



# Small Schools Study

## MEETING MINUTES

<b>Date of Meeting:</b>	March 6, 2008	<b>Minutes Prepared By:</b>
<b>Location:</b>	JSSC Boardroom	Sonja Ballstadt
<b>Time:</b>	3:30pm to 5:30pm	

### In Attendance

- Kevin Hahn
- Dave Montoya
- Sonja Ballstadt
- Brian Carpenter
- Sabine De Voe
- Bryce Hach
- Sam Aldern
- David Dilley
- Justin Silverstein
- Mike Grigg
- Leslie Shaner
- Melissa Vasa
- Mark Eversole
- Brian Williams
- Cathy Kipp
- Karen Martin

### Welcome - Introductions

### Agenda & Meeting Notes

#### ***Outcome of Today's Meeting:***

- Review new graph from the Financial Group and determine size of school of which to ask filtering questions to identify if closure may be considered.
- Review previous week's programmatic criteria and fine tune.

#### ***Financial Graphs – Dave Montoya:***

- Elementary and Middle School graphs – Cumulative Per Pupil Cost:
  - Graph includes costs of:
    - SBB Base
    - SBB Size
    - Administrative (average cost)
    - Utilities (average cost per square footage of building)
    - Custodial (average cost per square footage of building)
    - Maintenance (average cost per square footage of building)
    - Grounds (average cost an acre)
  - First page of handout shows the stacked graph
  - Second page of handout shows lines
  - Third page is the total with one line
  - Mountain schools are not included in the graphs
- Define the point for elementary and middle schools to start asking filtering questions to identify if closure may be considered.

### ***Programmatic Criteria Framework – Justin Silverstein:***

- Reviewed committee work from the February 21<sup>st</sup> meeting (handout).
- Suggestions/comments:
- Criteria: Achievement:
  - Change "Achievement" to "Achievement Profile". Suggestion from committee is if schools that fall into the "spotlight" and performs well in achievement, to still ask the filtering questions.
  - Look at sub-populations separately.
  - Assessment set levels for MAP data.
- Criteria: Ability to offer common planning time:
  - How many days/minutes per week?
  - Elementary – grade level ability
- Criteria: To educate the whole child (art, music, P.E., counseling, media & technology):
  - How many pupils per counselor?
  - Courses in core subjects, courses in electives.
  - Core content areas – differentiation
  - Can secondary offer a wide range of options?
  - Add for bullet #3 – How many honors courses are offered?
- Criteria: Unique programming
  - If a school provides a unique program, is this program offered elsewhere?
  - Is there a waiting list at the school?
  - Do we want information on the distance to where the program is offered elsewhere?
- CRITERIA: ENSURE SAFETY OF STUDENTS
  - Change to: Ensure Student Supervision
  - Look at number of incidents at schools?
- CRITERIA: EQUITABLE DUTIES/WORKLOAD
  - Suggestion to re-word: Minutes per week of duties for certified staff.
  - What is the average?
- CRITERIA: KEEP QUALITY STAFF
  - Change "Keep" to "Retain"
  - Look at movement rates, transfer lists and compare retention rate?
- CRITERIA: EXTRA CURRICULAR OPTIONS (athletics/science Olympiad, etc.)
  - Change to "Extra Co-Curricular Options".
  - School based only.
- CRITERIA: STUDENT SUPPORT SERVICES
  - Move MAPS/CELA and Gifted and Talented to the Achievement criteria.

### ***Filtering Questions to Ask the Spotlighted School - DRAFT:***

- What does the enrollment from previous years look like? Is there a lot of fluctuation?
- Look at future projections – how many years at the "spotlight number" or less?
- Transportation costs – what do those look like?
- Look at capacity and geographic location.
- "Achievement" to have higher weight.
- How many years at the "spotlight number" before we consider closure?
- Is the neighborhood likely to rebound? 5, 10, 15 years?
- Look 2 years ahead on projected enrollment to start the filtering questions before the school makes the "spotlight number".
- Program relocation – does it make sense?
- Is the building being used for other purposes?
- Pre-school programs/district offices – consider.
- Is 6<sup>th</sup> grade the same size as 9<sup>th</sup> grade?

***Suggestions/Comments from Committee:***

- Review graphs every 2 years.
- Run graphs as Kindergarten through 5<sup>th</sup> grade (SBB will look at).
- Concerns on communication to staff and public.

***Next Steps:***

- Review prepared information from Justin Silverstein
- Finalize programmatic criteria and filtering questions.

***Next Meeting:***

- Thursday, March 13th, 3:30pm to 5:30pm, JSSC Boardroom.

***Small School Study Committee Time Line***

- Dates of **FUTURE** meetings

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Address</b>
January 17	3:30 – 5:30 p.m.	ITC Conference Room B	2413 LaPorte Ave.
<b>January 31</b>	<b>3:30 – 5:30 p.m.</b>	<b>Boardroom</b>	<b>2407 LaPorte Ave.</b>
February 7	3:30 – 5:30 p.m.	ITC Conference Room A	2413 LaPorte Ave.
February 21	3:30 – 5:30 p.m.	ITC Conference Room A	2413 LaPorte Ave.
March 6	3:30 – 5:30 p.m.	JSSC Boardroom	2407 LaPorte Ave.
March 13	3:30 – 5:30 p.m.	<b>Boardroom</b>	<b>2407 LaPorte Ave.</b>

**Meeting adjourned at 5:30 p.m.**

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