

**INFORMATION ITEM**

**Date:** September 21, 2020  
**To:** Kari Cremascoli, Ph.D., Superintendent  
**From:** Heather Glowacki, Ed.D., Assistant Superintendent  
**Subject:** Enrollment Update – September 14, 2020

Attached is an enrollment chart by school and grade level indicating sections and class sizes by grade level based on actual enrollment on September 14, 2020. During the 2019-2020 school year, the classroom staffing for grades K-8 was 141.5 Full Time Equivalent (FTE) teachers. There were 3522 enrolled students in August of 2019.

The planning for students and staffing for the 2020-2021 school year has evolved throughout the summer. Initial planning in the spring indicated a need for 140 FTE. As guidance from the Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), and the Cook County Department of Public Health (CCDPH) released their recommendations for schools, planning for fall staffing also needed to adapt. There have been changes from initial planning to actual implementation this fall.

**Kindergarten Enrichment and Enhancement Program (KEEP39)**

KEEP39 is debuting at Central and Harper this school year. Initial student enrollment in spring of 2020 indicated 3 sections of KEEP39 at both schools. However, as the COVID health crisis progressed and family needs changed, some families determined KEEP39 was no longer appropriate. As a result, this fall there are 2 sections of KEEP 39 at both Central and Harper. This was an unexpected change in staffing.

**Staffing In Person and Remote Classrooms**

If we were staffing a typical school year with our current enrollment, we would have staffed for 140 FTE classroom teachers. However, when the decision was made to offer fully remote learning options paired with in-person programming in accordance with IDPH and ISBE guidelines, significant adjustments were needed to the D39 staffing plan. In order to provide a fully remote learning option along with in-person learning that adheres to recommended health guidelines, it became evident that additional staff would be needed. An effective, fully remote program for students required the allocation of staff members entirely dedicated to teaching our fully remote students while concurrently in-person class sizes needed to be dramatically reduced to allow for social distancing of 6ft for each student in the class.

Based on enrollment commitments from families, staffing for our fully remote learning programs have required 3-4 classroom/core content teachers assigned to the fully remote program at each grade level, plus special education teachers and staff, specialists and additional support personnel. Several D39 families selected the remote only instruction for the first semester of 2020-2021. In grades k-4, there are 17 classroom teachers supporting 415 students. In grades 5-8, there are 14 teachers supporting 333 students. There is a total of 31 remote classroom teachers. These classroom/core content teachers are supported by additional special education teachers/staff, specialists and other support personnel.

For in-person programming at the elementary level, most classrooms safely accommodate 14-18 students, a range reflecting the square footage of each classroom. The 5-8 hybrid in-person model requires no more than 24 students within each homeroom section, allowing for not more than 12 students physically in attendance on each of the hybrid in-person days. In grades k-4, there are 77.5 classroom teachers supporting 1287 students. In grades 5-8, there are 62 teachers supporting 1297 students. These classroom/core content teachers are supported by additional special education teachers/staff, specialists and other support personnel. In total, remote learning staffing required 31 classroom teachers and in-person staffing requires 139.5 FTE.

Whether teaching fully remote or in-person, typical teaching structures have been maintained in both settings. D39 elementary teachers (k-4) teach all the content areas to the students in their classroom. Beginning in grade 5 and continuing through 8<sup>th</sup> grade, teachers teach specific content/academic areas to teams of students. These teaching structures continue to be implemented this year both for students learning remotely and in-person.

As a result, the original staffing plan of 140 FTE in a typical year grew to 170.5 (31 remote only + 139.5 in-person). In order to be able to implement both learning environments, it became apparent that some non-homeroom teachers needed to be reassigned to classroom positions to teach the necessary additional classrooms. Administration reviewed the teaching licensure of staff to determine which teachers were trained and properly endorsed to teach homeroom/core content classrooms. Some roles where teachers were dually endorsed and able to be reassigned to classroom teachers include some of our district Differentiation Support Teachers (DST), elementary Spanish teachers, Library Media Specialists, and Reading Specialists. There were 17.5 staff positions that were able to be reassigned to teach classrooms/homerooms. These assignments were made to both in-person and the fully remote program. After reassignment, there has been a net increase of 13 FTE for this school year (170.5-140).

### **Class Size**

Typical class size guidelines for D39 classes are 24 students in grades k-2, 27 students in grades 3-5 and 29 students in grades 6-8. Remote only classes were designed to reflect these typical class size guidelines; however, the district was able to reduce class sizes below these guidelines in nearly all classes. Adding staff provided for a reduction in average class sizes across grade levels in both learning environments. Class size for remote and in-person classes were reduced below these guidelines for all grades except grade 1. In addition, the remote class size in grades K, 4, 6 and 7 are smaller than they would have been had this been a typical school year. Class sizes were maintained with those expected in a pre-pandemic environment for grade levels 2, 5, and 8. We experienced slight increases from pre-pandemic levels at two grade levels (grades 1 and 3) within the remote learning program where the average class size went from an average of 21 students in pre-pandemic classrooms to an average of 25 students in the remote learning classrooms within the pandemic.

Class size in grade 1 for remote classes is slightly higher than the typical class size guidelines. This has happened during typical, pre-pandemic years at various grade levels in each of our schools due to variations in enrollment from year-to-year as well as late summer student registrations. This most often occurs at the elementary grades because there are fewer sections at each grade level at each school as well as slight fluctuations in annual student enrollment that impact class sizes. In grades 5-8 where there are 15+ classroom teachers at each grade level, fluctuations in student enrollment has less of an effect on class size across the grade. When student enrollment at a grade level exceeds typical class size guidelines, the District seeks out additional supports for the students within these classrooms to provide more individualized support. The District is working on ways to provide this additional support to the remote first grade classes.

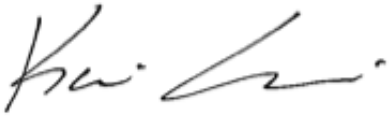
In person class size had to be reduced beyond the typical guidelines in order to adhere to IDPH guidelines for in-person instruction and social distancing requirements within a classroom.

**Special Education Staffing**

In addition to increasing the staff for classroom/homeroom teachers, there was a need to increase Learning Behavior Specialist (LBS) support as well. LBSs are special education teachers and they are assigned to support students within our fully remote and in-person programs. It was not always possible to simply adjust LBSs from in person instruction to remote instruction, although it was possible in some cases. The LBS increase for this year is 5.33 FTE. All other staffing for special education remained as planned from last spring.

**Conclusion**

The enrollment and staffing decisions for this school year supported the individual needs of each D39 family while accommodating the needs of individual D39 staff members. Needs at each grade level will continue to be monitored and supported as we continue through this first semester. Planning for second semester will begin within the next few months.

**Recommended for presentation to the Board of Education**

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**Dr. Kari Cremascoli, Superintendent**

**Student Enrollment and Staffing Update as of September 14, 2020**

	IF 20-21 Were A Typical Year			In Person 2020-2021			Remote 2020-2021			
	Number of Sections	Total Enrollment	Class Size	Number of Sections	Total Enrollment	Class Size	Grade Levels	Number of Sections	Total Enrollment	Class Size
<b>Central</b>										
KEEP39	3	66	22.0	2	31	15.5				
Kdg	4	89	22.3	4	70	17.5	<b>Kindergarten</b>	4	70	17.5
Grade 1	4	77	19.3	4	64	16	<b>Grade 1</b>	3	75	25.0
Grade 2	4	81	20.3	5	70	14	<b>Grade 2</b>	4	84	21.0
Grade 3	4	84	21.0	4	68	17	<b>Grade 3</b>	4	103	25.8
Grade 4	4	99	24.8	5	85	17	<b>Grade 4</b>	4	83	20.8
<b>Total Sections</b>	23	430	18.7	24	357	14.9	<b>Grade 5</b>	4	100	25.0
<b>FTE</b>	<b>19.5</b>			<b>21</b>			<b>Grade 6</b>	4	80	20.0
							<b>Grade 7</b>	3	71	23.7
<b>Harper</b>							<b>Grade 8</b>	3	82	27.3
KEEP39	3	66	22.0	2	18	9				
Kdg	4	72	18.0	4	63	15.8	<b>Total Sections</b>	<b>31.0</b>	<b>748</b>	24.1
Grade 1	4	75	18.8	4	62	15.5				
Grade 2	4	82	20.5	4	65	16.3				
Grade 3	4	84	21.0	4	66	16.5				
Grade 4	4	90	22.5	5	73	14.6				
<b>Total Sections</b>	23	403	17.5	23	329	14.3				
<b>FTE</b>	<b>19.5</b>			<b>20</b>						
<b>McKenzie</b>										
Kdg	3	65	21.7	4	50	12.5				
Grade 1	4	93	23.3	5	75	15				
Grade 2	3	70	23.3	3	52	17.3				
Grade 3	5	99	19.8	4	65	16.3				
Grade 4	4	91	22.8	5	78	15.6				
<b>Total Sections</b>	19	418	22.0	21	320	15.2				
<b>FTE</b>	<b>17.5</b>			<b>19</b>						
<b>Romona</b>										
Kdg	3	62	20.7	3	35	11.7				
Grade 1	4	87	21.8	4	56	14				
Grade 2	5	102	20.4	4	64	16				
Grade 3	5	103	20.6	4	68	17				
Grade 4	4	97	24.3	4	58	14.5				
<b>Total Sections</b>	21	451	21.5	19	281	14.8				
<b>FTE</b>	<b>19.5</b>			<b>17.5</b>						
<b>Total Sections (K-4)</b>	86	1702	19.8	87	1287	14.8		19		
<b>FTE (K-4)</b>	<b>76.0</b>			<b>77.5</b>				<b>17.0</b>		
<b>Early Childhood</b>										
<b>Total Enrollment</b>		47			42				5	
<b>Elementary</b>										
Kdg	14	288	21	15	218	14.5		4	70	17.5
Grade 1	16	332	21	17	257	15.1		3	75	25.0
Grade 2	16	335	21	16	251	15.7		4	84	21.0
Grade 3	18	370	21	16	267	16.7		4	103	25.8
Grade 4	16	377	24	19	294	15.5		4	83	20.8
<b>Highcrest</b>										
Grade 5	16	382	24	16	282	17.6		4	100	25.0
Grade 6	16	429	27	16	349	21.8		4	80	20.0
<b>Total FTE</b>	<b>32.0</b>	811	25	<b>32.0</b>	631	19.7		<b>8.0</b>		
<b>WJHS</b>										
Grade 7	16	398	25	15	327	21.8		3	71	23.7
Grade 8	16	421	26	15	339	22.6		3	82	27.3
<b>Total FTE</b>	<b>32.0</b>	819	26	<b>30.0</b>	666	22.2		<b>6.0</b>		
<b>District</b>	<b>140.0</b>	<b>3379</b>		<b>139.5</b>	<b>2626</b>			<b>31</b>	<b>753</b>	

We would have expected 140 FTE in a typical year. Actually have 170.5 FTE (in person and remote). There were 17.5 staff reassigned from non-homeroom positions to homeroom positions, resulting in a net increase of 13 FTE. (170.5-17.5-140).