

Portable Reduction Plan

Technical Frequently Asked Questions for School Staff

1. My Head Start classrooms are in the main building, should I move them to a portable to keep the portable?

If the school has the capacity to host the Head Start Program in the main building, then you should not move the program to a portable. However, if enrollment projection data shows that the school would need the capacity in the main building in the future to meet LOS or related mandates, the Head Start Programs would be relocated either into retained portables or a viable location.

2. Can I move the Head Start Program from the portable into the main building if I have the capacity?

Yes, providing you have the capacity to absorb the additional classroom at your school, you may move the Head Start classroom into the main building.

3. Can a school use any of the technology that is currently in Portables elsewhere on the campus?

Relocating any technology from portables into the main campus needs to be done in accordance with established procedures for campus adds, moves, and changes. ETS plans to remove all equipment from portables being taken off campus, but will work with schools that submit a Communications Work Order to retain and relocate network and/or voice equipment.

4. What considerations do I need to make for the Technology equipment in portables being removed from our school?

There is nothing required on the part of school staff that relates to the removal of network or voice technology in portables being taken off your campus. End-user equipment (computers, printers, projectors and other similar items) are the property of the school and should be removed by school staff. Educational Technology Services (ETS) will manage the process of removing or redeploying the network and voice equipment.

5. What about inventory implications for technology equipment that is being removed?

Any End-user equipment stays at the school and remains on the school's inventory. Inventory control procedures, and related forms, will be taken care of by ETS and/or its contractors for Network and voice equipment. Signatures of school administration will be secured on those forms as required.

6. Will the removal of portables have any impact on the data or voice network in the rest of our school?

No.

7. When will networking and voice equipment be removed from portables designated for removal?

ETS will remove this equipment when advised by the Facilities and Construction Management Department (FCM) that removal of the portable from the school or demolition of the portable is imminent. ETS will contact the school to make arrangements once this notice is received from FCM.

QUESTIONS RELATED TO CLASS SIZE REDUCTION

Utilization of Classroom Capacity

8. Can I schedule classes in portables at my school?

Yes, if there are no other classrooms available (with or without student stations.), and only if the portables are not scheduled for removal in the pertinent school year.

9. What is the priority for scheduling classrooms?

All core curricular classes should be taught within the permanent capacity of a school first, then "Zero" Student Station classroom spaces (e.g., Resource Rooms) and lastly, portables.

10. What are the Room Usage Codes?

The Room Usage Codes are listed below and should be used for all unassigned rooms listed at the top of the Class Size Reduction Web site's Room Occupancy Report in orange. All portables should be coded if not in the Master Schedule. As soon as staff is notified that a portable will be removed from their site, they should code the room with a "T" for transit in the C01 TERMS panel.

11. Where are the Room Usage Codes entered in TERMS?

Schools enter the Room Usage Code A, E, F, I, S,T, R, & U on C01 panel on TERMS. Remove the Room Usage Codes that are no longer appropriate (e.g., U = Unscheduled Room is now scheduled).

Room Usage Codes Input by School Staff
A = ADMINISTRATIVE USE (includes Storage, Facilitator Office, etc.)
F = FEE - PAID USE

I = INTERNAL SUSPENSION
M = MAINTENANCE ISSUES (A report will be issued to PPO to track progress of work.)
S = STUDENT USE (includes Resource, Labs, Pullouts, Specialized Magnet Rooms)
T = PORTABLE IN TRANSIT (use for any portable that is not hooked up for use)
R = RESERVED FOR ADULT EDUCATION
U = UNASSIGNED
New Room Usage Code for 2011-12
E = ESE SELF-CONTAINED CLASSROOM (To assist in the identification of ESE Self-Contained classrooms)

12. How often should the Room Usage Codes be updated?

Room Usage Codes should be updated as classroom schedules are modified. ONLY the rooms that show on the Room Occupancy report should be coded with a room usage code of A, E, F, I, S, R, & U, in the C01 panel of TERMS. Schools should remove the Room Usage Codes that are no longer appropriate (e.g., U = Unscheduled Room is now scheduled).

Non-ESE Fee-Based Pre-K Programs

13. Capacity/Facilities Considerations for Non-ESE Fee-based Pre-K programs:

A Pre-K designation will be added to FISH to identify the non-ESE fee-based Pre-K classrooms, and schools should code the Fee-paid classroom with an "F" room utilization code in the TERMS C01 panel.

Non-ESE fee based Pre-K programs cannot be offered at schools over 100% permanent capacity. Special programs at schools are reviewed annually for continuation when facility space is limited either at the school offering the special program, or at the adjacent schools where space is deficient.