



*A Community of Learners*

**Information Memo: Kindergarten Program Update - School Assignment Process FY 2019-2020**

To: School Board

From: D36 Administrative Team

Date: February 26, 2019

**Background**

District 36 Kindergarten students were placed at Greeley and Hubbard Woods School for the 2017-2018 and 2018-2019 school years to address enrollment challenges. The distribution of students from Crow Island to Greeley and Hubbard Woods was determined by Cropper GIS and resulted in four sections of Kindergarten at each school. This distribution will continue for the 2019-2020 school year.

**School Assignment Process - Recommendation**

- Families residing within the Greeley and Hubbard Woods School attendance areas are assigned as such.
- Families residing in the Crow Island attendance area are assigned to either Greeley or Hubbard Woods School based on geographic proximity, school capacities, and class size considerations.
  - Continue with *Cropper GIS*' boundary assignment from 2017-2019, a Crow Island Kindergarten assignment map was generated (see attached).
  - Students residing in the Crow Island attendance area registering for Kindergarten after February 26, 2019, will be placed at the discretion of the District in consideration of class size guidelines, school capacity, and staffing allocations.

***Estimated Outcome (based on current data, February 19, 2019)***

School	Current Registered (w/in attendance boundaries)	Permanent Transfers	Assigned Students (per Cropper)	Projected Total Students (range)*	Projected # of Sections	Projected Avg. Class Size
Hubbard Woods School	39	1	13	53-60	3	16-20
Greeley School	32	2	26	60-70	4	17-20
Total	71	3	39	113-130	7	

As of February 26, 2019, staffing is currently set at 7 sections. The District will add sections as needed. Informed by parent focus groups, the fourteen Hubbard Woods kindergarteners from the Crow Island attendance area will be placed in two classrooms to maximize the number of students from Crow Island within each classroom and remain within our class size guidelines.

**Intra-District Transfer Requests**

- Requests for intra-district transfers are reviewed in accordance with School Board policy. Current policy allows for a student's parent(s)/guardian(s) to submit a written request to the Superintendent outlining the rationale for the change of school request.
  - The School Board must officially approve requests at a School Board meeting. The approvals under this policy are valid for one school year.
  - All requests for the 2019-2020 school year will be reviewed and considered for Board approval no earlier than the April 23, 2019, Meeting.
- In February of 2017, policy and administrative procedures were customized for the Kindergarten students and families attending the District in 2017-2020.
  - The policy gives preferential consideration to families who would like to commit to sending their child(ren) to Greeley or Hubbard Woods for the duration of their elementary attendance.
  - Priority for intradistrict requests for incoming 2019-2020 Kindergarteners will be given to those received by April 15, 2019.
  - All requests for the 2019-2020 school year, received by April 15, 2019 will be reviewed as a group and considered for Board approval no earlier than the April 23, 2019 meeting.

**Parent Feedback**

Voluntary meetings were held in December 2018 with parents living in the Crow Island attendance area impacted by the short-term kindergarten plan. These meetings provided

focus-group insights to inform this year's planning. Feedback from these meetings was shared with administration, staff, the PTO Kindergarten committee, and School Board members. Feedback for consideration relates to kindergarten placements (i.e., place more Crow Island attendance area students per class), transition to first grade, and PTO events.

### **Communication Plans & Timelines**

An email will be sent to incoming Kindergarten families by no later than Friday, March 1, 2019, with pertinent information related to school assignments, class assignments, and other logistics.

### **Next Steps**

Approve the boundaries for 2019-2020 Kindergarten assignment	February 26, 2019
Monitor enrollment and review intradistrict transfer requests	Ongoing
Welcome session for parents	March 15, 2019 9:00 am Hubbard Woods School 1:00 pm Greeley School
Welcome to District 36, Overview of Kindergarten (Sponsored by Alliance for Early Childhood)	April 17, 2019 TBD 9:30-10:30 a.m.
Open House for Kindergarten Students	May 20, 2019 3:15-4:15 pm

Attachments:

[-Crow Island Kindergarten Assignment Map \(February 2019\)](#)

[-Kindergarten Program Overview](#)