

**Packing Information**  
**March 15, 2024**

The Logistics Committee has finalized packing guidelines and below is guidance for closing schools as well as individual teachers moving to a different KUSD school. Please note that elementary inventories must be completed by April 26 and middle school inventories are due June 13. Inventories need to be completed prior to packing materials.

<b>Closing Schools</b> <b>All packing must be completed by JUNE 13</b>																			
<b>Topic</b>	<b>Details</b>																		
Support for Schools	<ul style="list-style-type: none"> <li>Facilities will begin scheduling meetings with principals of closing schools the week of April 8th.</li> </ul>																		
Timelines	<ul style="list-style-type: none"> <li>Timelines for moving materials will be shared with schools in late April.</li> </ul>																		
Boxes	<ul style="list-style-type: none"> <li>Principals will request boxes (18x12x12) through their head custodian.</li> <li>Head custodians will contact Laurie Krueger and provide the number of boxes being requested. Laurie will communicate that information to Ed.</li> <li>Larger boxes may be used but the content of the boxes may not exceed 75lbs.</li> <li>The ESC/IMC has a limited supply of packing paper. Principals can request a bag (or two) of packing paper from Christine O'Regan.</li> </ul>																		
Packing Labels	<ul style="list-style-type: none"> <li>A universal <a href="#">Packing Label</a> will be used and is to be printed at each school.</li> <li><a href="#">Spec Ed &amp; Student Support Packing Label</a> will use this label.</li> <li>Libraries have a customized label supplied by the IMC.</li> <li>Labels will be attached to a side of each box/crate/bin (not the top).</li> </ul>																		
Elementary Packing Instructions	<ul style="list-style-type: none"> <li>All teachers will use the <a href="#">Elementary T&amp;L Inventory &amp; Packing Procedures</a> document for inventory and packing.</li> <li>Please connect with content coordinators with questions for the areas they support:               <table style="margin-left: 40px; border: none;"> <tr> <td>○ Mary</td> <td>ELA &amp; Social Studies</td> <td>x6302</td> </tr> <tr> <td>○ Stacy</td> <td>Math and Science</td> <td>x7544</td> </tr> <tr> <td>○ Aaron</td> <td>CTE</td> <td>x6313</td> </tr> <tr> <td>○ Sarah</td> <td>ELD</td> <td>x5909</td> </tr> <tr> <td>○ Scott</td> <td>Fine Arts</td> <td>x6389</td> </tr> <tr> <td>○ Bryan</td> <td>PE &amp; Health</td> <td>x6384</td> </tr> </table> </li> </ul>	○ Mary	ELA & Social Studies	x6302	○ Stacy	Math and Science	x7544	○ Aaron	CTE	x6313	○ Sarah	ELD	x5909	○ Scott	Fine Arts	x6389	○ Bryan	PE & Health	x6384
○ Mary	ELA & Social Studies	x6302																	
○ Stacy	Math and Science	x7544																	
○ Aaron	CTE	x6313																	
○ Sarah	ELD	x5909																	
○ Scott	Fine Arts	x6389																	
○ Bryan	PE & Health	x6384																	

	<ul style="list-style-type: none"> <li>○ Christine Library x7444</li> </ul>
Middle School Packing Support	<ul style="list-style-type: none"> <li>● Please connect with coordinators for the content areas they support: <ul style="list-style-type: none"> <li>○ Che English &amp; SS x7391</li> <li>○ Jen L Math and Science x7003</li> <li>○ Aaron CTE x6313</li> <li>○ Sarah ELD x5909</li> <li>○ Scott Fine arts x6389</li> <li>○ Bryan PE &amp; Health x6384</li> <li>○ Christine Library x7444</li> </ul> </li> </ul>
Pallets	<ul style="list-style-type: none"> <li>● Head custodians contact Ed Rosales for direction on loading pallets, shrink wrapping, etc. (note there may be some schools that will not use pallets ).</li> <li>● Laurie Krueger will coordinate getting pallet jacks to those schools that do not have them.</li> </ul>
Title I Inventory	<ul style="list-style-type: none"> <li>● Title I schools will receive an inventory and guidance for repurposing of those materials.</li> </ul>
Technology	<ul style="list-style-type: none"> <li>● The IS department will coordinate all technology moves and send a more detailed timeline following spring break.</li> </ul>
Records	<ul style="list-style-type: none"> <li>● A detailed guide will be shared prior to spring break related to packing, distribution and/or disposal of digital and/or hard copy records (ex. student, personnel, financial, etc)</li> </ul>
Disposal of outdated material	<ul style="list-style-type: none"> <li>● Designate an area in your school for teachers to place items for disposal. Head custodians will contact Ed in facilities for next steps.</li> </ul>

<b>Individual Teacher Moves within the District All packing must be completed by JUNE 13</b>	
<b>Topic</b>	<b>Details</b>
Timelines	<ul style="list-style-type: none"> <li>● Timelines for individual teacher moves will be shared in May.</li> </ul>
Boxes	<ul style="list-style-type: none"> <li>● Principals will request boxes (18x12x12) through their head custodian on or after <b>May 20th</b>.</li> <li>● Larger boxes may be used but the content of the boxes may not exceed 75lbs.</li> <li>● The ESC/IMC has a limited supply of packing paper. Principals can request a bag of packing paper from Christine O'Regan</li> </ul>

Packing Labels	<ul style="list-style-type: none"> <li>● The <a href="#">Packing Label</a> is printed at each school.</li> <li>● <a href="#">Spec Ed &amp; Student Support Packing Label</a></li> <li>● Libraries have a customized label supplied by the IMC.</li> <li>● Labels are attached to a side of the box (not the top).</li> </ul>
Elementary Packing Instructions	<ul style="list-style-type: none"> <li>● <a href="#">Elementary T&amp;L Inventory &amp; Packing Procedures</a></li> <li>● Please connect with content coordinators with questions for the areas they support: <ul style="list-style-type: none"> <li>○ Mary                    ELA &amp; SS</li> <li>○ Stacy                    Math and Science</li> <li>○ Aaron                    CTE</li> <li>○ Sarah                    ELD</li> <li>○ Scott                    Fine arts</li> <li>○ Bryan                    PE &amp; Health</li> <li>○ Christine                Library</li> </ul> </li> </ul>
Middle/High School Packing Support	<ul style="list-style-type: none"> <li>● Please connect with content coordinators for the areas they support: <ul style="list-style-type: none"> <li>○ Che                        English &amp; SS</li> <li>○ Jen L                      Math and Science</li> <li>○ Aaron                    CTE</li> <li>○ Sarah                    ELD and World Language</li> <li>○ Scott                    Fine arts</li> <li>○ Bryan                    PE &amp; Health</li> <li>○ Christine                Library</li> </ul> </li> </ul>
Disposal of outdated material	<ul style="list-style-type: none"> <li>● Designate an area in your school for teachers to place items for disposal. Head custodians will contact Ed in facilities for next steps.</li> </ul>
Walk Throughs	<ul style="list-style-type: none"> <li>● Bi-weekly and/or weekly walkthroughs will be scheduled in May and June to respond to questions and ensure we are on pace with the timeline.</li> </ul>