



Menasha Joint School District

Open Enrollment Space Determination Plan for 2024-25 School Year

The Menasha Joint School District uses the tables attached (Appendix A) to establish an annual staffing plan. These tables represent the information used to determine grade-level and special education staffing for the 2024-25 school year.

For Open Enrollment purposes:

- Projected Enrollments will include resident students, tuition waiver students under 121.84 Wis. Stats., and open-enrolled students under section 118.51 (3) (a) who are currently attending.
- The district will use the high number in the given ranges when determining available space for open enrollment applicants, allowing for enrollment increases throughout the school year.
- Secondary space determinations are based on total school capacity.

Application Consideration Process:

1. If an applicant has a sibling currently attending they are automatically approved.
2. Determine if space is available in grade level
3. Determine if space is available in special education program, if needed, calculated with intensity scale
4. If space is not available in grade level, student will be placed on the waiting list.
5. If space is not available in special education program, student will be denied.

Open enrollment exception applications received outside the state designated open enrollment window will be considered on a case by case basis using the same calculations at the time of application to determine current available space.

Students currently attending under a tuition waiver or currently attending that apply for open enrollment will be approved. Students who are approved as a student without a disability who are referred and found eligible for special education services may be returned to their resident district. The decision will be based on space determinations made by the Board of Education.

Special Education:

The Menasha Joint School District uses the table below to establish an annual special education staffing plan. This table represents the information used to determine special education staffing for the 2024-25 school year. Our intent is to begin the school year at the low end of the range allowing room for newly identified district students throughout the school year.

OE requests for students receiving contracted services or attending a tuition-based off-campus program will be reviewed on a case-by-case basis, and acceptance will be based on the service availability in the district.

Special education space is calculated using a weighted scale based on each student's level of intensity. Students are weighted a 1, 2, or 3 based on the amount of special education services identified in their IEP.

Due to the significant number of special education referrals at the PK-5th grade level, the number of projected students includes a 15% increase from actual student numbers. This was based on an analysis of the prior three years of referrals and placements made between January and June of the given years.

Speech and Language, Occupational Therapy, and Physical Therapy numbers are based on actual current enrollments. The students do not carry weighted values.

Action requested: Recommend approval of the Open Enrollment Capacity Guidelines
Contact: Marci Thiry, Director of Special Services, thiry@mjsd.k12.wi.us, 967-1429

Appendix A - Open Enrollment Space Determination

Elementary:

Grade Level	Enrollment per FTE For calculation	Current Enrollment	Projected FTE	Current FTE Ratio	Open/Closed	Seats Available
4K	17-20	22	4.5	2.4	Open	158
K	17-20	189	11	17.2	Open	31
1	17-20	208	12	17.3	Open	32
2	20-24	214	12	17.8	Open	74
3	20-24	212	10	21.2	Open	28
4	24-28	223	11	20.2	Open	85
5	24-28	197	9	21.8	Open	55

Secondary:

Grade Level	School Capacity	Current Enrollment	Open/Closed	Seats Available
6-8	729	685	Open	44
9-12	1,042	1,014	Open	28

Special Education:

Grade Level	Enrollment per FTE For Calculation	Projected Enrollment	Projected FTE	Current FTE Ratio	Open/Closed	Seats Available
Early Childhood/4K	8-11	59	4	15	Closed	0
Elementary	8-11	215	19.5	11	Closed	0
Middle School	12-15	187	12	16	Closed	0
High School	18-20	221	10	22	Closed	0
Speech/Language (EC/4K-5 th)	33-35	257	7	36	Closed	0
Speech/Language (6-12)	35-40	135	3	45	Closed	0
Physical Therapy w/COTA	35-40	36	1	36	Closed	0
Occupational Therapy w/COTA	35-40	193	4	48	Closed	0