



*A Community of Learners*

## **Information Memo: Enrollment Balancing Project**

To: School Board  
Trisha Kocanda, *Superintendent*

From: Greg Kurr, *Chief Financial Officer*  
Maureen Hager, *Enrollment Balancing Project Coordinator*

September 20, 2016

### **Background**

The Enrollment Balancing Project is an effort to address the enrollment imbalance currently being experienced at the elementary school level. The first phase of this project will address this imbalance as well as assist in the implementation of the extended kindergarten day program.

Upon Board approval of the Enrollment Balancing Project at the June 8, 2016, meeting, work began immediately on the Enrollment Balancing Project in concert with Cropper GIS and McKibben. Following their initial visit to the community and individual site visits to all schools, Cropper provided the District some initial reports for the project, which were presented to the Board at the August 2016 meeting. As a follow up to this presentation, Cropper has provided an updated optimal capacity analysis that can be accessed by [clicking on this link](#). As a reminder, the optimal capacity analysis is based on the low end of the District's class size guidelines as opposed to maximum capacity analysis, which is based on the high end of class size guidelines.

This memo summarizes progress since the August Board meeting and anticipated next steps through fall 2016 and winter 2017.

### **Progress to Date**

Progress to date includes the following:

- staff members at each have been updated on the project during visits by the Superintendent and CFO (August 25-29)
- two informational sessions were held to familiarize interested community members with the project and the process for identifying Advisory Committee members (September 6)
- staff and community surveys to assist the Advisory Committee with prioritizing desired project outcomes were designed and distributed via principal newsletters, the Winnetka

community newsletter, the EBP page of the District's website through the District home page, an all community Board email, and a press release sent to local media outlets (September 8 - 18)

- a meeting was hosted for representative community realtors to provide additional information regarding the EBP and to develop an effective communication plan to provide local realtors accurate and timely information regarding progress on the project (September 12)
- applications for Advisory Committee membership have been received from staff and community and invitations to participate on the Committee have been extended to the following individuals (September 14):
  - Dana Crumley, School Board Member
  - Kristen Hertel, School Board Member
  - Dawn Livingston, School Board Member
  - Emily Reynolds, Crow Island Parent and Community Member
  - Peter Wilson, Greeley Parent and Community Member
  - Cheryl O'Brien, Hubbard Woods (and Skokie and Washburne) Parent and Community Member
  - John Griffin, Skokie (and Crow Island and Washburne) Parent and Community Member
  - Kristin Dillon, Washburne Parent and Community Member
  - Nancy Fehrenbach, Community Member
  - Carolyn Yoch, Community Member
  - Stephanie Wheat, Community Member and pre-school parent
  - Julie Pfeffer, Crow Island Principal
  - Dave Kanne, Washburne Principal
  - Greg Kurr, Chief Financial Officer
  - Daniel Ryan, Assistant Superintendent for Professional Learning and Human Resources
  - Eva Tarini, Crow Island Staff Member
  - Stacey Wellman, Greeley Staff Member
  - Mike Hynes, Skokie Staff Member
  - Maureen Hager, District Enrollment Balancing Facilitator

## **Next Steps**

Seven Advisory Committee meetings have been scheduled between September 26, 2016, and January 24, 2017, which is the target date to present a recommendation to the School Board. These meetings will be public and will be held in the Washburne Resource Center on the following dates:

- Monday, September 26, 5:00-9:00 p.m.
- Tuesday, October 25, 6:00-9:00 p.m.
- Tuesday, November 1, 6:00-9:00 p.m.
- Monday, November 14, 6:00-9:00 p.m.
- Tuesday, November 29, 6:00-9:00 p.m.

- Thursday January 12, 6:00-9:00 p.m.
- Tuesday, January 17, 6:00-9:00 p.m.

At the October 18, 2016, regular Board meeting, the Board will be requested to approve a set of values and priorities that will assist the Advisory Committee as it develops a recommendation(s) regarding enrollment. These EBP values and priorities are being developed based on feedback gathered through the use of a community survey that was open for responses during September.

The Committee will use all data and information available to help inform its recommendation(s), and the Board will be requested to take action regarding enrollment at the February 21 or March 21, 2017, meeting for implementation for the 2017-18 school year.