

ADMINISTRATIVE REPORT

DATE: September 21, 2023

TOPIC: #7.3 – Intra-district Transfer (IDT) and Open Enrollment (OE) Parameters 2024–25

PRESENTER: Dr. Tyrone Brookins, Assistant Superintendent
Kelly Jansen, Assistant Superintendent
Kristine Schaefer, Assistant Superintendent

REFERENCE TO POLICY/STATUTE: Policy 509, Open Enrollment (OE)
Intra-District Transfers (IDT) Procedures

A. PURPOSE OF REPORT

- Review Intra-District Transfer and Open Enrollment Definitions
- Define Elementary Intra-District Parameters and Timeline
- Define Secondary Intra-District Parameters and Timeline
- Review Open Enrollment Parameters and Timeline
- Review Schools Closed to Open Enrollment
- Present resolution limiting open enrollment and adopting standards for accepting and rejecting open enrollment applications

B. RECOMMENDATION

- Approval

C. STRATEGIC PLAN PRIORITIES

- Operations, Staffing, and Finance
- Engagement and Partnerships



Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION LIMITING OPEN ENROLLMENT AND ADOPTING STANDARDS
FOR ACCEPTING AND REJECTING OPEN ENROLLMENT APPLICATIONS**

WHEREAS, Minnesota Statutes section 124D.03 (Enrollment Options Program) subdivision 6 requires the School Board to adopt specific standards for acceptance and rejection of open enrollment applications, which may include the capacity of a program (excluding special education services), class, or school building, but which may not violate minimum open enrollment standards established in Minnesota Statutes section 124D.03, subdivision 2; and

WHEREAS, pursuant to Minnesota Statutes section 124D.03, subdivisions 2 and 6, the School Board may reject applications for enrollment based on the number of students in a particular grade level if the School Board adopts a resolution limiting the number of nonresident students enrolling at that grade level to a number that is not less than the lesser of one percent of the total enrollment at that grade level in District 833, or the number of District 833 residents at that grade level who are enrolled in a nonresident district under the Enrollment Options Act;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 833, South Washington County Schools, as follows:

The number of nonresident students who seek to enroll at any grade level under the Enrollment Options Act may not exceed the lesser of:

- one percent of the total enrollment at that grade level in District 833, **or**
- the number of District 833 residents at that grade level who are enrolled in a nonresident district under the Enrollment Options Act.

The District will also reject an application for open enrollment into a program, class, or school building if the capacity of the program, class, or school building has been reached.

The capacity of a program, class, or school building is reached when, in the judgment of the School Board, the Superintendent, or designee, the acceptance of an additional student would require any of the following: (1) the utilization of additional physical space for the program, class, or school building to function properly, provided that the additional space is not readily available; (2) the addition of a staff member to adequately address the needs of the students in that program, class, or building; or (3) a material change to the program, class, or school building that would adversely affect the quality of the education provided in that program, class, or school building.

In determining whether the capacity of a program, class, or school building has been reached, the School Board, the Superintendent, or designee may consider any relevant information including, but not limited to, the following: (1) staff-to-student ratios; (2) current or projected enrollment; (3) current or projected staffing; (4) the size and other physical attributes of the facility; (5) recommendations from the Minnesota Department of Education (MDE), the Minnesota Department of Health (MDH), and the Center for Disease Control; (5) any applicable social distancing requirements; and (6) other factors that affect the quality of education.

The Board makes the following findings regarding the maximum capacity (enrollment) of buildings:

- Armstrong Elementary - Capacity: 506
- Bailey Elementary - Capacity: 683
- Cottage Grove Elementary - Capacity: 632
- Crestview Elementary - Capacity: 607
- Grey Cloud Elementary - Capacity: 759
- Hillside Elementary - Capacity: 556
- Liberty Ridge Elementary - Capacity: 917
- Middleton Elementary - Capacity: 759
- Newport Elementary - Capacity: 379
- Nuevas Fronteras - Capacity: 556
- Pine Hill Elementary - Capacity: 506
- Pullman Elementary - Capacity: 481
- Red Rock Elementary - Capacity: 658
- Royal Oaks Elementary - Capacity: 582
- Valley Crossing Elementary - Capacity: 733
- Woodbury Elementary - Capacity: 632
- Cottage Grove Middle School - Capacity: 1208
- Lake Middle School - Capacity: 1188
- Oltman Middle School - Capacity: 990
- Woodbury Middle School - Capacity: 1188
- East Ridge High School - Capacity: 1712
- Park High School - Capacity: 2059
- Woodbury High School - Capacity: 1925

When an elementary school reaches 90% of their capacity they shall be closed to open enrollment. When a secondary (middle or high) school reaches 95% of their capacity they shall be closed to open enrollment.

The motion for the adoption of this Resolution was duly seconded by _____ and upon a vote being taken, the following Board members voted in favor of the Resolution:

And the following Board members voted against this Resolution:

Whereupon this Resolution was declared duly passed and adopted.