



Information Memo: Master Facility Plan (Enrollment Balancing Project Update)

To: School Board

From: Trisha Kocanda, *Superintendent*
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Date: April 25, 2017

Phase I Background and Update

At the January 24, 2017, School Board meeting, the Enrollment Balancing Phase I plan was approved. To immediately address overcrowding at Crow Island School, all kindergarten students will be served at Greeley and Hubbard Woods Schools starting in Fall 2017. This is anticipated for one to two years as the Phase II planning takes place.

As of April 20, 2017, the District has confirmed that 140 Kindergarten students will be welcomed at Greeley and Hubbard Woods Schools next fall. There will be four sections at each school, pending additional registrations expected throughout the summer. The Kindergarten teachers have been meeting to develop a curricular units of study and organizing the sequencing. Additionally, classroom design, furniture plans, and instructional materials are being coordinated with the involvement of all teachers and principals. The PTO Kindergarten Committee has been meeting monthly to plan for family events and welcoming activities. The next District outreach is scheduled for April 27, 2017, at Greeley School focused on transitioning to a play-based Kindergarten. The Alliance for Early Childhood is co-hosting the event.

The District also received five requests from families who want to take advantage the School Board's new policy allowing intra-district transfers to be approved for the duration of the elementary school experience (versus an annual commitment).

Phase II Work

At the March 7, 2017, Special Board meeting, there was agreement that Phase II should be expanded to address enrollment imbalance and facility needs. A master facility plan will be conducted by architects to inform the Phase II planning. The Requests for Qualified (RFQ) Architects was released on March 17, 2017. The RFQ

was informed by connecting with other school districts that have recently engaged in master facility planning. The District consulted with Sunset Ridge 29, Hawthorn 73, Barrington 220, and Menomonee Falls (WI).

The RFQ calls for the following, ideal timeline:

- March 17, 2017 - RFQ Released
- April 12, 2017 - Last date for respondents to send clarifications / questions
- April 19, 2017, 2:00 p.m. - Submissions due; evaluation of qualifications begins
- April 26, 2017 - Successful short-listed and unsuccessful firms notified begins
- May 1, 2017 - Interview with short-listed firms
- May 8, 2017 - Select firm notified and contract negotiations begin
- May 15, 2017 - Committee recommends firm for Board approval and action
- August, 2017 - Preliminary Master Facility Plan presented to School Board

Master Plan Outcomes

The District will work with a firm to achieve the following:

1. Determine the most efficient use and allocation of resources given forecasted demographics, enrollment, capacity of existing schools and other relevant variables; and
2. Propose to the Board of Education a range of possible alternatives and make recommendations relative to the current use of facilities, configuration, infrastructure, practices, and procedures, taking into consideration their relevant implications, including, but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates.

Master Plan Update & Next Steps

The District received 12 proposals by the April 19, 2017, due date. Using specific indicators detailed in the Request for Qualifications, the number of preferred candidates will be narrowed by the School Board's Facility Subcommittee members and District administration. The finalists will present to the Facility Subcommittee and District administration in early May. Based on qualifications, ability of professional personnel, past record and experience, performance data, willingness to meet time requirements, location, workload of the firm, etc., a preferred firm will emerge. Once a preferred firm is identified, the District will negotiate terms and budget. We anticipate School Board approval of the recommended firm in mid-May.