrell?***

1. All plumbing, heating, HVAC, alarms (fire & burglar) , and electrical systems have been inspected and appear to be functioning properly.
2. An ADA analysis has been conducted and it is estimated that it will cost approximately \$125,000 to retrofit this building to be in compliance. Funding is available in ADA budget.

### ***Concerns at Norrell?***

1. Playground area meets the guidelines established by the DOE. Minor improvements will be made by RPS staff.
2. All Parks and Recreation programs are after normal school operation times and will not be affected by this move.

### ***Why Move?***

1. Pre-K students will have adequate space for their center until permanent facility is established.
2. Middle school will have more flexibility.
3. Relative small cost to move/establish program for the projected years to complete construction of MLK Center.

### ***Other Concerns***

1. Transportation

Designated stops will be established.  
Parents will be required to be with their children at the bus stop for a.m./p.m. runs.  
Staggered arrival times may be necessary depending on the number of students transported.



### ***Other Concerns***

2. Parent Communication

Parent Liaisons and the VPI/Head Start Director will conduct informative community meetings to address parental concerns.

3. Media notification and Parent Link communication will be initiated.

### ***Next Steps***

Seeking review and approval to proceed pending approval for ADA requirements.



***Pre-k Center Located at Norrell  
Elementary School***