



*A Community of Learners*

## **Information Memo: Demographic & Enrollment Study**

TO: School Board

FROM: Trisha Kocanda, *Superintendent*  
Greg Kurr, *CFO*

DATE: June 8, 2016

### **Overview & Background**

The School Board discussed the need for a more comprehensive demographic and enrollment study to address issues that arose during the examination of the Extended Kindergarten Day. This memo provides a proposed focus and timeline to address enrollment concerns in a timely manner. This memo reflects administrative recommendations for School Board discussion.

### **Statement of Issue & Key Questions**

- I. There is imbalanced enrollment at the three K-4 schools. Crow Island has approximately 150 more students than Greeley and Hubbard Woods.
  - a. What is the cause of this imbalance?
  - b. Does this represent a trend or will enrollment even out over time?
- II. Overall enrollment is declining, following historic patterns.
  - a. What is the cause of this decline?
  - b. How long will the decline last?
  - c. When the decline subsides, will the rebound be consistent across all three elementary schools?

### **Typical Actions For Imbalanced Enrollment**

- I. Do nothing and wait for self-correct.
- II. Select a grade (typically K, 4, 5 or 6) and move to another school - can be referred to as “soft redistricting” or “reconfiguring.”
- III. Redraw boundaries for the neighborhood K-4 schools - referred to as “redistricting.”
- IV. Purchase portable classrooms as a temporary solution.
- V. Invest in construction - in our case, this would be a building addition.

### Information Needed

- Sophisticated enrollment projection model that provides projections for 3-5 years by school and grade.
- Software that geographically models the impact of shifting school boundaries (street by street, home by home).
- Staff, parental, and community input.
- Budgetary impact.

### Tentative Timeline

Date	Responsible	Outcome
May - June 10	Administration	Identify experienced demographers to conduct study and schedule meetings to determine quality and fit.
June	Facility Sub-Committee Administration	Recommend the demographer for the study.
June (special meeting)	School Board	Approve demographer.
July	Administration	Provide demographer with historical data and other information needed for study.
August/Sept	Demographer	Produces draft report for Facilities Sub-Committee
September	Facilities Sub-Committee	Work with demographer to finalize the report and prepare presentation for the September Board meeting.
September (Board Meeting)	Demographer	Present report to the School Board/Community and solicit questions pertaining to additional information the Board may request.
September/Oct	Admin & School Board	Plan for community input to determine best options for responding to enrollment projections. <ul style="list-style-type: none"> <li>- Representative Committee?</li> <li>- Survey?</li> <li>- Other?</li> </ul>

October November December January	Admin & School Board (with Community input)	<ol style="list-style-type: none"> <li>1. Listen and respond to demographer's presentation of enrollment projections.</li> <li>2. Examine the feasibility of the 5 options listed above: quality of student life, cost, long-term viability, staff/community impact, staff/community support</li> <li>3. Identify preferred options and key questions.</li> <li>4. Gain staff and community feedback on options.</li> <li>5. Finalize options based on feedback.</li> </ol>
February Board Meeting	Administration (with Community Input)	Present viable options to the School Board for implementation as early as fall 2017.
March 2017	School Board	Review and discuss options and approve plan.
April - August	Administration	Prepare for and implement approved plan.