



## Barrington Community Unit District #220

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### Enrollment Monitoring Committee COMMITTEE CHARGE

#### **I. Name of Committee**

Enrollment Monitoring Committee (E.M.C.)

#### **II. Specific Purpose of the EMC**

The EMC is a Board of Education Committee that will serve as an advisory to the Board of District 220. The EMC is specifically charged with reviewing current enrollment and demographic data on an annual, ongoing basis. As required, the EMC will recommend changes or new school attendance boundaries, consistent with the Board of Education's direction.

#### **III. Reasons For Considering Attendance Boundary Adjustments**

The Board of Education may change an attendance boundary in order to maintain or improve operating efficiency and/or instructional effectiveness. In general, adjustments may relieve facility crowding, better utilize existing space, avoid underutilized facilities, better allocate program resources and/or reduce operating costs.

Attendance boundaries are established to maximize efficient use of existing District facilities and avoid crowded conditions. Factors which may influence attendance boundary decisions include: growth or decline of school-aged population, density of population, traffic conditions, topography, capacities of existing buildings, projected future residential developments, and future school construction.

The final decision on any recommendation rests with the Board of Education.



#### **IV. Guiding Principles**

The Board of Education recognizes that some of these principles will occasionally conflict with one another. As decisions are made, the Superintendent and the Board of Education will consider the values and weigh them along with the prevailing community needs, attitudes, desires, and the District's budget.

1. The EMC will identify areas of growth and enrollment trends, and consider this growth (current and future) in the development of recommendations that will distribute students within the capacity limitations of each school.
2. The EMC will be guided by the efficient and effective use of school facilities and educational programs.
3. The EMC will strive to distribute student population in order to insure equal access to quality and program availability for all children (including gifted, special needs, etc.)
4. The EMC will attempt to assign students to a school that is within a safe, walk-able distance. If none exists, the EMC will attempt to assign students to the schools that are closest to their home.

*Criteria: First priority should be given to those students within 1.5 miles (as measured by sidewalk or road routes) of any given facility (Illinois' State walk vs. bus criteria).*

5. The EMC will minimize bussing to the extent possible. Bussing diminishes the time students could spend in more productive ways and increases taxpayer expense, taking funds that could be spent in the classroom for instruction.
6. The EMC recommendations will be aimed at providing school assignments where children from the same neighborhood will progress through the system together whenever possible.
7. The EMC will attempt to preserve neighborhood identities within a school to the greatest extent possible.
8. The EMC will maximize the stability of attendance area boundaries for future years in order to minimize change (long-term) for students and parents of District 220.



*Criteria: "Grandfathering" may be considered as part of any recommendation to the Board of Education if attendance boundaries are changed.*

9. The EMC will strive to divide attendance areas by natural (e.g. rivers, forest preserves) and man-made (e.g. major roads) boundaries to the extent possible.
10. The EMC will follow legal principles while developing attendance boundary scenarios as set forth by Federal law, State law, and the Illinois School Code.
11. The EMC recommendations shall be in line with established District 220 Board of Education Policy.
12. The EMC will consider the thoughts and viewpoints of District 220 residents when developing its attendance boundary scenarios through effective communication with residents.

#### **V. Advisory to the Board of Education**

The EMC will serve as an advisory group to the Board of Education. The EMC will update the Board of Education as requested on their progress throughout the process. The EMC will bring options to the Board of Education for their consideration that meet with the approval of at least 60% of the group. The final decision on any recommendation rests with the Board of Education.

#### **VI. Key Data to be Utilized by the EMC**

The EMC is expected to utilize the following data and information annually:

- ✓ School capacities, new facilities and/or renovations to existing facilities
- ✓ School locations and site characteristics
- ✓ Student enrollment (e.g. 30-day enrollment data)
- ✓ Most recent student enrollment projections from demographer (e.g. Ehlers & Associates, Dr. John Kasarda)
- ✓ Existing and planned communities
- ✓ Existing and planned transportation improvements
- ✓ Bus transportation guidelines and requirements, published by the State of Illinois.
- ✓ Federal law, State law, and Illinois School Code as required.



The EMC, at its chairperson's/co-chairperson's request, may call upon District resources and staff for assistance.

## **VII. EMC Membership**

The 38 positions below will serve on the EMC. Additional input will be solicited from staff members from the District (i.e. transportation, data processing, special education, etc.). These additional individuals will attend when their expertise is needed and they will serve as resource people, not Committee members.

A bus trip of the District to view current schools, new school sites, and housing development project sites will be mandatory for committee membership. A tour of each District school during the school day will also be mandatory for Committee membership.

Voting members of the EMC are indicated by an asterisk (\*).

<b>24*</b>	<b>Community Representatives</b> (3 from each Elementary attendance area)
<b>1</b>	<b>Board of Education Representative</b>
<b>1</b>	<b>Superintendent or designee</b>
<b>3</b>	<b>School Administrators</b> (1 Elementary, 1 Middle, 1 High School)
<b>2*</b>	<b>At-Large Members</b> (knowledgeable about community development – appointed by Administration)
<b>7*</b>	<b>Board of Education Appointees</b> (approved by Board as a whole)
<hr/> <b>38</b>	<b>*33 Voting Members</b>

## **VIII. EMC Community Representative Selection Criteria**

EMC members must be able to:

- ✓ effectively and fairly represent the interests of families of all portions of their school attendance area.
- ✓ attend evening and weekend meetings as required.
- ✓ base their decisions on all relevant information and data and not on any singular issue.



## **IX. EMC Community Representative Selection Process**

1. Interested individuals submit applications to the District Administrative Center to ensure representation from every attendance area.
2. A PTO Committee with the Principal from each elementary attendance area will select three (3) representatives from the applicant pool. Candidates will be categorized into one of the following four (4) categories (current status of individuals, not status during or at end of term):
  - o No children currently in District schools (includes individuals without children).
  - o Children currently in District Elementary schools.
  - o Children currently in District Middle schools.
  - o Children currently in District High school.

The three (3) representatives chosen for each attendance area must be from three (3) different categories above and be selected by the end of each school year.

## **X. EMC Committee Member Terms**

Members of the EMC will be selected to serve for two (2) consecutive years. Half of the Committee will rotate off the EMC each year, affording consistency for the Committee. Terms run from July 1<sup>st</sup> through June 30<sup>th</sup>, consistent with the District fiscal year.

EMC members may serve up to three (3) consecutive terms, but must proceed through the selection process for membership renewal.

## **XI. Chairperson/Co-Chairpersons of the EMC**

A Chairperson or Co-Chairpersons for the Committee will be elected from the EMC Voting Members. The Chairperson/Co-Chairpersons will be responsible for reporting to the Board of Education.

## **XII. EMC Process**

### **Annual Enrollment Monitoring**

All EMC meetings will be open to the public per the Illinois' Open Meetings Act. The Chairperson/Co-Chairpersons will be responsible for ensuring that notification and documentation requirements are met.



Annually during the month of October, the EMC will meet to review the 30-day enrollment data and the most recent demographer data. The Chairperson/Co-Chairpersons will prepare a written summary of the EMC review and recommendations, if any, to the Board of Education by the first regular meeting of the Board of Education in November.

If the EMC believes attendance boundary changes are needed, the EMC will present the scope of proposed further investigation relating to potential modification of attendance boundaries.

If the EMC proposes changes to the current attendance boundaries, then the Board of Education has the option to accept, reject, or modify any proposal.

### **Attendance Boundary Proposals**

If the EMC is tasked with developing proposals for new attendance boundaries (including planning for new school construction), then the Board of Education will create *specific goals for each individual redistricting situation* for the attendance boundary planning process that the EMC will work within (in addition to the “Guiding Principles” detailed in Section IV) based upon the specific circumstances at the time.

The EMC will receive the Board of Education approved goals, to provide a basis from which to move forward in their attendance boundary creation deliberations.

Approximately halfway through the attendance boundary planning process, the EMC will present their working proposals and/or progress to the community at an open meeting where the public will have an opportunity to review the proposals and to provide feedback on their relative merits. The EMC will consider the comments and suggestions and return to deliberations, making modifications of their proposals, as necessary.

Upon completion of specific attendance boundary proposals, the EMC will present the proposals to the community at a second open community meeting, where the public will have an opportunity to review the proposals and to provide feedback on their relative merits. Again, the EMC will consider the comments and suggestions and return to deliberations, making modifications to their proposals, as necessary.

The EMC will prepare a final report, to include a maximum of three (3) attendance boundary proposals with comments and recommendations on each proposal, for presentation to the Board of Education for consideration.



Following the presentation to the Board of Education of any attendance boundary change, a summary of the accepted proposals will be sent to the media and all parents affected by the recommendations.

Not fewer than 30 days following the initial presentation of attendance boundary changes to the Board of Education, a public meeting shall be held where the proposals are reviewed for the public and the public is allowed to make comments to the Board of Education regarding the proposals. The Board of Education will not take any formal action at this time but merely receive information and comments from the public.

Final action on any proposed attendance boundary change shall take place no earlier than fourteen (14) days following the public meeting at a regularly scheduled meeting of the Board of Education.

The Board of Education has the option to accept, reject, or modify any proposal. The Board of Education has the sole authority to establish or alter the school attendance boundaries.

### **XIII. EMC Facilitation**

The EMC will determine the best way to facilitate the Committee.

### **XIV. EMC & Charter Renewal**

The Board of Education will review the EMC process annually and will be required to renew the Committee and its charge annually by a formal vote during June (prior to the end of the District fiscal year).

