

# **Comprehensive Long Range Planning Study: Demographic & Enrollment Analysis**

## ***Port Jervis City School District***

Submitted by the Office of School Planning & Research  
Western Suffolk BOCES  
December 15, 2016

### **INTRODUCTION**

The Office of School Planning & Research of Western Suffolk BOCES, Division of Instructional Support Services, has prepared this proposal in response to a request from the Port Jervis School District. Since 1985, the Office of School Planning and Research has completed over 1,000 studies for numerous school districts in New York State. It should be noted that studies produced by Western Suffolk BOCES meet the mandate specified in the Commissioner's Regulations (section 155.1) for Comprehensive Long Range Planning.

### **SCOPE OF STUDY OBJECTIVES**

The objective of the proposed study is to provide objective analysis of historical demographic and enrollment trends and projection of future enrollment (10 years) for the district, each grade level and each district building. The proposed study will provide clear, concise, and comprehensive data that the Board of Education and district administration can use in planning for the future.

*Specific study objectives are outlined below:*

**Comprehensive Long Range Planning (Demographic and Enrollment Analysis)** - provides the analyses of demographic and educational trends that have historically affected the Port Jervis School District's student enrollment. The trend analyses will lead to enrollment projections through the year 2026.

*The Study will include the following:*

1. An analysis of **demographic** factors that could potentially affect district enrollment (i.e., population characteristics, births, housing [new construction and existing units], and the impact of non-public and charter schools). The demographic analysis will be used to assess the historical trends so that assumptions about future trends can be formulated.
  - Birth records from the *New York State Department of Health* will be used to analyze the relationship between kindergarten enrollment and births five years prior to each historical year. Recorded births will be used to project kindergarten cohorts for the years 2017 - 2020; the projected kindergarten enrollment for 2021 - 2026 will be produced based on estimated births for 2016 - 2021. The methodology used is known as the **Birth Persistence Model**.
  - *U.S. Census Bureau* data will be used to analyze **population trends**, including changes in the resident ethnic breakdown, age structure, and a range of household socio-economic characteristics, including household size, the distribution of owner and renter occupied housing units, the number of public school children per household and the percentage of households with children. The data will be examined comparatively at various time points.
  - Information from town planning and building officials and local developers will be used to assess the impact to the district of any new or proposed **housing** developments. Deed transactions from the *N.Y. State Office of Real Property Services* will be analyzed to determine rates of housing turnover.
  - Local realtors and new residents will be surveyed to gain information about current **housing market** trends within the district. This feedback can provide valuable information about new resident characteristics, the factors that influenced their decision to buy a home in the area and their preferences on choice of schooling for their children.
  - **Non-public and charter school enrollments** will be examined in relation to district enrollment.

2. An analysis of **enrollment trends** will be conducted for the district, each grade configuration (K - 6, 7 - 8, 9 - 12) and each school, including grade level and special education enrollment. The historical period will include the years 2006 - 2016. This analysis will assess the impact of demographic factors, district policy/practice and program changes on enrollment.
3. Historical trends of the yearly movement of students from one grade to the next will be analyzed. This analysis of student migration will be viewed in the context of the demographic data and district programs. The establishment of a trend in student migration will be used to project the grade level enrollment for the years 2017 - 2026. This method is known as the **Cohort Survival Model**.

## PRINCIPAL RESEARCH STAFF

Barbara Graziano, School Planning Manager, will coordinate study efforts and will manage the overall study. She will be assisted by BOCES staff members with expertise in research, statistics, and educational practice.

The Study Team will be available to share information generated during this study with the Port Jervis School District. We will act as a resource to the district, and will provide direction on the collection of internal information from the district.

## SCHEDULE AND COSTS

The general time line for completion of all work described in this proposal is within approximately four months of the receipt of all district data. Interim data may be provided, as needed. The retention of the services of Western Suffolk BOCES includes the provision of 10 copies of the final report, along with one unbound copy to be used for duplication by the district. A digital copy in PDF format will also be available.

The fee for the work outlined in this proposal, professional time and related charges is **\$11,200**. **This service has generally been reimbursed based on a district's BOCES aid formula.** It is noted that this price is guaranteed for service through the 2016-17 school year, secured through a cross contract with Western Suffolk BOCES, COSER A607.



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**PART I: To be completed by district requesting cross contract**

School District requesting service: **Port Jervis City SD** School year: **2016-2017**

Address: 9 Thompson Street Port Jervis, NY 12771

Name of Program requested: **Demographic & Enrollment Study** CO-SER #: **A 607.010**

Start Date 8/1/16 End Date (if known): 6/30/17

Potential BOCES Provider: Western Suffolk BOCES Estimated Cost: **\$11,200**

\_\_\_\_\_  
 School Superintendent Signature Date

**FORWARD TO LOCAL BOCES DISTRICT SUPERINTENDENT**

**PART II: To be completed by local BOCES District Superintendent**

It is requested that cross-contract arrangements be made with **Western Suffolk BOCES** to provide the service listed above.

\_\_\_\_\_  
 Local BOCES District Superintendent Signature Date

Local BOCES name and address: **Orange-Ulster BOCES**  
 53 Gibson Road, Goshen, NY 10924

**FORWARD TO DISTRICT SUPERINTENDENT OF BOCES REQUESTED TO PROVIDE SERVICE**

**PART III: To be completed by BOCES District Superintendent providing cross-contracted service**

Service Title: Long Range Planning CO-SER # A607.010

Activity Code #7210 Estimated Charge: **\$11,200**

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 District Superintendent Signature of providing BOCES Date:

**After approval, distribute completed and signed copies of this form to:**

Providing BOCES	Providing BOCES Program Administrator	Requesting School District	Local BOCES
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