



*A Community of Learners*

## **Informational Memo: Enrollment Balancing Project Update**

To: School Board  
Trisha Kocanda, *Superintendent*

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

November 15, 2016

This memo summarizes progress on the District's Enrollment Balancing Project since the October 18, 2016, update to the Board. Since this time, the Enrollment Balancing Advisory Committee has met three times to continue their work to provide a recommendation for Board consideration at the January 24, 2017, meeting.

### **Background**

The Enrollment Balancing Project (EBP) is addressing the enrollment imbalance currently being experienced at the elementary school level. The first phase of this project is intended to address capacity issues at Crow Island for the 2017-18 school year and to assist in the implementation of the extended kindergarten day program.

### **Update on Progress Since October**

Since the October regular meeting of the Board, meetings two, three, and four of the seven scheduled EBP Advisory Committee meetings were held on October 25, November 1, and November 14, 2016. As this memo was written prior to the November 14 meeting, its contents do not reflect any outcomes of this meeting. A total of 16 committee members attended the meetings facilitated by CFO Greg Kurr and Project Facilitator Maureen Hager. Consultants Matthew Cropper and Dr. Jerrold McKibben attended the October 25, 2016, meeting and Matthew Cropper attended the November 1 and November 14, 2016, meetings.

**Action:** As with other Board Committee meeting minutes, **the Board is requested to approve the minutes of the October 25 and November 1 meetings as consent agenda items at its November 15 meeting.**

Progress since the October update to the Board includes the following:

- the Advisory Committee agreed to a set of guiding norms that provides agreements among the members regarding their interactions as members of the Committee
- the Committee members completed required training regarding the Open Meetings Act
- Committee members heard a summary of the Kindergarten Study undertaken in the 2015-16 school year resulting in the recommendation to offer an extended kindergarten day in the 2017-18 school year
- seven Advisory Committee community members toured the five buildings with students and staff in attendance to better understand how the buildings operate and how space is currently used
- Consultants Matthew Cropper and Jerrold McKibben presented an updated Enrollment Forecast and revised Capacity Study based on updated enrollment data factoring in student enrollment as of October 1, 2016
- Consultant Cropper presented four standard initial models, and after receiving feedback from the Committee, developed an additional four models for further consideration
- seven community members commented on the EBP process or posted to the EBP webpage comments they would like considered; this information has been shared with the Advisory Committee with an acknowledgement to the authors that their post has been received
- thirty community members attended an informational session on the process of the Enrollment Balancing Project on November 10 at Greeley
- community and staff input sessions are being scheduled for the purpose of receiving feedback on those models that will continue to be under consideration by the Advisory Committee; these drop-in sessions are for the purpose of reviewing active models, asking questions, and providing feedback to the Committee before its recommendation is finalized

## Next Steps

The Board adopted Guiding Principles provide a standard against which each enrollment balancing model is analyzed. Committee members will continue to use these Principles to guide their discussions. The committee is focused on identifying viable models to bring to the community and staff during December

and January. This process will allow for the honing of options and the identification of a recommendation for the Board's consideration.

### **Future Committee Meetings**

The next in a series of seven Advisory Committee meetings will be held on November 29, 2016. Meetings are scheduled up to January 24, 2017, in preparation for developing a recommendation. These meetings will continue to be public and will be held in the Washburne Resource Center on the following dates:

- 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.

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 21st or March 21, 2017, meeting for implementation for the 2017-18 school year.

### **Attachments**

[\*\*Addendum I:\*\* Draft Planning Models November 1, 2016](#)