



FOREST HILLS PUBLIC SCHOOLS

All learners achieving individual potential



Eastern Contingent Growth TASK FORCE REPORT

August 15, 2016

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DISTRICT MISSION AND GUIDING PRINCIPLES

The Forest Hills School District was founded in 1956 when residents in 13 neighboring, one-room schools consolidated into one district to build a high school for their children. Today, the District has grown to serve over 10,000 students within a district that encompasses 68 square miles-one of the largest school districts in the State of Michigan.

Every year, we welcome new students to the Forest Hills District. Yet small class sizes (our student to teacher ratio is 25:1), and moderately-sized schools help the district to feel smaller and enable us to stay more connected.

The staff at Forest Hills Public Schools is committed to knowing every student's interests and gifts, and to providing the educational opportunities that will maximize each one's preparation for the future. In Forest Hills, our Board of Education leads the way in making every decision based on "what's best for kids."

Proof of our commitment to academic excellence can be found in the resources and programs available to students and their families.

MISSION

In partnership with our community, Forest Hills Public Schools will provide all learners with opportunities to acquire the knowledge, skills, and experiences necessary to build meaningful and productive lives.

GUIDING PRINCIPLES

We believe Forest Hills Public Schools is a learning organization, built upon integrity, and to this end:

We are committed to the principle of CARING.

We believe in:

- maintaining a family atmosphere
- supporting each other
- being warm, sincere and genuine
- accepting and including everyone
- confronting the tough issues
- keeping each other safe and secure

We are committed to the principle of COLLABORATION.

We believe in:

- solving problems together
- working toward win/win building partnerships sharing best practices volunteering
- being generous
- engaging parents as full partners

We are committed to the principle of Open Communication.

We believe in:

- listening
- sharing
- promoting trust
- building community through dialogue
- encouraging participation from all

We are committed to the principle of DIVERSITY AND INCLUSIVENESS.

We believe in:

- helping students value their unique talents and gifts
- knowing, understanding and appreciating each other
- valuing individual differences
- celebrating our heritage
- healing racism
- embracing differences to enrich, strengthen and connect our community
- striving for equity
- considering all viewpoints to arrive at better decisions

We are committed to the principle of HIGH EXPECTATIONS.

We believe in:

- expecting all children to learn
- requiring all to give their best
- providing opportunities for all to contribute
- assuming parents want what's best for their child
- maintaining high academic standards
- offering challenging opportunities
- helping students make healthy choices
- contributing to the development of good character

We are committed to the principle of LEARNING.

We believe in:

- learning for its own sake
- offering a range of educational opportunities
- providing diverse experiences
- individualizing learning programs
- accommodating multiple intelligences and learning styles
- preparing students for lifelong learning
- providing quality resources
- accessing the world beyond our classrooms

We are committed to the principle of RESPECT.

We believe in:

- fostering high regard for self and others
- modeling civility
- appreciating differences
- adhering to our code of conduct
- having zero tolerance for inappropriate behaviors

We are committed to the principle of TRUST.

We believe in:

- being honest
- being consistent
- being loyal
- assuming others' intentions are good
- keeping promises
- demonstrating good stewardship

COMMITTEE PROCESS

Letter of Invitation to Serve on the Task Force

The Eastern Attendance Area of our school district is blessed with two exceptional elementary schools in Knapp Forest and Orchard View. These two schools have wonderful teachers and staff, incredibly supportive families, and kids who are second to none! However, these two elementary schools are our largest elementary schools in the district. What should we do in the event that enrollment increases were to surpass the ideal capacity of either or both of these schools? I wish to study the possible responses to this question now rather than wait until we are faced with imminent overcrowding.

I would like to invite you to serve on the Eastern Attendance Area Contingent Growth Task Force. The purpose of this task force is to bring parents and staff together to provide a recommendation to the district in the event additional enrollment growth was to occur at one or both of these two schools. The Task Force will be made up of parents and staff members from Orchard View, Knapp Forest, and Eastern Middle/High School. The Task Force will be able to call upon district and external resources to assist in the gathering of facts, forecasts, and research. District staff will be appointed to facilitate the work of the Task Force and to take minutes of the meetings.

Currently, the enrollment of both schools can be accommodated within the existing structure. Therefore, the Task Force may elect to take whatever time it chooses to gather facts, analyze information, and arrive at a recommendation. However, it is the desire of the district to receive a recommendation by the end of summer 2016.

The first meeting will take place on **Tuesday, May 3 at 4 p.m.** This meeting will take place in the learning studio of Orchard View Elementary School located at 2770 Leffingwell NE.

I hope you are able to accept this invitation and I look forward to working with you on this important task. Please respond by email to Tricia Karnes at tkarnes@fhps.net **no later than Friday, April 22** if you would like to become a member of the Task Force.

I would like to thank you in advance for your consideration in joining the Task Force. I am confident that the parents and staff of the Eastern community will be able to recommend a sound course of action in the event of overcrowding. The work of the Task Force need not be long, but it will be vitally important to all of the members of our community.

With appreciation,

Dan Behm
Superintendent

COMMITTEE PROCESS

The Problem

Knapp Forest (KF) and Orchard View (OV) are the two largest elementary schools in the district. New developments have been proposed that have the potential to increase the student enrollment in both schools beyond current capacity. It is unknown whether the potential enrollment growth will be temporary or sustained.

- What are the available options in the event of moderate enrollment growth at either or both schools? While possible, both schools are no longer easily expandable from a physical “footprint” standpoint.
- Is it desirable to make these schools larger?
- What other options exist to accommodate additional students at the K-6 level in the Eastern attendance area?

Note: Due to the fact that this committee is comprised of stakeholders from the Eastern region only, the options must pertain to changes that can be made within this region without affecting the attendance boundaries in other regions of the district.

Task Force Charge

- A. Examine available options in the event of future growth in enrollment at KF and/or OV elementary schools. Include in an analysis the impact of enrollment growth for each building and potential solutions to accommodate this growth. The options should examine the impacts on:
- educational programming and the developmental needs of students
 - operational costs
 - capital costs
 - whether the growth is forecasted to be temporary or sustained
 - impact on the district
- B. Provide to the Superintendent a recommendation for how to address overcrowding in KF and/or OV, when and if such overcrowding should materialize.

COMMITTEE PROCESS

TASK FORCE COMMITTEE

NAME	SCHOOL	ROLE	E-MAIL
Donna Burns	Knapp Forest	Teacher	dburns@fhps.net
Amy Burton-Major	Orchard View	Principal	amajor@fhps.net
Ted Czarnecki	Orchard View	Teacher	tczarnecki@fhps.net
Scott Haid	Knapp Forest	Principal	shaid@fhps.net
Shelby Horne	Orchard View	Teacher	shorne@fhps.net
Margaret LePard	Orchard View	Teacher	mlepard@fhps.net
Tricia McPheron	Eastern Middle	Dean	tmcpheron@fhps.net
Susan Orban	Orchard View	Parent	fiveorbans@gmail.com
Michael Penkevich	Knapp Forest	Parent	Lauriep@universalsignsystems.com
Cindi Reynolds	Knapp Forest	Counselor	creynolds@fhps.net
Craig Schroeder	Knapp Forest	Parent	craig_amyschroeder@sbcglobal.net
David Washburn	Eastern Middle	Principal	dwashburn@fhps.net
Bethany Willis	Orchard View	Parent	bwillis@rviagency.com
Kristen Wolowski	Knapp Forest	Parent	kristinwolowski@gmail.com
Cheryl Zeese-Denenberg	Knapp Forest	Parent	cherylzeese@hotmail.com

EXISTING CONDITIONS

Knapp Forest Elementary is located at 4243 Knapp Valley NE. It operates as a kindergarten through sixth grade program serving approximately 680 students.

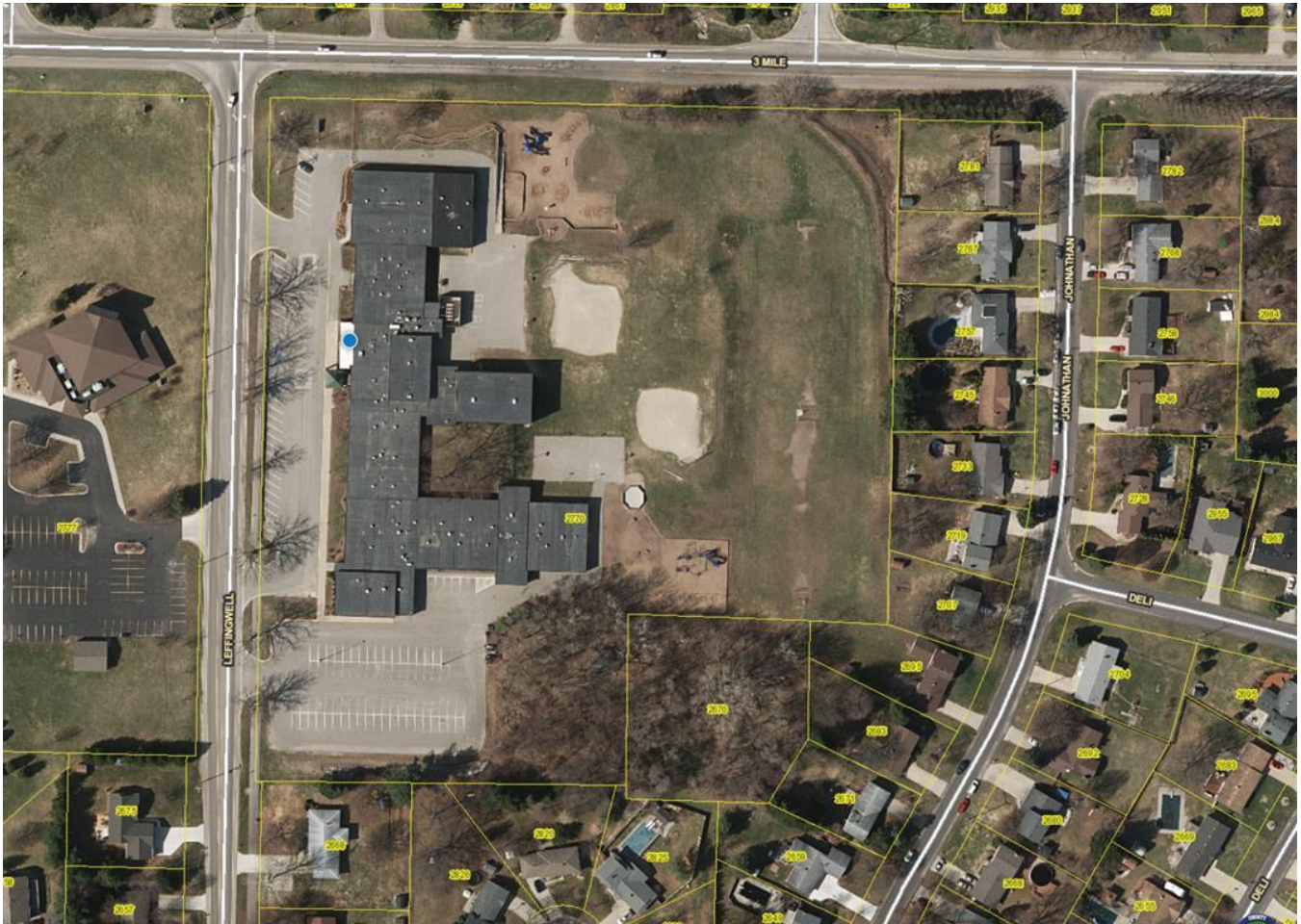
Knapp Forest Elementary Aerial Image



EXISTING CONDITIONS

Orchard View Elementary is located at 2770 Leffingwell NE. It operates as a kindergarten through sixth grade program serving approximately 590 students.

Orchard View Aerial Image



EXISTING CONDITIONS

Eastern Middle/High is located at 2200 Pettis NE. It houses both a middle school (seventh and eighth grades) and a high school (ninth through twelfth grades) serving approximately 1,200 students.

Eastern Middle/High Aerial Image



EXISTING CONDITIONS

Goodwillie Environmental is located at 8400 Two Mile Rd. NE. It operates as a 5-6 themed program serving approximately 100 students.

Goodwillie Aerial Image



OPTIONS RECOMMENDED BY TASK FORCE

Following a brainstorming session during the meeting on May 10, in which the committee engaged in small group discussions to solve the problem of potential student growth at either or both Knapp Forest and Orchard View elementary schools, thirteen ideas were brought forward:

1. Add portable classrooms to Knapp Forest and Orchard View
2. Expand Goodwillie Environmental School
3. Divide Knapp Forest and Orchard View. Make one a K-4 and the other a 5-6
4. Add 6th grade to Eastern Middle (join current building)
5. Add on to Orchard View and Knapp Forest
6. Add on to Eastern Middle
7. Add a 5-6 addition (possibly at Knapp Forest)
8. Build a K-6 School
9. Build a 5-6 school within Eastern boundary, Orchard View and Knapp Forest become K-4
10. Build a 5-6 thematic school
11. Build a 6-8 thematic middle school (specialty school)
12. Build an administration building and add a 5-6 to the building
13. Build a 6-8 building and move administration into Eastern Middle space

OPTIONS DATA

Each of the options brought forth by the committee was analyzed using data provided by district staff and the consulting architect.

Idea #1: Add Portable Classrooms to Knapp Forest and Orchard View

Data:

- Knapp Forest currently has a portable
 - Orchard View has had a portable in the past
 - Site impacts – parking and/or playground
 - Same requirements for submittal and approval by the State
 - Capital cost range - \$500,000 to \$1,000,000
 - Additional annual operating cost range - \$5,000 to \$10,000
-

Idea #2: Expand Goodwillie Environmental School

Data:

- District-wide program for student selection
 - There is space available on the existing school-owned property for a similar sized building – stand alone
 - Current building is 11,700 square feet
 - Will need to verify current property use/function – activity displacement
 - Capital cost range - \$3,000,000 to \$6,000,000
 - Additional annual operating cost range - \$15,000 to \$130,000
-

Idea #3: Divide Knapp Forest and Orchard View. Make one a K-4 and the other 5/6.

Data:

- OV – K-4 count = 399
- KF – K-4 count = 490
K-4 total = 889
- OV – 5-6 count = 174
- KF – 5-6 count = 188
5-6 total = 362
- Assume OV is 5-6 – no addition required, some remodeling
- Assume KF is K-4 - will need additions to building

- Will impact parking, student drop-off and pick-up, and bus loop
 - Additions will impact existing parking lots and playgrounds
 - Additional student/capacity pressure on specials and lunch
 - May require additional staff
 - Capital cost range - \$12,000,000 to \$18,000,000
 - Additional annual operating cost range - \$30,000 to \$450,000
-

Idea #4: Add 6th Grade to Eastern Middle. Join current building.

Data:

- Assume location on 3rd floor – 8 classrooms
 - Re-locate/shift current space use
 - Operational building capacity of the overall facility is 1,450 students
 - Current enrollment is 1,200 students
 - OV – 6th grade count = 84
 - KF – 6th grade count = 103
 - Additional items to consider
 - Art Room – location
 - Cafeteria schedule
 - Gymnasium schedule
 - Capital cost range - \$500,000 to \$1,500,000
 - Additional annual operating cost range - \$10,000 to \$30,000
-

Idea #5: Add on to Orchard View and Knapp Forest

Data:

- Will impact parking, student drop-off and pick-up, and bus loop
 - Additions will impact existing parking lots and playgrounds
 - Additional student/capacity pressure on specials
 - May require additional staff
 - Capital cost range - \$6,000,000 to \$12,000,000
 - Additional annual operating cost range - \$50,000 to \$300,000
-

Idea #6: Add Classrooms to Eastern Middle

Data:

- Two-story wing options for easterly most classroom wing
- Assume addition of 8 classrooms minimum
- OV – 6th grade count = 84

- KF – 6th grade count = 103
 - Other items to consider:
 - Cafeteria schedule
 - Gymnasium schedule
 - Capital cost range - \$6,000,000 to \$12,000,000
 - Additional annual operating cost range - \$30,000 to \$100,000
-

Idea #7: Add a 5/6 addition (possibly at Knapp Forest)

Data:

- Limited site available
- Would add 8 classrooms minimum
- If you build the start of a new 5/6 Building – minimum 65,000 square feet (will not fit)
- Impact on specials / space
- Impact on bus loop/parking and playground

Due to the data above, this option is not feasible

Idea #8: Build a K-6 School

Data:

- To balance enrollment in buildings – assume a minimum 400 student building
 - District-owned property in the Eastern boundary
 - Honey Creek, 14.5 acres
 - Current property at Knapp/Pettis
 - Capital cost range - \$18,000,000 to \$30,000,000
 - Additional annual operating cost range - \$660,000 to \$800,000
-

Idea #9: Build 5/6 Building within Eastern Boundary. Orchard View/Knapp Forest become K-4.

Data:

- OV – gain 7 classrooms
- KF – gain 8 classrooms
- OV/KF 5/6 count = 362
- Assume a new 5/6 building in line with Central Woodlands/Northern Trails
- Building capacity minimum 460 students – 65,000 square feet
- Space on Knapp/Pettis site

- Capital cost range - \$30,000,000 to \$40,000,000
 - Additional annual operating cost range - \$800,000 to \$1,000,000
-

Idea #10: Build 5/6 Thematic School

Data:

- Assume a 100 student capacity
 - Space on Knapp/Pettis site
 - Capital cost range - \$6,000,000 to \$12,000,000
 - Additional annual operating cost range - \$500,000 to \$900,000
-

Idea #11: Build 6-8 Thematic Middle School (Specialty School)

Data:

- Assume a 150 student capacity
 - Space on Knapp/Pettis site
 - Capital cost range - \$6,000,000 to \$12,000,000
 - Additional annual operating cost range - \$500,000 to \$900,000
-

Idea #12: Build an Administration Building and add a 5/6 to the Building

Data:

- Based on the Administrative Task Force recommendation – New Administration building would be located at the FAC/AC site which is not in the Eastern Boundary
 - Recommendation was for the building to be “central” to the District
 - Administration building is programmed for 30,000 square feet
 - OV/KF 5/6 count = 362
 - Assume a new 5/6 building in line with Central Woodlands/Northern Trails
 - Building capacity minimum 460 students – 65,000 square feet
 - Capital cost range - \$40,000,000 to \$50,000,000
 - Additional annual operating cost range - \$900,000 to \$1,200,000
-

Idea #13: Build a 6-8 Building and move Administration into Eastern Middle space

Data:

- Assume a 500 student capacity

- Space on Knapp/Pettis site
- Renovate 7-8 for Administration – would not follow the recommendation for the building to be “central” to the District
- Capital cost range - \$30,000,000 to \$50,000,000
- Additional annual operating cost range - \$900,000 to \$1,200,000

ANALYSIS OF OPTIONS

Following a review of the task force ideas and the data compiled to evaluate each idea, the committee engaged in a process to narrow down the number of ideas. This process resulted in the selection of four ideas that were further analyzed using the data collected and the task force charge.

- Idea #6 – Add classrooms to Eastern Middle
- Idea #9 – Build a 5/6 building within the Eastern Boundary and Knapp Forest/Orchard View become K-4
- Idea #10 – Build a 5/6 thematic school
- Idea #11 – Build 6-8 thematic middle school (specialty school)

Each of the ideas was analyzed individually in a small group format. Each group was assigned an idea to analyze at a deep level by generating pros and cons for the idea, as well as identifying a “trigger”. The trigger was defined as the conditions that would be necessary for an idea to be initiated. Each group used a shared Google doc to enter their work.

After completing this task, each of the small groups displayed their work to the large group, including the pros and cons of the idea they were assigned, the idea trigger, and the impacts identified in the charge: educational programming, the developmental needs of students, operational costs, capital costs, whether the growth is forecasted to be temporary or sustained, and the impact on the district. Additional notes were added to the shared docs (found on the following pages, unedited and as written), as the large group discussion regarding each idea ensued.

ANALYSIS OF OPTIONS

Idea #6 - Add Classrooms to Eastern Middle		
Potential Impacts On:	Pros	Cons
Programming	Music staff is already here (students aren't shuffled between buildings)	Certification issue if run as a middle school model
	Space concerns addressed	Cafeteria schedule
	Curriculum will remain similar	Potential interaction with high school students
	Increased instructional time as not traveling for music	Elective schedules/need for additional classroom space
	Gaining building capacity at KF and OV	Special education additional classrooms?
	Students needing acceleration can be accommodated	Younger-longer philosophy?
	Smoother transition from middle to high	Technology
Operational costs	Minimal	
	Savings from music travel	
	Assistant Principal	
Capital Costs	Least Expensive	Additional cost for secure entrance
		Additional lockers
Growth (temporary or sustained)	Sustained	
District	Boundaries are consistent	Not a consistent model with the rest of district
What trigger would cause this idea to be implemented?		
We are already at capacity.		

ANALYSIS OF OPTIONS

Idea #9 - Build a 5/6 Building within Eastern Boundary. OV/KF become K-4

Potential Impacts On:	Pros	Cons
Programming (strong opinions for & against a 5/6)	Fidelity with 5/6 configuration district - wide (same as Northern, Central)	Separation of families (those with a 3rd and 5th Grade student, for example)
	Will alleviate crowding/gain building capacity at KF/OV	Traffic at Knapp/Pettis site increases
	Staff - ability to team with like-content, like-level colleagues	Family and staff sentiment - "keep 'em younger, longer"
		Another student transition
		Loss of leadership opportunities at K-4
		Staffing - HQ certification
Operational costs		Cost-annual up to \$1 million
Capital Costs		Cost-\$30-\$40 million
Growth (temporary or sustained)	plenty of "room to grow"	
	ability to build on and expand	
District	Fidelity with 5/6 configuration district - wide (same as Northern and Central)	Costs - capital and annual
	Will alleviate crowding at KF/OV	Transportation
		Family, staff sentiment about a change
		Significant "ask" of the community (bond funds)
What trigger would cause this idea to be implemented?		
5th, 6th Grade at KF or OV increases (even if growth occurs at one building, it would be a good time to make a change for both buildings)		

ANALYSIS OF OPTIONS

Idea #10 - Build 5/6 Thematic School		
Potential Impacts On:	Pros	Cons
Programming	Like Stem or GES, it gives students a chance to hone in on a specific skill.	Would this alleviate the pressure from OV and KF if it includes the entire district?
	Who determines the theme of the school?	Who determines the theme of the school?
	Would this draw a huge population based on the theme?	Lottery to attend, who determines the enrollment process?
Operational costs		Would this sustain us long term as far as operational costs?
		Unlike GES, this would need additional non-educational space: kitchen/cafeteria, gym, music, etc.
Capital Costs	Appropriate action in comparison to all 5 options.	What hidden costs will there be as far as staff are concerned: principal, specials, support staff, etc.
Growth (temporary or sustained)	The growth would be sustained if the pool was drawn only from Eastern students.	Forest Hills families would be opposed to that idea if only serving Eastern area
District	The growth would be sustained if the pool was drawn only from Eastern students.	Forest Hills families would be opposed to that idea if for Eastern area
What trigger would cause this idea to be implemented?		
Mid-level growth		

ANALYSIS OF OPTIONS

Idea #11 - Build 6-8 Thematic Middle School (Specialty School)		
Potential Impacts On:	Pros	Cons
Programming	Like Stem or GES, it gives students a chance to hone in on a specific skill.	Would this alleviate the pressure from EMS if it includes the entire district?
	This could potentially create space to move 6th grade into the middle school.	Who determines the theme of the school?
		Lottery to attend, who determines the enrollment process?
Operational costs	Good financial step -- middle of the row. It may alleviate the current need.	Would this sustain us long term as far as operational costs?
		Unlike GES, this would need additional non-educational space: kitchen/cafeteria, gym, music, etc.
Capital Costs	Appropriate action in comparison to all 5 options.	What hidden costs will there be as far as staff are concerned: principal, specials, support staff, etc.
Growth (temporary or sustained)	The growth would be sustained if the pool was drawn only from Eastern students.	Forest Hills families would be opposed to this idea
District	The growth would be sustained if the pool was drawn only from Eastern students.	Forest Hills families would be opposed to this idea
What trigger would cause this idea to be implemented?		
Mid-level growth		

TASK FORCE RECOMMENDATIONS

The collaborative discussion following the analysis of the options resulted in recommending two options to bring forth to Superintendent Behm for his consideration:

1. Adding classrooms to Eastern Middle School to accommodate the 6th graders on this campus. This was the most fiscally conservative option.
2. Building a 5-6 school within the Eastern boundary (on property the district currently owns) if sustained growth occurs.

Committee members agreed to meet in the future for further discussion as determined by the Superintendent.

APPENDICES

MEETING MINUTES

Eastern Attendance Area Contingent Growth Task Force Orchard View Elementary May 3, 2016

Meeting began at 4:09 p.m.

Attendance:

Dan Behm, Donna Burns, Amy Burton-Major, Ted Czarnecki, Julie Davis, Margie Fellingner, Scott Haid, Shelby Horne, Tricia Karnes, Margaret LePard, Tricia McPheron, Susan Orban, Cindi Reynolds, Craig Schroeder, David Washburn, David Wilkins, Kristen Wolowski, Cheryl Zeese-Denenberg

Not in Attendance:

Michael Penkevich, Beth Willis

1. Welcome, Agenda Review & Introductions – Margie Fellingner

Margie welcomed the group and thanked everyone for taking the time to attend. She reviewed the agenda then had everyone participate in an introduction exercise.

2. The Charge of the Task Force – Dan Behm

Dan provided a handout and explained that Knapp Forest and Orchard View elementary schools are the two largest elementary schools in the district. He explained that new developments have been proposed that have the potential to increase the student enrollment in both schools beyond current capacity. He emphasized that it is unknown whether the potential enrollment growth will be temporary or sustained. [Click here](#) to view the handout.

What does temporary or sustained mean in this context?

It refers to the growth impact being unknown. Growth could be either temporary or sustained so the district would like the group to consider recommendations for both possible scenarios.

Dan also explained the purpose of the group is to help examine available options in the event of future growth in enrollment at Knapp Forest and/or Orchard View elementary schools. And to provide the Superintendent with a recommendation for how to address overcrowding at either school, if such overcrowding should materialize.

3. Facilities – Julie Davis – Assistant Superintendent for Finance & Operations

Julie discussed the district facilities and how they are affected by student growth. She shared that both Knapp Forest and Orchard View elementary schools are reaching capacity. She also shared that the City of Grand Rapids and Grand Rapids Township are reviewing plans

for two developments in the Eastern attendance area. The proposed developments are The Spring's at Knapp's Corner (248 units) and Knapp's Corner Flats (203 units).

Which attendance areas are the proposed developments in?

Knapp's Corner Flats are in the Orchard View attendance area and The Spring's at Knapp's Corner are in the Knapp Forest attendance area.

4. Next Steps – Margie Fellingner – Assistant Superintendent of Instruction

Margie explained the next steps are to have three additional meetings. The next meeting will be a brainstorming session to be held at 4 p.m. on Tuesday, May 10 at Knapp Forest Elementary in the media center. The remaining two meetings will consist of analysis and recommendations. She shared that the goal is to complete the recommendations by the end of summer 2016, but the district will allow the task force to set the pace of the outcome.

Margie closed the meeting by expressing that task force member perspectives are always appreciated. Please forward any additional questions and/or comments to Julie Davis (jdavis@fhps.net), Margie Fellingner (mfellinger@fhps.net), Scott Haid (shaid@fhps.net), or Amy Burton-Major (amajor@fhps.net).

Next meeting date is May 10 at 4:00 p.m. at Knapp Forest Elementary (Media Center)

Meeting adjourned at 4:49 p.m.

Eastern Attendance Area Contingent Growth Task Force
Knapp Forest Elementary
May 10, 2016

Meeting began at 4:08 p.m.

Attendance:

Donna Burns, Amy Burton-Major, Julie Davis, Margie Fellingner, Scott Haid, Shelby Horne, Tricia Karnes, Margaret LePard, Tricia McPheron, Michael Penkevich, Susan Orban, Cindi Reynolds, Craig Schroeder, David Washburn, Beth Willis, Kristen Wolowski, Cheryl Zeese-Denenberg

Not in Attendance:

Ted Czarnecki, David Wilkins

1. Welcome & Agenda Review– Margie Fellingner

Margie welcomed the group and thanked everyone for taking the time to attend. She reviewed the agenda.

2. Review of the Charge of the Task Force – Julie Davis

Julie explained that Knapp Forest and Orchard View elementary schools are the two largest elementary schools in the district. She reminded the group that new developments have been proposed that have the potential to increase the student enrollment in both schools beyond current capacity. She emphasized that it is unknown whether the potential enrollment growth will be temporary or sustained.

Julie also explained the purpose of the group is to help develop and analyze available options that examine the impacts on: educational programming and the developmental needs of students, operational costs, capital costs, whether the growth is forecasted to be temporary or sustained, and impact on the district as a whole; in the event of future growth in enrollment at Knapp Forest and/or Orchard View elementary schools.

3. Norms for Brainstorming – Margie Fellingner

Margie explained the most effective processes of brainstorming as well as the protocols for brainstorming. She had each group/team identify a recorder and reporter for each team. Once explanations were complete the teams began their brainstorming session.

4. Regroup & Report – All Teams

All teams shared their ideas with the entire group. Please refer to the attached document.

5. Next Steps – Margie Fellingner

Margie explained the next steps are to have two additional meetings. The next meeting will be an analysis session to be held at 9 a.m. on Tuesday, June 21 at Collins Elementary. The remaining meeting will be reserved for the recommendations. She shared that the goal is to complete the recommendations by the final meeting which is currently scheduled for Wednesday, July 13, but the district will allow the task force to set the pace of the outcome.

Margie closed the meeting by expressing her thanks to the task force members for their continued support and participation.

Next meeting date is June 21 at 9 a.m. at Collins Elementary

Meeting adjourned at 5:00 p.m.

Eastern Attendance Area Contingent Growth Task Force
Thornapple Elementary
June 21, 2016

Meeting began at 9:07 a.m.

Attendance:

Ted Czarnecki, David Wilkins, Amy Burton-Major, Julie Davis, Margie Fellingner, Scott Haid, Tricia Karnes, Margaret LePard, Tricia McPheron, Craig Schroeder, David Washburn, Michael Penkevich,

Not in Attendance:

Donna Burns, Shelby Horne, Susan Orban, Cindi Reynolds, Beth Willis, Kristen Wolowski, Cheryl Zeese-Denenberg

1. Welcome, Agenda Review, & Introductions – Margie Fellingner

Margie welcomed the group and thanked everyone for taking the time to attend. She reviewed the agenda and introduced David Wilkins of GMB Architecture.

2. Review of the Charge of the Task Force – Julie Davis

Julie explained that Knapp Forest and Orchard View elementary schools are the two largest elementary schools in the district. She emphasized that it is unknown whether the potential for future enrollment growth will be temporary or sustained.

Julie also explained the purpose of the group is to help examine available options that examine the impacts on: educational programming and the developmental needs of students, operational costs, capital costs, whether the growth is forecasted to be temporary or sustained, and impact on the district as a whole; in the event of future growth in enrollment at Knapp Forest and/or Orchard View elementary schools.

3. Data Analysis – David Wilkins & Julie Davis

David and Julie provided all members with a handout that contained supporting data for all of the ideas that were created during the brainstorming session that was held on May 10th. David also shared a presentation of property layouts and building designs which provided further detail to each sites idea. Participants reflected on the idea data and noted important information.

4. Next Steps – Julie Davis

Julie explained the next steps are to have a meeting on July 13th at 9 a.m. with the location to be determined. This meeting will be reserved for recommendations. She shared that the goal is to complete the recommendations by the final meeting, but the district will allow the task force to set the pace of the outcome.

Julie closed the meeting by expressing her thanks to the task force members for their continued support and participation.

Next meeting date is July 13th at 9 a.m. location TBD

Meeting adjourned at 10:35 a.m.

Eastern Attendance Area Contingent Growth Task Force
Eastern Middle School
July 13, 2016

Meeting began at 9:04 a.m. Attendance:

Donna Burns, Amy Burton-Major, Julie Davis, Margie Fellingner, Scott Haid, Margaret LePard, Tricia McPherson, Michael Penkevich, Craig Schroeder, David Washburn, David Wilkins, Kristen Wolowski

Not in Attendance:

Ted Czarnecki, Shelby Horne, Susan Orban, Cindi Reynolds, Beth Willis, Cheryl Zeese-Denenberg

1. Welcome & Agenda Review – Margie Fellingner

Margie welcomed the group and thanked everyone for attending the meeting. She then reviewed the agenda.

2. Review of the Charge of the Task Force – Julie Davis

Julie reviewed the task force charge: examine available options in the event of future growth in enrollment at Knapp Forest and/or Orchard View elementary schools. Analysis of solutions should examine the impacts on educational programming and the developmental needs of students, operational costs, capital costs, whether the growth is forecasted to be temporary or sustained, and the impact on the district as a whole.

3. Review of Brainstorming Ideas – Julie Davis & David Wilkins

Julie and David reviewed the 13 ideas that were created at the meeting on May 10 and more thoroughly reviewed at the meeting on June 21. Maps of the buildings were also used during the review.

4. Dot Polling Exercise – Margie Fellingner

Task force members were asked to select up to five different ideas that they personally felt were options they would want to see the district implement based on the charge.

Members placed a dot on the idea(s) they selected. It was then agreed that ideas with five or more dots would be further evaluated in small group work.

The top idea selections were:

- Add Classrooms to Eastern Middle
- Build a 5/6 Building within Eastern Boundary. Orchard View/Knapp Forest become K-4
- Build a 5/6 Thematic School
- Build a 6-8 Thematic Middle School (Specialty School)

5. Small Group Work

Task force members were placed into three smaller groups. Each small group was assigned one of the top ideas. Using a matrix, the groups discussed the pros and cons of their assigned idea using the five factors of the charge: impact on educational programming, operating cost, capital cost, student growth, and impact on the district as well as the trigger for potential implementation of the idea. Each group completed the matrix using a Google Sheet.

6. Group Reporting

When the small groups were finished with their discussions, a large group discussion began and each small group shared the pros and cons of the idea they were assigned as well as the idea trigger. Any new suggestions or clarifications were added to the Google sheet as the group discussed each idea.

7. Recommendations

The task force determined that there were two options that should be presented to the Superintendent; adding classrooms to Eastern Middle and building a 5/6 building within the Eastern boundary. They felt it was important for the Superintendent to make the final decision.

8. Next Steps

Margie and Julie will provide an update to the Superintendent. Task force members agreed to continue to serve on the task force if the District needs to reassemble in the future.

Margie closed the meeting by thanking the task force members for their time, dedication, perspectives and valuable input.

Meeting adjourned at 11:43 a.m.

DISTRICT MAP

