



**Human Resource Department
Urbana School District #116**

Memorandum

**Redistricting Committee
Jean Burkholder Administrative Center
September 1, 2011
7:00 p.m. – 9 p.m.**

Agenda/Minutes:

I. Review Charge of the Redistricting Committee

- Ruth Ann Fisher and Elaine Gehrman discussed the Urbana School Board's charge to the committee. After a lengthy discussion, it was decided that this committee will research, ask questions, and make recommendations regarding a balance school calendar but this will not be our primary focus. The committee agreed that it was more suited for a different district committee.
- It was also clarified that we are researching, holding forums, visiting schools, and gathering other information not for the sole purpose of re-establishing boundaries but to assess and make recommendations based upon our research.
- We discussed "NCLB and Choice" in Urbana School District #116 and how this will impact all schools.

II. Agree to Meeting "Protocols"

- Gayle Jeffries reviewed meeting protocols and confidentiality. It was agreed that we will meet on Thursdays from 7 p.m. to 9 p.m.

III. What information do you want from schools?

- A list of questions was generated that Principals will prepare for the committee for the 6 scheduled tours. We will hold forums after the tours and will implement surveys (paper and computer generated) for parents and teachers.
 - Where are there neighborhoods where streets separate the attendance boundary lines?
 - How does programs at a school impact the school?
 - Provide information on "Repurposing" school research
 - Are boundary adjustments necessary?
 - What are the attendance figures per grade level?
 - How has "choice" impacted the schools?
- Parent Questions:
 - Do you foresee any problems with moving district lines?
 - How would redistricting affect you?

- What do you think the average class size should be?
- How school programs at your school affect your children?
- Research:
 - How does the class square footage affect student achievement?
- Elementary Tour(s):
- The elementary school tour schedule is as follows:
 - **September 15th - 7 p.m.** Leal and 8 p.m. Martin Luther King, Jr. Elementary Schools
 - **September 22nd -7 p.m.** Prairie and 8 p.m. Thomas Paine Elementary Schools
 - **September 29th – 7 p.m.** Wiley and 8 p.m. Yankee Ridge Elementary Schools
 - Any committee member who cannot attend the tours may schedule a meeting with the Principals to tour.
 - Leal – Spencer Landsman, 384-3618
 - MLK – Jennifer Ivory-Tatum, 384-3675
 - Prairie – Yavonnda Smith, 384-3628
 - TP – Sandy Cooper, 384-3602
 - Wiley – Barbara Sartain, 384-3670
 - YR – Mary Beth Norris, 384-3608
- The Principals will have the following for the tours: a floor map of the schools, identify programs (rooms they occupy, number of students served, number of staff and rooms used), number of students transported to schools and the length of time transported, class size (width/length), number of students in the classes, number of students per grade level, and PNA class size agreements.

IV. Consultant Report (Realtor)

- a. Report
- b. Questions
- c. Any future assignment?

V. Future Consultants?

- a. What do we want to know that impacts our decision-making, i.e. Choice, Transportation, other?

VI. Meeting Notes (note taker)

- a. What should you do when there is information that is not in the notes?
- b. When should you receive a copy of the notes?
- c. Note taker approvers
- d. School Board Reporting, i.e. monthly? after each scheduled meeting?

“We will be serving in the best interest of the Urbana students!”