



MOVING CLASSROOMS & TEACHERS

In most cases there is no Central Office resource to support teacher/classroom moves. Facilities Dept. does not provide boxes, packing, or moving services to schools, programs, or our partners (daycare, SUN etc.).

- Teachers move themselves when they accept a new job at a new building.
- There is no funding or process for moving a teacher's personal items from site to site.
- Curriculum is ordered from Textbooks/ Instructional Resource Center.
- Computers/Tech carts, ordered through the IT Purchasing.

Many teachers have curriculum they have developed over the years but it is their personal property. Items purchased for teachers through the PTA or a grant must stay at the school they are leaving.

When the School Board makes a decision to close or reconfigure a school, different rules apply because it is essentially a "forced" move not a job change by choice. There are other conditions that might cause a move to be budgeted and paid for within a project managed by a PPS Project Manager. The process for getting a PPS Project Manager assigned is found on the Facilities webpage under "Project Management" PDR.

Additional information:

- Whole room furniture "swaps" cost the school \$400 each (has single desks, wants round tables).
- PPS does not have an in-house resource for moves or furniture changes. Movers are paid an hourly rate which includes at least 2 movers and truck needs. Each department pays for moving work through their Chartfield.
- Custodians will move two classrooms per summer. Work with your Head Custodian and Field Operation Manager to use this resource.

Focus and Priority Schools, Beacon Schools, Academic Priorities:

If you want to make classrooms moves in order to improve the academic environment or change the physical space, please work with your Principal and the Senior Director. Your Senior Director will in turn contact Facilities if necessary.

Moving and Paying Teachers:

Teacher moves are made at the discretion of the Principal. Custodians will do two classroom moves per summer. Custodians will adjust desks up and down or all to the same height and swap chairs room to room as needed. There is no funding to:

1. Pay teachers to move
2. Buy and deliver boxes
3. Pack or move teachers' items

If you have a large classroom move in mind discuss this with your Senior Director. If your school is part of a Central Office PPS project, your school will receive moving support.

Email Furniture@pps.net for questions