

**Central and East Lawrence Elementary School Consolidation Working Group
October 3, 2011, Meeting Minutes**

1. **Consensus Process:** Members clarified the consensus process that the group agreed to use in its deliberations. The co-facilitators shared a Consensus Flowchart (Addendum 1) to illustrate that process.
2. **Subcommittee:** Members discussed creating a subcommittee to serve as a liaison group to the school board. The role of the subcommittee is to ask questions of the board, seek the board's reaction to ideas from the group, and to promote openness and transparency in the process.

Prior to the Working Group's next meeting, members from each school will choose a representative from their school to serve on the subcommittee. The subcommittee will serve on an ad hoc basis (as needed/directed by the full group). The group will work with the superintendent to request time on the school board's agenda for the subcommittee to interact with the board. School board agendas are established on the Tuesday prior to Monday board meetings.

3. **Parking Lot Addition:** The subcommittee will ask the school board for clarification about the Working Group's charge with or without a bond issue.
4. **Executive Committee:** The group determined that there is no need for an executive committee to meet between meetings to assist in agenda planning. If the need arises, the group may reconsider.
5. **Data Discussion:** Superintendent Rick Doll shared September 20, 2011, and September 20, 2010, enrollment comparisons (Addendum 2) and elementary class sizes (Addendum 3). Elementary enrollment in the district's brick-and-mortar (non-virtual) schools is up by about 100 students, which was unanticipated.

John Wilkins of Gould Evans Associates shared an Elementary School Capacity chart (Addendum 4) adopted by the Elementary School Facilities Vision Task Force as a planning tool to equally evaluate school facilities.

6. **Parking Lot Additions:** Members requested:
 - Background information used to create the capacity chart, including a spreadsheet for each school.
 - The addition of a column to the capacity chart to show percentages of utilization without portables.

- A correction to the capacity chart due to the removal of the portable at Woodlawn.

7. Member Presentation of Data: Member Chuck Epp presented “Managing Consolidation in Light of Enrollment Growth” (Addendum 5).

8. Parking Lot Additions:

- Equity Discussion
- School Visits: The superintendent will work with the principals of the six schools involved to coordinate 4-5 times/dates during the school day and after school hours when 4-6 members may sign up to visit the schools. Principals will be asked to lead brief tours. Members suggested that it would be helpful to have school floor plans in advance of those visits. A member reminded the group that the character or flavor of a school comes from the people associated with it, rather than the facility itself. The group determined that members will not be required to visit schools. A member asked, “What are we looking for on these visits?” An online sign-up poll for school visits will be shared with members prior to the Working Group’s next meeting.

9. Timeline: The co-facilitators shared a proposed timeline (Addendum 6) for the group’s work.

10. Meeting Evaluation: Members asked to receive data in advance of their meetings, preferably by the Friday before the Monday meeting. Members who are providing data for the group’s review should let the facilitators know, so that data may also be provided to the group in advance of the meeting. The facilitators will share their contact information with the group.

(Email addresses for the co-facilitators are: Kames-oliver@ku.edu and Goodyear@ku.edu).

Members encouraged both facilitators to be present at all group meetings and suggested that the meeting room’s tables be set up in a “U” shape for the next meeting. Tables can be moved as needed for small group discussion.

A member asked that the following website links be shared with the group in advance of its equity discussion: the district’s Educational Equity and Excellence Plan, information about the district’s work around “Courageous Conversations about Race” and the school board’s goal regarding equity.

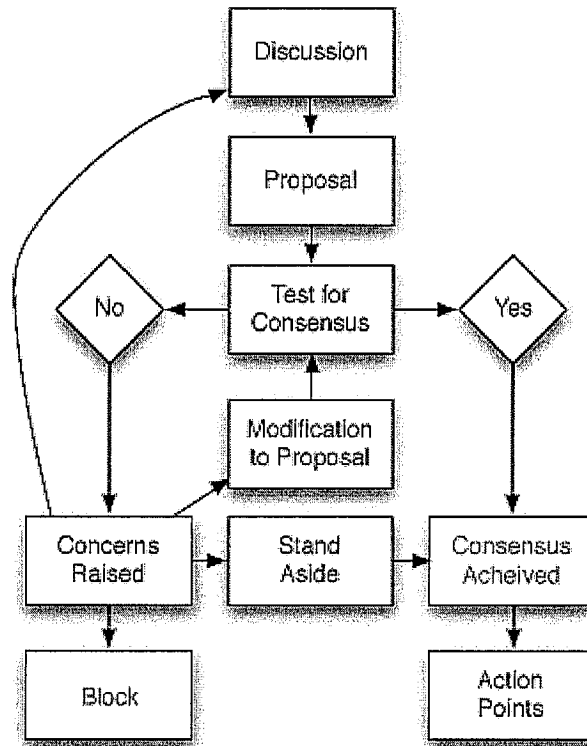
(The website link to this information is:
<http://www.usd497.org/EducationalEquityAndExcellence/>)

11. **Agenda Planning:** The Working Group's October 17 agenda will include announcing the make-up of the subcommittee, discussing equity as it relates to the group's charge, and receiving the following requested data:

- Enrollment projections.
- Elementary transfers.
- School floor plans including classroom usage.
- Background information for Gould Evans' capacity chart, along with the addition of a column for percentage utilization without portables and the correction of removing Woodlawn's portable.
- Race/ethnicity, SES and ESL data by school.

Meeting Schedule: October 17; November 7 and 21; December 5 and 19; and January 2, 16 and 30. All meetings will be held from 7-9 p.m. (meeting room available at 6:45 p.m.) in the Multi-Purpose Room of the School District Office, 110 McDonald Drive.

CONSENSUS FLOWCHART



Test for consensus using modified "Fist of Five".

One finger means: I have reservations or issues.

Three fingers means: I am in the middle/could live with it.

Five fingers means: I agree.

Blocking: It will take 5 members to block a proposal and those who block must propose an alternate solution.

A dissenting opinion may be submitted along with the recommendation to the school board.



ENROLLMENT COMPARISON

September 20, 2011 and September 20, 2010

Addendum 2

Elementary School	Co-Enrolled	KDG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	K-5 Total 9/20/2011	K-6 Total 9/20/2010	Grade 6 9/20/2010	
Broken Arrow		59	47	44	42	58	55	305	286	55	
Cordley	1	44	50	48	57	52	42	294	299	36	
Deerfield	4	70	68	88	80	77	84	471	530	65	
Hillcrest	1	59	71	58	49	57	61	356	390	41	
Kennedy		50	33	45	34	21	40	223	268	33	
Langston Hughes	2	68	81	79	76	79	78	463	519	81	
New York		36	29	32	25	24	37	183	200	24	
Pinckney	3	39	42	39	39	37	32	231	278	36	
Prairie Park	1	58	59	54	52	61	59	344	421	54	
Quail Run	2	60	65	59	81	73	77	417	476	73	
Schwegler	3	73	52	66	79	49	59	381	411	54	
Sunflower	3	90	69	78	82	85	84	491	480	79	
Sunset Hill		38	33	43	48	50	46	258	292	46	
Woodlawn	1	39	35	46	39	33	36	229	243	32	
Virtual School		93	90	104	118	124	132	661	928	156	
TOTAL ELEMENTARY	21	876	824	883	901	880	922	5,307	6,215	892	*WV = 27
Middle School			Co-enrolled	Grade 6	Grade 7	Grade 8	6-8 Total 9/20/2011	7-9 Total 9/20/2010	Grade 9 9/20/2010		
Liberty Memorial Central	1	137	160	136	434	410	145				
South		213	189	206	608	589	202				
Southwest	1	183	242	207	633	637	215				
West		179	201	193	573	551	195				
Virtual School		140	140	160	440	366	64				
TOTAL MIDDLE SCHOOL	2	852	932	902	2,688	2,553	821				
High School			Grade 9	Grade 10	Grade 11	Grade 12	10-12 Total 9/20/2011	10-12 Total 9/20/2010			
Lawrence Free State	381	370	368	390	1,509	1,064					
Lawrence High	342	388	392	403	1,525	1,206					
Lawrence Virtual High	103	80	63		246	37					
TOTAL HIGH SCHOOL	826	838	823	793	3,280	2,307					
TOTAL ENROLLMENT							Total 9/20/2011	Total 9/20/2010			
							11,275	11,075			
Total Difference								200			

<i>Additional data not included in the total enrollment numbers</i>	
Four-Year old At Risk	70
IEP'd Preschool	86
Non-graded Kdg	0
Douglas Co. Youth Services	25
Diploma Completion Program	220

Elementary Class Sizes - September 20, 2011

SCHOOL	KINDERGARTEN				GRADE 1				GRADE 2				GRADE 3				GRADE 4				GRADE 5				Current Total Enrollment	Projected Total Enrollment	Total Sections	K-3 enrollment threshold	4-5 enrollment threshold										
Broken Arrow*	21	19	19		16	16	15		22	22			21	21			29	29			28	27			305	290	14	27	32										
Cordley*	23	21			25	25			24	24			20	19	18		26	26			22	21			294	269	13	27	32										
Deerfield	20	15	19	19	23	23	22		23	23	22	21	20	20	20	20	26	26	25		29	28	27		471	473	21	27	32										
Hillcrest*	20	20	19		24	24	23		20	20	18		25	24			29	28			31	31			356	338	15	26	31										
Kennedy*	17	17	17		16	16			24	21			17	17			21				20	20			223	222	12	25	30										
Langston Hughes	24	22	22		21	21	20	19	21	20	20	18	26	25	25		27	27	26		27	26	26		463	472	20	27	32										
New York*	18	18			15	14			17	15			23	2			24				19	18			183	199	11	26	31										
Pinckney*	20	19			21	21			20	19			22	19			19	19			16	16			231	231	12	26	31										
Prairie Park*	20	19	19		20	20	19		18	18	18		19	17	16		21	20	20		30	30			344	349	17	27	32										
Quail Run	21	20	20		22	22	22		20	20	19		21	21	21	18	25	25	23		26	26	25		417	426	19	27	32										
Schwegler*	25	24	24		18	18	18		23	22	21		20	20	20	19	25	25			20	20	19		381	400	18	26	31										
Sunflower*	23	23	23	22	19	17	17	16	26	26	26		21	21	21	20	29	28	28		29	29	27		491	473	21	27	32										
Sunset Hill	22	16			17	16			22	21			24	24			25	25			24	22			258	251	12	27	32										
Woodlawn*	20	20			18	17			24	22			20	19			17	16			18	18			229	223	12	26	31										
	790				736				780				786				759				795				4646	4616	217												

*All Day Kindergarten

Addendum 4

3 October, 2011
 Lawrence USD 497 Task Force
 Elementary School Capacity (K-5)

	Actual Enrollment (K-5 2011)	Capacity Factor (Students/Section)	Sections Available adjusted for 1/2 day K ⁴	Planning Capacity Adj for SF	Available Seat Count (2011/2012)	Portables Equivalent to Classroom Size	Planning Capacity Adj for SF (w/ Portables)	Available Seat Count (2011/2012 w/ Portables)	Current Utilization incl portables (K-5 2010)
Broken Arrow ³	305	24.0	13	312	7	0	312	7	98%
Cordley ³	294	23.7	13	308	14	0	308	14	95%
Deerfield	471	24.7	22	544	73	1	568	97	83%
Hillcrest ³	356	24.0	13	312	-44	2	360	4	99%
Kennedy ³	223	23.0	13	299	76	0	299	76	75%
Langston Hughes	463	23.3	22	512	49	0	512	49	90%
New York ³	183	22.9	9	206	23	2	252	69	73%
Pinckney ³	231	22.8	14	319	88	0	319	88	72%
Prairie Park ³	344	24.0	21	504	160	0	504	160	68%
Quail Run	417	25.0	21	525	108	0	525	108	79%
Schwegler ³	381	24.0	20	480	99	0	480	99	79%
Sunflower ³	491	25.0	19	475	-16	1	500	9	98%
Sunset Hill	258	25.0	11	275	17	4	375	117	69%
Woodlawn ³	229	22.0	12	264	35	1	286	57	80%
Total	4,646	24.0	223	5,335	689	11	5,600	954	83%
				4,801			5,040		
				155			394		

Footnotes:

- ¹ Each elementary school to provide the equivalent of 1 classroom for SPED and Math/Reading. 0 was used if a school provided adequate space through a series of smaller rooms
- ² Current board policy: 25:1 < 50% free and reduced lunch; 24:1 50%-75% free and reduced lunch; 23:1 > 75% free and reduced lunch
- ³ Schools that currently have all day kindergarten
- ⁴ Schools with 1/2 day kindergarten can accommodate 2 sections of kindergarten in 1 classroom or 3 sections of kindergarten in 2 classrooms.
- ⁵ Capacity determined by USD 497 guideline for teacher/student ratio adjusted by sf for classrooms smaller than 720 sf. (650 sf - 719 sf: 22 students; 600 sf - 649 sf: 20 students)

Managing Consolidation in Light of Enrollment Growth

"The U.S. Department of Education considers the use of portable classrooms to be a *symptom* of overcrowding rather than a long-term *solution*."¹

Current enrollment and capacity

Total K-5 enrollment 9/20/2011	4,646	
Total K-5 enrollment 9/20/2010	4,529	
Growth	117	
Growth rate	2.6%	
Growth rate in the 6 schools considered for consolidation	3.1%	
Elementary school capacity	5,384	(Task Force Facilities Committee report, 1/28/2011, less Wakarusa Valley capacity, which has been removed) ²
90% utilization	4,846	(Task Force recommendation for ideal utilization, because 100% leaves no room for flexibility or growth)
Current utilization (9/20/2011):	86%	
Months to reach 90%	20	(At current rate of growth)

Projected capacity if schools are consolidated into existing facilities with no new construction

Scenario 1: close the school with the *smallest* capacity (New York: 206 student capacity)

Total remaining capacity	5,178
90% utilization	4,660
Utilization at 2011 enrollment	89.7%
Utilization at 2012 enrollment	92%
Year capacity exceeded	2015

Scenario 2: close 1 school with the *largest* capacity (Cordley, Hillcrest, and Pinckney: 308-319 capacity)

Total remaining capacity	5,065 to 5,076
90% utilization	4,559 to 4,568
Utilization at 2011 enrollment	92%
Utilization at 2012 enrollment	97%
Year capacity exceeded	2,014

Scenario 3: close the two smallest schools, 1 on the east side and 1 in the central area (NY & SH)

Total remaining capacity	4,903
90% utilization	4,413
Utilization at 2011 enrollment	95%
Utilization at 2012 enrollment	100%
Year capacity exceeded	2012-13

¹ Douglas D. Ready, Valerie E. Lee, and Kevin G. Welner, "Educational Equity and School Structure: School Size, Overcrowding, and Schools-Within-Schools," *Teachers College Record* 106(10): 1989-2014 (2004).

² <http://www.usd497.org/ElementaryTaskForce/documents/Ex.BUSD497Capacity2011Final.pdf>

Location of available capacity

<i>School</i>	<i>Available Seats (2011)</i>	<i>Enrollment (2011)</i>
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The six:

Cordley	14	294
Hillcrest	-44	356
Kennedy	76	223
New York	23	183
Pinckney	88	231
Sunset Hill	17	258

The others:

Broken Arrow	31
Deerfield	73
Langston Hughes	49
Prairie Park	160
Quail Run	108
Schwegler	99
Sunflower	9
Woodlawn	35

Consolidation scenarios without new construction

Based on the above data on enrollment and available seats:

If *New York* is closed, the remaining nearest schools (Kennedy, Cordley, Pinckney) would exceed their capacity. Enrollment shifts to Prairie Park and Schwegler would be necessary.

If *Kennedy* is closed, the remaining nearest schools (Prairie Park, New York, Cordley) would exceed their capacity. Enrollment shifts to Schwegler and Pinckney would be necessary.

If *Cordley* is closed, the remaining nearest schools (Broken Arrow, Schwegler, Kennedy, New York) would exceed their capacity. Enrollment shifts to Pinckney and Prairie Park would be necessary.

If *Pinckney* is closed, the remaining nearest schools (Cordley, New York, Woodlawn, and Hillcrest) would exceed their capacity. Enrollment shifts to Broken Arrow, Kennedy, and Prairie Park would be necessary.

If *Hillcrest* is closed, the remaining nearest schools (Sunset Hill, Pinckney, and Schwegler) would exceed their capacity. Enrollment shifts to Quail Run and/or Deerfield would be necessary.

If *Sunset Hill* is closed, the remaining nearest schools (Quail Run, Deerfield, and Hillcrest) would exceed their capacity. Enrollment shifts to Langston Hughes and Pinckney would be necessary.

Proposed Timeline for Next Meetings

October 17 – data gathering and brainstorming

November 7 – data gathering and brainstorming

November 21 – generate and investigate alternatives

December 5 – generate and investigate alternatives

December 19 – consensus testing of alternatives

January 2 – consensus testing of alternatives

January 16 – write final report

January 30 – write final report