



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Dr. Kent Mutchler

FROM: Craig Collins

RE: Request to Increase Kindergarten Sections - Mill Creek and Williamsburg

DATE: June 21, 2012

As is our practice, we closely scrutinize elementary enrollment over the summer prior to the beginning of a new school year. This summer, we have been paying particular attention to kindergarten enrollment at Mill Creek and Williamsburg. The chart below indicates the number of kindergarten students enrolled in each building as of June 19, 2012:

	Mill Creek	Williamsburg
Section 1 - # of K Students	28	26
Section 2 - # of K Students	27	26
Section 3 - # of K Students		25

If the past is any guide, we are likely to increase kindergarten enrollment at each school over the next nine weeks pushing class size at the kindergarten level to near 30 students per classroom.

In order to maintain more acceptable class size numbers at the kindergarten level at both Mill Creek and Williamsburg Elementary Schools and to follow our established practice of enrolling students in their neighborhood school, I am recommending that the Board authorize the addition of one kindergarten section at Mill Creek Elementary School and one kindergarten section at Williamsburg Elementary school for the 2012/2013 school year. The actual hiring recommendation would not come until the July Board meeting or the first Board meeting in August and only then if these kindergarten enrollment numbers continue at high levels.

Approval of this recommendation will likely bring kindergarten class size to the range of 19-21 students per section at Mill Creek and 20-22 students per section at Williamsburg.

Approval of these kindergarten sections at this time allows the building principal at Mill Creek and Williamsburg to proceed with informing kindergarten parents on July 6, 2012, whether their child will be assigned a morning or afternoon kindergarten section. Parents need this advance notice to make child care arrangements for the 2012/2013 school year.

The additional cost of these two kindergarten sections would be charged to the 2012/2013 Education Fund staff contingency account.

Should any Board member have questions regarding this recommendation, they are welcome to contact me.