

**Fair Lawn School District**  
**Dr. Ernest Palestis**  
**Interim Superintendent of Schools**  
**January 19, 2017**

**Investigations and Recommendations**  
**Student Enrollment Trends**



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## Introduction:

During the months of July, August, and September 2016, 259 new students enrolled in the Fair Lawn School District. Seventy-three of those students enrolled in September. This is significant because the new students were not projected in the budget or the staffing plan for the 2016 – 2017 school years. (Note – this does NOT include the 32 kindergarten students who enrolled at the same time)

As a result of this influx of new students, our schools experienced an increase in class size but we were not able to immediately increase staff.

The following chart documents the increase of students by school:

Fair Lawn Public School District Registrations by Month												
New Registrations for 2016-2017 through:							11/1/2016					
Gr. K	Forrest	Lyncrest	Milnes	Radburn	WP	West						Total/ Month
March	6	19	45	3	53	30						156
April	25	2	9	56	7	8						107
May	6	1	5	10	0	2						24
June	0	1	0	0	2	2						5
July	2	0	4	4	1	0						11
August	0	2	3	2	2	2						11
September	1	3	5	3	2	3						17
October	0	0	2	1	0	1						4
November												0
December												0
<b>Total</b>	<b>40</b>	<b>28</b>	<b>73</b>	<b>79</b>	<b>67</b>	<b>48</b>						<b>335</b>
Gr.1-12	Forrest	Lyncrest	Milnes	Radburn	WP	West	Mem	TJ	FLHS	Sp.Ed		Total/ Month
March	1	4	7	4	0	3	1	1	2	1		24
April	0	2	6	9	4	3	2	0	2	4		32
May	2	0	8	7	2	1	1	2	1	3		27
June	5	0	2	0	4	4	2	3	3	7		30
July	3	1	8	8	5	5	3	15	16	0		64
August	5	3	13	10	2	5	11	20	27	4		100
September	3	11	10	5	7	12	0	2	3	3		56
October	0	0	2	0	2	1	1	3	2	3		14
November												0
December												0
<b>Total</b>	<b>19</b>	<b>21</b>	<b>56</b>	<b>43</b>	<b>26</b>	<b>34</b>	<b>21</b>	<b>46</b>	<b>56</b>	<b>25</b>		<b>347</b>

## Research About Enrollment Trends: (a summary)

Beginning in September of 2016, the Interim Superintendent of Schools began to survey building principals about class size. The feedback from principals indicated that in the elementary schools, class sizes exceeded 26 students in several locations. In some cases, class size was as high as 29 students and varied as students moved through their schedule during the day.

The Interim Superintendent recommended three steps:

1. An update to the Demographic Study previously completed by Whitehall Associates
2. The establishment of the position of General Education Paraprofessional
3. A review of master schedules with each building principal

## Current Enrollment

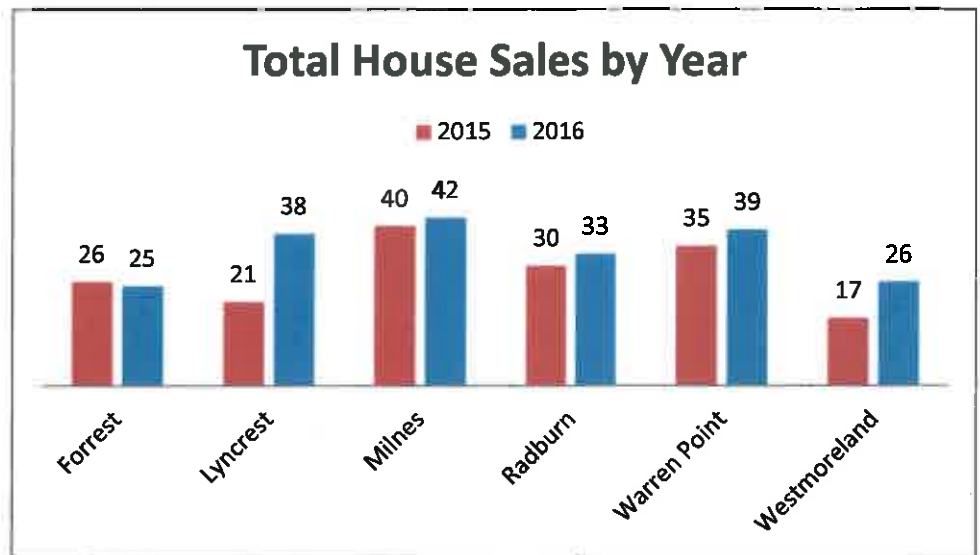
1. Whitehall Associated was engaged to complete a new demographic report. However, in New Jersey, demographic reports are based upon the number of students as of October 15. Therefore, Whitehall began to conduct research of planned residential development in Fair Lawn. This data then was combined with enrollment projections. The Whitehall report was received on November 15, 2016.
2. Two General Education Paraprofessionals were employed and assigned to classrooms that had 26 or more students. This has been beneficial and will continue as needed.
3. As a result of the review of elementary school master schedules, class sizes have been better balanced. This review was conducted by the Assistant Superintendent of Schools. *In the process, she discovered a way to extend our technology program into grade 1 for all schools.*
4. A housing market analysis was completed and what the data confirms is that there was a large increase in the number of houses sold in 2016 compared to 2015. From May through October 2016 there was a total of 203 single family houses sold while that same period of time in 2015 reveals only 169 sales. A large number of these sales took place in August right before school started. In August of 2015 there were a total of 24 houses sold and in 2016 we see there were 40 houses sold. The largest number of house sales occurred in August in the Radburn and Milnes jurisdiction (9 houses in both Radburn and Milnes were sold in August).

As a result of the steps taken above, there was some reduction in class size. As of January 2, 2017, we have six (6) elementary homerooms in the district with 26 or more students.

Percentage of Growth by Elementary School

Grades 1-12	Total Enrollment	New Registrants	% of change
Forrest	269	19	7%
Lyncrest	204	21	10%
Milnes	440	56	13%
Radburn	426	43	10%
Warren Point	397	26	7%
Westmoreland	256	34	13%

	2015	2016
Forrest	26	25
Lyncrest	21	38
Milnes	40	42
Radburn	30	33
Warren Point	35	39
Westmoreland	17	26
	169	203



### HOUSES SOLD BY LOCATION

2016	May	June	July	Aug.	Sept.	Oct.	Total
Forrest	6	4	4	7	1	3	25
Lyncrest	5	5	11	6	5	6	38
Milnes	4	9	9	9	2	9	42
Radburn	5	1	5	9	10	3	33
Warren Point	7	9	6	6	5	6	39
Westmoreland	3	7	4	3	6	3	26
	30	35	39	40	29	30	203

2015	May	June	July	Aug.	Sept.	Oct.	Total
Forrest	2	9	5	3	3	4	26
Lyncrest	1	3	7	4	4	2	21
Milnes	4	11	7	8	4	6	40
Radburn	5	4	3	6	5	7	30
Warren Point	5	5	6	3	10	6	35
Westmoreland	6	3	5	0	0	3	17
	23	35	33	24	26	28	169

Comparing Fair Lawn to other towns in Bergen County, there was definitely a significant jump in sales. Please see the table below:

Number of homes sold			
	11/2014- 11/2015	11/2015- 11/2016	
Fair Lawn	262	358	96
Ramsey	110	129	19
Waldwick	138	108	-30
Paramus	213	224	11

In Summation- there was a large increase in the number of homes purchased in Fair Lawn over the six month period explained above with the largest percentages of houses sold residing in the Milnes and Radburn area. The Warren Point area is quickly increasing in sales and houses currently under contract.

There are currently 59 homes under contract and 93 actively listed.

	Houses under contract	Active Today
Forrest	10	8
Lyncrest	8	14
Milnes	10	31
Radburn	11	7
Warren Point	15	21
Westmoreland	5	12
	59	93

### **Whitehall Demographic Study**

The Whitehall Demographic Study indicates that we will grow by 273 additional students in the next five years. This growth is based upon two major factors:

1. Net Development Impact – We will draw a large number of students from Landmark at Radburn. The projection is 65 students. The development will include 33 affordable units. It is impossible to tell when the students will arrive and a “staged” impact is the most likely scenario.
2. Increase in births and “move ins.” based upon cohort survival method – we have a significant turnover taking place in which senior citizens are moving out and families with children are moving in.

It is important to note that if the growth is spread out on a k – 12 basis, that would give us about 22 new students per grade level. If this was spread evenly over our elementary schools, the impact would be only 4 new students per school, but because of new construction, it would not be spread evenly.

The Whitehall Demographic Study is attached for your review.

## **A Sequence of Recommendations for the Fair Lawn Board of Education**

It is the role of a Superintendent of Schools to analyze an issue, gather information, and make written recommendations to the board. Accordingly, I am proposing a multi – year sequence of steps for the Fair Lawn Board of Education.

### **Year 1 - 2016 – 2017**

During the current school year, we have already addressed some short term strategies. With Board approval, we have completed a Demographic Study, created a new General Education Paraprofessional position, and adjusted the master schedule in several school buildings.

During the remainder of this school year, the Interim Superintendent is recommending that we do the following:

1. Conduct residency verification for every student enrolled in the district. – During the recent NJSBA Convention, the Interim Superintendent was able to identify a company that verifies residency through electronic means. The service provider compares residency information provided by the parents or legal guardian with public records and consumer databases. The service provider would verify if addresses are a match with our records or do not match. We would then investigate those who do not match. The cost of this service is \$1.50 per student. The service provider also provides an optional “Tips and Rewards” hotline.

Our attorney is researching any legal implications that may exist.

Clearly, before we implement some of the strategies that follow, we need to ensure that the students who currently attend our schools are domiciled in Fair Lawn. If we identify only one non – resident who is currently enrolled, the program will have “paid for itself.”

2. Review Board of Education Policy for attendance areas. – We need to modify the way we assign students to schools. We need to do this in a way that does not impact current families. Attached to the report is a copy of a Board of Education Policy (5120 – Assignment of Pupils) that is identical to a policy used in Livingston. This was referred to as “soft borders.” Basically, the way it worked was pretty simple, but not popular with new residents. New residents were assigned to the school that could best accommodate them. There was no guarantee that if a new family purchased a home near a neighborhood school, that they would attend that school. We would place the new child in the district school that had room.

How would this work? This year, we have 17 and 18 students in our grade two homerooms at Lyncrest. At the same time, we have 27, 26, and 27 at Milnes and 27, 27, and 28 at Radburn. This pattern becomes clearer when we look at Westmoreland which has homerooms of 20 and 20 in grade two. Warren Point has grade two homerooms of 20, 22, and 23.

Clearly, we have room in the district to accommodate grade 2 students, but we do not have room at Milnes and Radburn. We need to look at enrollment as a district function.

If “soft borders” were in place when we were enrolling new “move in” students when we started to enroll in the summer of 2016, we could have sent students to Lyncrest,

Westmoreland, or Warren Point. Clearly, we cannot send 65 students from the Landmark development all to Radburn School.

### **Year 2 - 2017 -2018**

1. Implementation of a “New Enrollment Process” - All applications for enrollment would be screened by the same service provider listed above.
2. Implementation of New Board Policy (5120 – Assignment of Pupils)
3. Monitor phase-in of Landmark – As the project is built, we will begin to enroll students. It will be critical to monitor the 33 affordable units because this can be a source of higher than normal special education students.

### **Year 3 - 2018 – 2019**

1. Only if needed, and if the demographic projections “hold,” we need to explore the option of converting Edison School into a full functioning elementary school. Construction cost estimates are attached. The cost of staffing could be significant because if Edison is a “school”, it would require a principal, secretary, general education teachers, and other staff.
2. Only if needed, relocate current offices to a new location. This would require the purchase or lease of an existing vacant office building in Fair Lawn or a large home that could be converted. The cost for this is unknown; however, local office leases are running in the \$20 per square foot range. We would need 10,000 square feet.

### **Cost Factors**

1. Year 1 (2016-2017) costs include:
  - a. Demographic Study - The cost of the study was \$2,000.
  - b. General Education Para Professionals. (projected annual cost for each is \$30, 630.84 = we employed two )
  - c. Residency Verification approximately \$7,500.
2. Year 2 (2017 – 2018) costs projected
  - a. Demographic Study – none
  - b. General Education Paraprofessionals - \$31,998.46 each
  - c. Residency Verification - \$7,500
  - d. Potential Transportation Costs – In the event that we approve the concept of “soft borders,” we may want to consider transporting students to their “non- neighborhood” elementary school. There will be a cost to do this:
    - i. Cost of Driver – \$20,386.
    - ii. Cost of Aide - \$12,814
    - iii. 54 passenger bus (if needed) \$100,000
3. Year 3 (2018 – 2019) costs projected
  - a. Demographic Study - \$2,000
  - b. General Education Paraprofessionals - \$67,089 (cost for two)
  - c. Residency verification - \$7,500
  - d. Alterations of Edison School

- i. Conversion to elementary school - \$800,000
- ii. Conversion to kindergarten center - \$1.1 million
- e. Staffing of Edison School costs
- f. Office Lease / Build
  - i. \$200,000 - \$250,000 per year to lease
  - ii. \$3.5 million to build

**Conclusion**

The Board of Education should follow this sequence, with annual status reviews. The costs involved in year 1 and 2 are minimal. The residency verification program should become an annual event and instituting a "soft borders" policy can help. The use of general education Paraprofessionals has helped.

The conversion of Edison School should be viewed as viable only in a worst case scenario.

**Appendix**

**# 1 Cost of General Education Paraprofessionals**

					FICA	DCRP	W/C				
	Rate	Hours/Wk	Days/Yr		7.65%	3%	0.10%	Costs of Subs on Avg.	Full Cost	# of Paras	
Year 1	\$ 25.00	29.500	182	\$ 26,845.00	\$ 2,053.64	\$ 805.35	\$ 26.85	\$ 900.00	\$ 30,630.84	2	\$ 61,261.68
Year 2	\$ 26.15	29.500	182	\$ 28,079.87	\$ 2,148.11	\$ 842.40	\$ 28.08	\$ 900.00	\$ 31,998.46	2	\$ 63,996.91
Year 3	\$ 27.45	29.500	182	\$ 29,475.81	\$ 2,254.90	\$ 884.27	\$ 29.48	\$ 900.00	\$ 33,544.46	2	\$ 67,088.92
Year 4	\$ 28.20	29.500	182	\$ 30,281.16	\$ 2,316.51	\$ 908.43	\$ 30.28	\$ 900.00	\$ 34,436.38	2	\$ 68,872.77

*(rates assuming same Para goes from step 1 to step 4)*

**# 2 Information from "Verify Residence" <http://www.verifyresidence.com/>**

**Residency Audits**

**Database Residence Verification (\$1.50 per student)**

Verify Residence.com is quickly able to identify potential residence fraud for school districts, government agencies, and voter registration.

They can audit the entire student and employee roster with the names and addresses supplied along with personal identifiers. Their unique proprietary databases will search the information acquired from scores of data suppliers and then aggregate the results to generate a **Residency Audit Report**.

This unique report will provide Fair Lawn, your residency officer, or appointed official with a database report displaying a "Match, No Match, or No Record" designation. In the time it takes one of our staff to investigate just one individual, they can audit the entire student roster.

Individuals who try to commit residency fraud often submit fictitious or easily forged documentation in order to satisfy residency requirements. However, these individuals are not able to manipulate the myriad of records such a credit header files, addresses reported to credit card companies, financial institutions, the postal service, or any business entity that does business with the subject of an inquiry.



## Our Student Residence

### Database Audit Reports Can...

- Audit the entire student roster within 1-5 business days
- Quickly identifies "suspect" or unauthorized out-of-district students
- Confirm parent's and student's actual domicile residence
- Reduce overcrowded class sizes
- Increase revenue by charging out-of-district students tuition
- Eliminate or reduce staff hired to identify out-of-district students
- Verify residency qualifications for special needs students
- Satisfy municipal due diligence standards and residency requirements



[www.VerifyResidence.com](http://www.VerifyResidence.com)

**Call Today to request  
a FREE quotation  
or speak with a  
Residence Verification  
Data Specialist**

**800-836-2994**



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F: 732.308.3314

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**Can You Pick  
UNAUTHORIZED  
The Out-of-District  
Students?**

**WE CAN... AND CAN PROVE IT!**

School districts can now quickly audit the entire student roster to identify suspect "unauthorized" out-of-district students by using our unique database technology.

### Residence Verification Services:

- Entire Student Roster Residence Audit
- Multi-database Residence Verification
- Comprehensive "No Match" Reports
- New Student Addresses Developed

[www.VerifyResidence.com](http://www.VerifyResidence.com)



School administrators can finally take advantage of new technology to quickly identify students who may not live in the school district or who are unauthorized to enroll in the district.

New database technology provided by VerifyResidence.com can quickly provide school districts with a unique tool that will help to identify potential residence fraud.

Our proprietary Residence Database Audit Report electronically compares the residence information provided to the school by the student's parents or legal guardian with a myriad of public records and restricted access consumer databases only available to qualified entities, such as law enforcement and licensed investigative agencies.

The Residence Database Audit Report results are normally available within 5 business days detailing the 'Match' or 'No Match' designations by each student name. The report also details the address being reported by the databases for the parent/guardian searched. A 'No Match' designation DOES NOT necessarily mean or confirm an out-of-district student, rather that further inquiry is required to determine the reason for the no match.



## Tips & Rewards Hotline

- Optional Participation
- 24/7 Live Answering
- Caller Confidentiality
- Free Reward Posters

(Sample Poster)

Do you know a student who does NOT live in town or in the district?

**STOP Residency Fraud!**  
**\$250 REWARD!**

It is unlawful to attend a school where you are not a resident of the district.

Report out-of-district students today!

Call Our 24/7 Tip & Reward Hotline  
**1-888-800-TIPS** (8427)

All calls are kept CONFIDENTIAL!

For more information on the VerifyResidence.com out-of-district student reporting service, call 800-836-2994 or visit [www.verifyresidence.com](http://www.verifyresidence.com)

Participation in the Tips & Rewards Hotline service is optional and will significantly increase the number of suspect out-of-district students in a quick and easy way. School districts around the country have reported the success of such a hotline service. This has also resulted in preventing and reducing unauthorized student enrollment within many districts.



## Tips Hotline Provides:

- Increased reporting of out-of-district students
- Confidential reporting
- Financial incentive
- Corroborates "Match" or "No Match" suspect students
- Quickly identifies potential residence fraud
- Leads for students of all ages & grade levels



800-836-2994

[www.VerifyResidence.com](http://www.VerifyResidence.com)

800-836-2994

**WHERE ARE THE NEW STUDENTS COMING FROM?**

<b>2016/17</b>	Forrest	Lyncrest	Milnes	Radburn	Warren Point	Westmoreland	Memorial	TJ	FLHS	Edison	<b>TOTAL</b>
Non Public	9	8	26	24	5	9	4	3	9	0	<b>97</b>
Public	9	2	8	9	16	15	4	18	20	1	<b>102</b>
Another State	4	3	11	9	8	1	3	14	8	0	<b>61</b>
Another Country	0	5	4	3	0	2	0	6	11	0	<b>31</b>
	<b>22</b>	<b>18</b>	<b>49</b>	<b>45</b>	<b>29</b>	<b>27</b>	<b>11</b>	<b>41</b>	<b>48</b>	<b>1</b>	<b>291</b>

<b>2015/16</b>	Forrest	Lyncrest	Milnes	Radburn	Warren Point	Westmoreland	Memorial	TJ	FLHS	Edison	<b>TOTAL</b>
Non Public	6	4	28	19	8	2	2	6	10	0	<b>85</b>
Public	9	11	6	7	16	17	9	13	14	0	<b>102</b>
Another State	6	3	7	4	4	6	8	5	10	1	<b>54</b>
Another Country	0	1	0	3	0	0	1	9	11	0	<b>25</b>
	<b>21</b>	<b>19</b>	<b>41</b>	<b>33</b>	<b>28</b>	<b>25</b>	<b>20</b>	<b>33</b>	<b>45</b>	<b>1</b>	<b>266</b>

<b>2014/15</b>	Forrest	Lyncrest	Milnes	Radburn	Warren Point	Westmoreland	Memorial	TJ	FLHS	Edison	<b>TOTAL</b>
Non Public	12	2	18	12	2	3	4	4	16	0	<b>73</b>
Public	8	6	17	10	15	10	11	16	17		<b>110</b>
Another State	1	3	7	9	1	2	8	11	9	0	<b>51</b>
Another Country	1	2	1	1	0	1	0	3	7	0	<b>16</b>
	<b>22</b>	<b>13</b>	<b>43</b>	<b>32</b>	<b>18</b>	<b>16</b>	<b>23</b>	<b>34</b>	<b>49</b>	<b>0</b>	<b>250</b>

<b>2013/14</b>	Forrest	Lyncrest	Milnes	Radburn	Warren Point	Westmoreland	Memorial	TJ	FLHS	Edison	<b>TOTAL</b>
Non Public	7	10	19	17	7	8	3	6	16	0	<b>93</b>
Public	10	7	9	14	10	12	10	11	22	0	<b>105</b>
Another State	4	4	4	7	7	7	4	3	11		<b>51</b>
Another Country	1	3	0	3	3	0	0	3	5	0	<b>18</b>
	<b>22</b>	<b>24</b>	<b>32</b>	<b>41</b>	<b>27</b>	<b>27</b>	<b>17</b>	<b>23</b>	<b>54</b>	<b>0</b>	<b>267</b>

The results of our **Residency Audit Report** will enable our staff or their investigators to quickly identify potential fraud and begin the interview and investigation process to confirm the actual residence of an individual.

According to their experience based on our registration numbers they estimate 30-60 students are currently ineligible to attend Fair Lawn Schools based on fraudulent residency information.

**# 3 Whitehall Demographic Study-submitted in binder**

**# 4 Proposed Board of Education Policy 5120 – Assignment of Pupils (see attached)**

**# 5 Cost Estimate to Convert Edison School-**

**#6 Elementary Homeroom Enrollments**

**#7 Source of New Students**

SCHOOL: Forrest

PRINCIPAL: Michael Weaver

ELEMENTARY HOMEROOMS: 13

ENROLLMENT 278 (288 including stepping stones)

GRADE	Teacher 1	Teacher 2	Teacher 3	Teacher 4
K	23	22		
1	21	20		
2	23	22		
3	18	18	17	
4	24	23		
5	24	23		

SCHOOL: Lyncrest

PRINCIPAL: Kelly Diee

ELEMENTARY HOMEROOM:

ENROLLMENT: 225

GRADE	Teacher 1	Teacher 2	Teacher 3	Teacher 4
K	13	13		
1	19	20		
2	17	18		
3	23	23		
4	23	23		
5	16	17		

SCHOOL: Milnes

PRINCIPAL: Joseph Fulco

ELEMENTARY HOMEROOM: 20 +2 LBLD

ENROLLMENT: 496

GRADE	Teacher 1	Teacher 2	Teacher 3	Teacher 4
K	24	25	25	
1	24	22	23	24
2	27	26	27	
3	24	24	24	
4	23	23	22	
5	23	22	23	22

SCHOOL: Radburn

PRINCIPAL: Jill Lindsay

ELEMENTARY HOMEROOMS: 21

ENROLLMENT: 469

GRADE	Teacher 1	Teacher 2	Teacher 3	Teacher 4
K	20	20	19	20
1	20	20	20	20
2	27	27	28	
3	24	24	24	
4	25	25	26	
5	20	20	20	20

SCHOOL: Warren Point  
 ELEMENTARY HOMEROOM: \_\_\_\_\_

PRINCIPAL: Nancy Schwindt  
 ENROLLMENT: 423

GRADE	Teacher 1	Teacher 2	Teacher 3	Teacher 4
K	22	21	22	6 (LBLD)
1	22	22	21	1 (LBLD)
2	20	22	23*	3 (LBLD)
3	25	29*	26	7 (LBLD)
4	25	25	26	
5	22	22	21	
*LBLD students push in for science, social studies, health and specials				

SCHOOL: Westmoreland  
 ELEMENTARY HOMEROOM: \_\_\_\_\_

PRINCIPAL: Christy Dell'Aglio  
 ENROLLMENT: 290 Students

GRADE	Teacher 1	Teacher 2	Teacher 3	Teacher 4
K	22	23		
1	23	23		
2	20	20		
3	26	26		
4	16	17	17	
5	16	17		
Stepping Stones (1)	6			
Stepping Stones (1)	6			
CI (1)	6			
CI (2)	6			

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	22	18	49	45	29	27	11	41	48	1	291

	Forrest	Lyncrest	Milnes	Radburn	Warren Point	Westmoreland	Memorial	TJ	FLHS	Edison	TOTAL
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	21	19	41	33	28	25	20	33	45	1	266

	Forrest	Lyncrest	Milnes	Radburn	Warren Point	Westmoreland	Memorial	TJ	FLHS	Edison	TOTAL
<b>2014/15</b>											
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Public	8	6	17	10	15	10	11	16	17		110
Another State	1	3	7	9	1	2	8	11	9	0	51
Another Country	1	2	1	1	0	1	0	3	7	0	16
	22	13	43	32	18	16	23	34	49	0	250

	Forrest	Lyncrest	Milnes	Radburn	Warren Point	Westmoreland	Memorial	TJ	FLHS	Edison	TOTAL
<b>2013/14</b>											
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Public	10	7	9	14	10	12	10	11	22	0	105
Another State	4	4	4	7	7	7	4	3	11		51
Another Country	1	3	0	3	3	0	0	3	5	0	18
	22	24	32	41	27	27	17	23	54	0	267