

Transition Timeline

Updated 4.16.25

Date	Action/Task
November 18, 2024	Employees are notified that we are beginning the planning process for 2025-2026 and the annual Verification of Seniority Lists are sent out to employees.
December 17, 2024	Principals receive initial staffing allocation letters based on projected enrollment.
December 18, 2024	Board of Trustees approves updated Seniority Lists.
January 22, 2025	Board of Trustees approves Resolution Approving Co-Location and Reconfiguration of Schools.
January 27, 2025	PSD and LSEA (certificated labor partner) discuss a shared commitment to negotiating a helpful MOU that not only addresses key Resolution and co-location issues, but also guides impacted unit members as to next steps in the process. PSD and LSEA agree to an MOU to Extend the Early Notice Incentive and Job Share Proposal Due Dates.
Week of January 27-31, 2025	ESS office meets with school site administrators to collect information regarding current programming and future visions
Week of January 27-31, 2025	Meet with principals of 7 & 8 grade students discussing future accelerated programs - Further discussions with Transition Teams during Site Visionary Team Meetings
January 31, 2025	Principal group check-in regarding Visionary Academic Enhancements - Further discussions with Transition Teams during Site Visionary Team Meetings
January 31, 2025	HR meets with Vallemar School Certificated Permanent Staff. HR meets with CSEA to discuss impacted classified employees and next steps. HR meets with Principals to discuss Reduction of Workforce, Non-Reelects, and Layoffs.
Week of February 3 - 7, 2025	Personnel meetings with affected non-permanent certificated employees based on seniority of employment hire date and credential status. Personnel meetings with affected classified employees based on seniority of employment hire date.
February 3, 2025	Budget Sessions for financial transparency for OSS PTO @OSS
February 4, 2025	Principals receive updated staffing allocation letters based on

	projected enrollment.
February 5, 2025	TK and Kindergarten Lottery. Classes posted at 6:00pm along with a waitlist.
February 10, 2025	Budget Sessions for financial transparency - virtual session https://pacificasd.zoom.us/j/84845966478?pwd=DYKDGCLGLnriFlartPmNjoI3ooOAoN.1
February 11, 2025	Budget Sessions for financial transparency - virtual session https://pacificasd.zoom.us/j/87913822750?pwd=iJXDeucfuVXm99UlbiHrAgaWrcJigi.1
February 12, 2025	Resolutions regarding Reduction of Workforce, Non-Reelects, and Layoffs brought for action to the Board of Trustees.
February 12, 2025	SEPAC Parent Meeting for Parents of students with disabilities a discussion of the School Board approval of changes to SDC program locations (9:00am-10:00am) Zoom link: https://zoom.us/j/8765376948?omn=98637627643
February 25, 2025	SR/OSS Visionary Team Meeting
February 13, 2025	SEPAC Parent Meeting for Parents of students with disabilities a discussion of the School Board approval of changes to SDC program locations (7:00 pm - 8: pm) Zoom Link: http://zoom.us/j/876537648?omn=91752182977
February 24 - March 7, 2025	Meetings with parents who have students in Ocean Shore and Cabrillo's Special Day programs to discuss District SDC programs (Zoom, in-person or phone calls (parent preference).
February 25, 2025	Sunset Ridge Visionary Team Meeting
February 26, 2025	Joint Staff Meetings K-5 OSS and SR at SR, OSS 6-8 to IBL, Vallemar 6-8 to IBL or Cabrillo
February 27, 2025	First meeting of the District Transition Team Meeting. A group of the participants will work together regarding the visionary plan of academics for PSD. There are 8 additional meetings.
February 28, 2025	HR & Principals Staffing to Enrollment Meeting #1
March 2025	Visionary Team meetings planned by site
March 10, 2025	First day to submit paperwork for waitlist for all grades TK - 8th grade all schools for the 2025-26 school year.
Mid March	Online Registration available to all families

March 15, 2025	Notice given to all employees affected by Reduction of Workforce, Non-Reelects, and Layoff Resolutions.
March 19, 2025	Co-Location/Restructuring Transition Team Meeting
March 19, 2025	Oretga Visionary Team Meeting
March 20, 2025	HR & Principals Staffing to Enrollment Meeting #2
March 25, 2025	IBL Visionary Team Meeting
March 26, 2025	Cabrillo Visionary Team Meeting
March 27, 2025	Co-Location/Restructuring Transition Team Meeting
March/April 2025	Special Education transition meetings (8th grade to High School)
March/April 2025	Special Education Transition meetings (5th grade to 6th grade at Ingrid B. Lacy).
March/April 2025	OSS to SR student field trip- begin Pen Pal program.
April 3, 2025	HR & Principals Final Staffing to Enrollment Meeting #3
April 29, 2025	Cabrillo Visionary Team Meeting
April 15, 2025	HR will post all known vacancies by assignment and site that will be available for 2025-2026 (LSEA Article 14.5.1).
April 15, 2025 -May 2025	Transition Meetings for SPED (5th, 6th and 7th Grade) Impacted SDC at Ocean Shore and Cabrillo School.
April 16, 2025	Principal Professional Development (Backward Mapping of Visionary Team Plan)
April 16, 2025	District Transition Team Meeting
April 18, 2025	IBL - Tour for OSS Families students in SDC class 9:00-11:00
April 21,205	District-Wide Transition Team Building Day for Staff
April 23, 2025	District Transition Team Meeting
May 2025	Recruitment for vacancies and ongoing communication to support employees in preparing for 2025-2026.Continuous collaboration with labor partners.
May 15, 2025	Final Layoff Notices
May 2025	Transition to Middle School Informational Night
May 13-16, 2025	Boxes will be distributed to school sites for all affected staff members

May 7, 2025	District Transition Team Meeting
May 14, 2025	District Transition Team Meeting
May 21, 2025	Cabrillo Visionary Team Meeting
June 5-8, 2025	Movers will pack materials from all rooms (exception: boxes with fragile or personal items)
June 9-13, 2025	Packed materials from original site to new location
June 5, 2025	Every unit member will receive written notification of the tentative school, grade, class, subjects and room assignments for the coming school year (LSEA Article 14.5.2).

Department Key:

Human Resources

Educational Services, Curriculum and Instruction

Student Services

Special Education

Business

Facilities

School Sites