

**GLENBROOK HIGH SCHOOLS**  
**Office of the Superintendent**  
**Glenview - Northbrook, Illinois**

To: Members of the Board of Education

From: Mike Riggle

Re: Enrollment/Capacity Review Process

Date: February 20, 2014

The student enrollment projections for GBN and GBS are generating concerns for the school community that can be placed in two basic categories;

1. the large student enrollment projected for GBS and the capacity of the present building to handle the enrollment
2. the equity of student opportunities in the schools since they differ in size.

As these are discussed in the community, we have been receiving inquiries as to whether the student attendance areas will be altered and when that might happen.

To work with the issues of enrollment, capacity and student attendance areas, a process needs to be identified and advertised that will ultimately lead to decisions made by the Board of Education. Ideally, this process should be data-driven, thoughtful, thorough, inclusive and transparent. It also needs to be timed in a manner that minimizes community anxiety. I feel that the process used by our district should include four areas designed to support the decision-making responsibilities of the Board;

1. Data review
2. Task force to review and make recommendation to the Board of Education
3. Community input and communications
4. Timeline

Here is what has been done so far in these areas;

1. Data Review

Historical and current data has been assembled. Two demographers – Charles Kofron and Jerry McKibben have been hired to provide independent enrollment projections. Kofron will be preparing scenarios for student attendance areas from geo mapping based on GIS data from Cook County.

2. Task Force

Justin Petrarca has been reserved to serve as facilitator for a task force to be assembled by the district.

3. Community Input and Communications

Holly Bartecki of the Jasculca-Terman communication firm has been reserved to work with the district to develop mechanisms to solicit community input for the process and consult with the district on communicating the process to the community. She has worked on numerous occasions with Justin and they will be able to make the process as seamless as possible.

4. Timeline

February 24	Board discussion of process.
March	Work with Petrarca and Bartecki on process development Selection of task force membership Establish task force timeline
March 17	Kofron presentation to Board Ptak presents McKibben projections to Board
Early April	Board discussion of data and process. Advertise process and timeline.
April thru May	Meetings of the task force if necessary.
May	Scenarios available from Kofron
Sept. thru Oct.	Continue process and finalize decisions by the Board.

The process and timeline requires discussion from the Board, administration and Mr. Petrarca and Ms. Bartecki to be properly structured and articulated.