# MAOSON MERROPOLITAN SCHOOL DSIRICT 

## MEMORANDUM

To: Members of the Board of Education
From: Daniel A. Nerad, Superintendent
Subject: Planning and Development Committee
Open Enrollment
Outline of Information and Documents
I. MMSD Current Process

Definitions and Purpose of Enrollment Calculations
Elementary Maximum Capacity Ranges by Area Middle and High School Physical Capacity Guidelines
Middle High Maximum Capacity Ranges by Area Open Enrollment: Memo from Ann Yehie

Board Policy most relevant to the discussion is ATTENDANCE 4023:
"Annual applications for an Internal Transfer will be accepted for the next year beginning on the $1^{\text {st }}$ Monday in February. Internal applications that are filed on or after the $1^{\text {st }}$ Monday in February and before 4:00 p.m. on the $3^{\text {rd }}$ Friday in March shall be given preference over applications filed under the External Transfer Open Enrollment Policy."
II. Open Enrollment Data

Open Enrollment Leaver Applications for 2009-10 by School/Grade
Open Enrollment Leaver Applications for 2009/10 by School/District Requested
(see page 2)
2008/09 School Year: Open Enrollment Leavers (OEL)Number of Students
512 Total OEL Applications (Duplicated)
435 (85\%) OEL Applications (Unduplicated)
(3\%) Applications Denied by MMSD
334 (77\%) Applications Approved to enroll in a non-resident district
204 (47\%) Actually left MMSD based on $3^{\text {ra }}$ Friday Count
$250 \quad$ Continued on Open Enrollment from 2007/08
452 Total number of OEL students attending non-resident schools in 2008/09
2009/10 School Year: Open Enroliment Leavers (OEL) ..... 906
Total OEL Applications (Duplicated)
643 (71\%) OEL Applications (Unduplicated)
2009/10 School Year: Internal Transfer Requests to Date
172 Total Internal Requests to date (Duplicated)132 (77\%) Internal Requests (Unduplicated)
Of these Internal Requests, 17 students (4 kindergarteners) have also applied for OpenEnrollment.
2008/09 School Year: Open Enroliment Enterers (OEE)
Number of Students
157 Total OEE Applications (Unduplicated) ..... 0
Applications Denied by non-resident district
4 (3\%) Applications Denied by MMSD
153 (97\%) Applications Approved to enroll in MMSD ..... 68
(43\%) Actually attended an MMSD school on $3^{\text {rd }}$ Friday count
2009/10 School Year: Open Enroliment Enterers (OEE)
160 Total OEE Applications (Unduplicated)

## DEFINITIONS AND PURPOSES Or ENROLLMENT CALCULATIONS

|  |  |  |  |
| :---: | :---: | :---: | :---: |
| Elementary School Physical Plant Maximum Enrollment Capacity Range | The maximum number of students an elementary school could potentially hold based on pupil teacher maximum ratios (capacity factor)(1) and \# of spaces over 500 sf , and a set aside CR for flexibility. | - Identify overcrowded buildings <br> - Determine physical space availability | Annually each fall |
| School Enrollment Projections | The number of students expected to attend the next school year and the following four years by grade and school based on grade level cohort survival ratios and multiple trend analysis models. | - Plan for building space <br> - Provide staff allocations to schools for next school year using pupil:teacher staffing ratio(2) <br> - Prepare to hire or surplus staff <br> - Determine classroom section configurations <br> - Determine space availability for open enroliment and transfer | Annually in December Annually in January |
| Open Enrollment and Transfer Capacity/Desired Classroom Capacity | The number of student spaces available based on teacher allocations and the pupil teacher ratio referenced in the Grade Level Open Enrollment and Transfer Criteria (3) | - Determine building and grade level space availability for open enrollment and transfer | January, before open enroilment begins Ongoing for internal transfers |
| Actual Fall Enrollments | The number of students actually seated during the first weeks of school. | - Realign classroom and specials allocations based on MMSD Fall Additional Staff Guidelines (4) <br> - Determine building and grade level space availability for internal transfers | First three weeks of school |
| SAGE A Provides for $15: 1$ class size all day for Kindergarten and first grades and $15: 1$ class size for math and reading instructional blocks, <br>  part of the day at grades two and three. <br> SAGE B Provides for $15: 1$ class size all day in grades Kindergarten, one, two and three. <br> Classroom Sections Refers to the groups of students assigned to one classroom teacher. These could be straight grade level or multiage classroom <br>  configurations <br> Classroom Space Refers to the space in which the classroom instruction occurs. <br> SAGE C Provides for $15: 1$ class size for math and reading instructional blocks, part of the day at grades $K$ and one. <br> Sage and Reduced Class size configurations are synonymous  |  |  |  |

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## (1) Physical Plant Capacity Factor

The physical plant capacity factor is determined by the average of the current grade level size limits, considering the SAGE configurations and the class size limits at Lincoln.

(2) Pupil:Teacher Staffing Ratio

This ratio is used to determine allocations given to each school in the spring of the year for the ensuing year. The ratio is applied to the enrollment projections by grade level and takes into consideration the SAGE configurations.

| \% Type | K-1 Ratios | (3x 2-3matios | 4.5 Ratios | Average |
| :---: | :---: | :---: | :---: | :---: |
| SAGE - A (K-5) | Wax 15.1 W | 18:1 | 25:1 | 19 |
| SAGE-A (K-2) | (151 | 18:1 |  | 15.3 |
| SAGE - A (3-5) |  | 18:1 | 25:1 | 22.7 |
| SAGE - B (K-5) | 5-151 | 15.1 | 25:1 | 17.6 |
| SAGE - B (K-2) | - 1512 | 2. ${ }^{\text {a }}$ |  | 14 |
| SAGE - B (3-5) |  |  | 25:1 | 21.3 |
| Non SAGE (K-5) | 22:1 | 23.5:1 | 25:1 | 23.5 |
| Non SAGE (K-2) | 22:1 | 23.5:1 |  | 22.5 |
| Non SAGE (3-5) |  | 23.5:1 | 25:1 | 24.5 |
| Exception (Lincoln) |  | 14:1 | 20:1 | 18 |

## (3) Grade Level Open Enrollment and Internal and External Transfer Capacity/Desired

 Classroom CapacityThis capacity calculation determines the number of seats available for transfer purposes, if all seats are not filled or not projected to be filled, they would be available for transfer students. This number also represents the maximum number of students desired in a classroom at the beginning of the school year.

| Fix Type | KRatios | 1 Ratlos | 2Ratios | -3 Ratios | [. 4 Ratios | 5 Ratios |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| SAGE - A (K-5) | 15:1 | 15:1 | - 24.1 | - 24.1 | 3. 25.1 | 25:1 |
| SAGE - A (K-2) | 15:1 | 15:1 | 24:1 |  |  |  |
| SAGE - A (3-5) |  |  |  | 241 | 251. | 25.1 |
| SAGE - B (K-5) | 15:1 | 15:1 | 15:1 | 15:1 | 25.1 | -25:1 |
| SAGE - B (K-2) | 15:1 | 15:1 | 15:1 |  |  |  |
| SAGE-B (3-5) |  |  |  | 15:1 | 25.1 | - 25.1 |
| Non SAGE (K-5) | 22:1 | 22:1 | 24.1 | 24.1 | -25:1\% | 25:11 |
| Non SAGE (K-2) | 22:1.0. | 22:1 | 24.1 |  |  |  |
| Non SAGE (3-5) |  |  |  | -244 | 25:1 | 25.1 |

## (4) MMSD Fall Additional Staff Guidelines

These guidelines are used in the first three weeks of each fall to reassign staff or add allocations.

| Tivpe | K-1 | 2-3.Ratios | 4.5 Ratios |
| :---: | :---: | :---: | :---: |
| SAGE - A (K-5) | If all>16 \& the total of students $>15$ exceeds 10 ; or if a majority of classes $>17$ | If all>24 \& the total of students $>24$ exceeds 10 | If all>27 |
| SAGE - A (K-2) | If all>16 \& the total of students $>15$ exceeds 10 ; or if a majority of classes > 17 | If all $>24$ \& the total of students $>24$ exceeds 10 |  |
| SAGE - A (3-5) |  | If all>24 \& the total of students $>24$ exceeds 10 | If all $>27$ |
| SAGE - B (K-5) | If all $>16$ \& the total of students $>15$ exceeds 10 ; or if a majority of classes $>17$ | If all $>16$ \& the total of students $>15$ exceeds 10 ; or if a majority of classes > 17 | If all>27 |
| SAGE-B (K-2) | If all $>16$ \& the total of students $>15$ exceeds 10 ; or if a majority of classes > 17 | If all $>16$ \& the total of students $>15$ exceeds 10 ; or if a majority of classes > 17 |  |
| SAGE - B (3-5) |  | If all $>16$ \& the total of students $>15$ exceeds 10 ; or if a majority of classes > 17 | If all $>27$ |
| Non SAGE | If all $>24$ | If all $>26$ | If all $>27$ |
| Non SAGE (K-2) | If all $>24$ | If all $>26$ |  |
| Non SAGE (3-5) |  | If all>26 | If all> 27 |
| Exception (Lincoin) |  | If all $>16$ \& the total of students $>15$ exceeds 10 | If all>22 \& the total of students $>20$ exceeds 10 |

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## Elementary School Maximum Capacity Ranges 0809.xls

Elem Max Cap Ranges by Area


## Middle and High School Physical Capacity Guidelines

Middle and high schools each follow a similar process to determine physical capacity. The number of instructional spaces and gymnasiums are counted and a student to room ratio is applied to that count. Currently, the middle school ratio is 19 students per room while the high school ratio is 23 students per room.

The current capacity calculations for 2008-09 are found at:
http://www.madison.k12.wi.us/boe/longrange/0809/Enrollment Projections and Maximum Ph ysical Plant Capacity by Attendance Area Middle High 2008-09.pdf

## Internal Transfer and Open Enrollment Capacity Calculations

These calculations are used to determine if a school has seats available in which they can enroll a student requesting a transfer from another MMSD school or from another district through open enrollment.

In the case of high schools, school level physical capacity defines whether or not space exists to accept internals transfer or open enrollment requests. If the physical building capacity is filled to 90 percent, the school is determined to not have adequate space for accepting requests.

In the case of middle schools, school level building capacity also determines whether or not space exists for internal transfer and open enrollment requests. Middle schools use the school capacity figure of $\mathbf{8 0}$ percent filled This is slightly higher than high schools given the curricular programming constraints that are more apparent at the middle school level.

Differently than high schools, at the middle school level if a school is determined to have space available for transfer and open enrollment requests then a grade level analysis is conducted. The grade level analysis is needed because there (generally) is no, unlike the high school level, crossgrade curricular programming. Grade level capacity is calculated by determining an optimal staff allocation which is the projected grade level enrollment divided by the student to staff ratio, currently 25 to 1 . The allocation is rounded both up and down and the point at which the difference is the smallest absolute value is the allocation selected. When the minimum allocation is selected it implies that projections will exceed by some small amount (and always less than 13, i.e., $25 / 2=12.5$ ), and there would be no seats available. However, when the optimal (i.e., smallest absolute value difference) is the larger of the two allocation estimates then seats are available at the grade level.

An example of the grade level seats available calculation is shown below.

| －10 | $\begin{aligned} & 0 \\ & \infty \\ & \infty \end{aligned}$ | 令 | ¢ | Grade Level |
| :---: | :---: | :---: | :---: | :---: |
|  | N | N | N | Pupil Teacher Ratio |
| $\stackrel{\rightharpoonup}{0}$ | or | or | 0 | Allocations |
| $\left\lvert\, \begin{gathered} \omega \\ 心 \end{gathered}\right.$ | 芯 | $\vec{N}$ | $\overrightarrow{\mathrm{N}}$ | Allocation Capacity |
| $\begin{aligned} & \mathbf{\infty} \\ & \mathbf{N} \\ & \hline \end{aligned}$ | $\stackrel{\rightharpoonup}{\mathrm{v}}$ | $\underset{\infty}{\mathbf{N}}$ | $\stackrel{\rightharpoonup}{\omega}$ | Projected Enrollment |
| $\checkmark$ | $\infty$ | ¢ | $\stackrel{1}{\mathrm{~N}}$ | Difference Between Allocation Capacity and Projected Enrollment |
|  | 0 | 0 | o | Difference Adiusting for Negative values Manum Adustment Needed |
|  | A | ar | or | Rounded Down Sections |
|  | or | 0 | 0 |  |
|  | $\stackrel{\rightharpoonup}{\sim}$ | $\omega$ | $\stackrel{\rightharpoonup}{\mathrm{N}}$ | Student Difference From Rounded Down |
|  | $\infty$ | N | $\stackrel{\rightharpoonup}{\omega}$ | Student Difference From Rounded Up |
|  | $\infty$ | $\omega$ | 示 | Optimal Difference |
|  |  | or | Or | Final Sections Value |


| $\infty$ | $\infty$ | 0 | 0 |
| :--- | :--- | :--- | :--- |$\quad$ Actual Number of Students Allowed



TO: Kurt Kiefer, Director, Chief Information Officer
FROM: Ann Yehle, Executive Director
Department of Educational Services
Re: Open Enrollment

This memo is intended to further clarify and memorialize the ongoing discussions that have occurred concerning the Open Enrollment law and children with disabilities. My office staff will evaluate each request to enter and leave the MMSD on an individual basis.

For each child with a disability who applies to leave the MMSD, my Department will apply the following criteria:

1. With the assistance of the Budget, Planning and Accounting Departments, review the open enrollment special education costs submitted by the nonresident school district.
2. Review the effect of the student leaving on special education programs by considering the following factors:
a. The effect that the student leaving would have on pupil-teacher ratios.
b. The increase in the per pupil cost of special education programs if the student leaves.
c. The School District's ratio of special education expenditures to total instructional expenditures.
3. Consider the effect on the District's total economic circumstances by considering the following factors:
a. The revenue limits.
b. The District's ability to pay tuition costs given the enrollment history of the past three years.
c. The District's ability, if any, to levy more under the revenue limits.
d. The general revenues and expenditures in the District.
e. The possibility of a transfer of service revenue limit exemption for the particular case.
f. The overall economic circumstances of the District, including the existence of any hiring freezes, projected budget reductions and overall reductions that may effect the District's ability to pay tuition costs.
4. Based on a review of the net tuition cost, the effect on special education programs and the District's total economic circumstances, we will decide if the cost is an undue financial burden.

For each child with a disability who applies to enter the MMSD, my Department will apply the following criteria after the child's IEP is reviewed:

1. Whether the special education or related services required by the IEP are available in the District.
2. Whether or not space is available to provide the special education and related services required by the IEP. We will consider the class size limits, the pupil-teacher ratios and enrollment projections.

After these criteria are considered, a decision will be made on acceptance or rejection.
For each child with a disability who is attending public school in a non-resident school district, my Department will review the costs of the special education or related services required by the IEP, developed or revised under § 115.787. The following criteria for review will include the District's total economic circumstances, including:

1. The revenue limit.
2. The District's ability to pay tuition costs for the child.
3. The per-pupil special education or related services costs for all pupils in the District.

After these criteria are considered, a decision will be made on whether the cost is an undue financial burden.

[^0]Final Unduplicated Student Count of Open Enrollment Leaver Applicants for 2009-10 By Home Attendance Area by Grade Level

| Count of LAST |  | GRADE |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Level | ELEM NAME | KG | 1 | 2 | 3 | 4 | 5 |  |
| 1-Eiem | Allied Dr Assigned | 1 |  |  | 1 | 1 |  | 3 |
|  | Alis | 5 |  | 3 |  | 1 | 2 | 11 |
|  | Chavez | 19 | 4 | 4 | 2 | 2 | 1 | 32 |
|  | CrestwoodDocrestwood | 3 |  |  | 1 |  |  | 4 |
|  | Elvehjem | 5 |  |  | 1 |  | 3 | 9 |
|  | Emerson | 5 | 3 |  | 1 | 1 | 2 | 12 |
|  | Faik | 4 | 1 | 1 |  | 1 | 2 | 9 |
|  | Franklin | 1 |  |  |  |  | 1 | 2 |
|  | Glendale | 12 | 2 | 1 | 1 | 4 | 4 | 24 |
|  | Gompers | 2 |  | 1 |  | 1 | 1 | 5 |
|  | Hawthome | 4 |  |  | 1 |  |  | 5 |
|  | Hueget | 8 | 1 | 3 | 1 | 3 | 1 | 17 |
|  | Kennedy | 12 |  |  | 2 | 2 | 3 | 19 |
|  | Lake View | 3 |  |  |  |  |  | 3 |
|  | Lapham | 2 |  |  |  |  |  | 2 |
|  | Leopold | 26 | 13 | 4 | 7 | 4 | 1 | 55 |
|  | Lincoin |  | 1 |  |  |  |  | 1 |
|  | Lindbergh | 1 |  |  | 1 |  | 1 | 3 |
|  | Loweli |  |  |  |  | 1 |  | 1 |
|  | MarquetteguMarquette | 1 |  | 1 |  |  |  | 2 |
|  | Mendota | 5 | 2 | 1 | 1 | 2 | 1 | 12 |
|  | Midvale | 2 |  |  | 1 | 1 |  | 4 |
|  | Muir | 1 |  |  | 1 |  |  | 2 |
|  | Olson | 1 |  |  |  |  | 2 | 3 |
|  | Opt Giendala/Elvhejem/Kennedy |  |  |  | 1 |  |  | 1 |
|  | Orchard Ridge | 4 |  |  | 1 | 1 | 2 | 8 |
|  | Randall | 1 |  |  |  |  | 1 | 2 |
|  | Sandburg | 6 | 2 | 2 | 2 | 1 | 2 | 15 |
|  | Schenk | 6 | 3 | 1 | 3 |  | 2 | 15 |
|  | Shorewood | 1 |  | 1 |  |  |  | 2 |
|  | Stephens | 4 |  | 2 | 1 |  | 1 | 8 |
|  | Thoreau |  |  |  |  | 1 | 1 | 2 |
|  | Van Hise |  | 1 | 1 |  | 1 | 1 | 4 |
|  | (blank) |  |  | 4 | 1 | 1 | 1 | 7 |
| EElem Total |  | 145 | 33 | 30 | 31 | 29 | 36 | 304 |
| Count of LAST |  | GRADE |  |  |  |  |  |  |
| Level | MID. NAME | 6 | 7 | 8 |  |  |  |  |
| 2-Middle | BLACKHAWK | 1 | 1 |  | 2 |  |  |  |
|  | CHEROKEE | 10 | 2 | 2 | 14 |  |  |  |
|  | HiAMITON |  | 1 | 4 | 5 |  |  |  |
|  | JEFFERSON | 6 | 2 | 4 | 12 |  |  |  |
|  | OKKEEFE | 1 | 3 | 1 | 5 |  |  |  |
|  | OPT JEFFITOK |  |  | 1 | 1 |  |  |  |
|  | OPT JEFFERSON/TOKISPRING HARBOR |  |  | 2 | 2 |  |  |  |
|  | SENNETT | 11 | 7 | 6 | 24 |  |  |  |
|  | SHERMAN | 2 | 4 |  | 6 |  |  |  |
|  | TOKI | 26 | 7 | 7 | 40 |  |  |  |
|  | WHITEHORSE | 6 | 3 | 4 | 13 |  |  |  |
|  | (blank) | 1 | 1 | 1 | 3 |  |  |  |
| 2-Middje Total |  | 64 | 31 | 32 | 127 |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Count of LAST |  | GRADE |  |  |  |  |  |  |
| Level | HIGH NAME | 9 | 10 | 11 | 12 |  |  |  |
| 3-High | EAST | 19 | 7 | 12 | 9 | 47 |  |  |
|  | LAFOLIETTE | 23 | 14 | 22 | 9 | 68 |  |  |
|  | MEMORIAL | 28 | 15 | 14 | 11 | 68 |  |  |
|  | OPEN |  |  | 2 |  | 2 |  |  |
|  | WEST | 10 | 8 | 7 | 5 | 30 |  |  |
|  | (blank) | 1 |  |  | 1 | 2. |  |  |
| 3-High Total |  | 81 | 44 | 57 | 35 | 217 |  |  |



| Level | 2-Middle |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Count of LAST | NON_RES_1 |  |  |  |  |  |  |  |  |  |  |  |  |
| MID_NAME |  |  |  |  |  | $\begin{aligned} & \stackrel{0}{0} \\ & \text { N } \\ & \hline \end{aligned}$ |  |  |  |  |  |  |  |
| BLACK HAWK |  |  | 1 |  |  |  | 1 |  |  |  |  |  | 2 |
| CHEROKEE |  |  | 1 |  |  |  | 3 |  |  | 9 |  |  | 14 |
| HAMILTON |  |  |  |  |  | 1 | 1 |  |  |  | 2 |  | 5 |
| JEFFERSON |  |  |  | 4 |  | 2 | 1 | 1 |  | 2 | 2 |  | 12 |
| O'KEEFE |  |  | 1 | 1 | 1 |  |  |  |  |  | 2 |  | 5 |
| OPT JEFF/TOKI |  |  |  |  |  |  |  |  |  | 1 |  |  | 1 |
| OPT JEFFERSON/TOKI/SPRING HARBOR |  |  |  |  |  |  |  |  |  | 1 |  |  | 2 |
| SENNETT | 1 |  | 6 |  | 10 |  | 1 |  | 1 |  |  | 1 | 24 |
| SHERMAN |  |  | 1 |  |  |  | 1 |  |  | 1 | 3 |  | 6 |
| TOKI |  |  |  | 2 |  |  |  |  |  | 36 | 1 | 1 | 40 |
| WHITEHORSE | 1 | 1 |  |  | 7 |  | 1 |  | 2 |  | 1 |  | 13 |
| (blank) |  |  |  | 1 |  |  |  |  |  | 2 |  |  | 3 |
| Grand Total | 2 | 1 | 10 | 8 | 18 | 3 | 9 | 1 | 3 | 52 | 17 | 2 | 27 |


| Level | 3 －High |
| :--- | :--- |


| Count of LAST | NON＿RES＿ 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| HIGH＿NAME |  |  |  |  |  | $\begin{aligned} & 00 \\ & 0.0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & 0 \\ & \hline \end{aligned}$ | $\begin{aligned} & \text { Ð } \\ & \stackrel{0}{6} \\ & \stackrel{D}{\Sigma} \\ & \hline \end{aligned}$ |  |  | $\begin{aligned} & \text { ᄃ⿳亠二口欠口 } \\ & \text { O. } \\ & \hline \mathbf{0} \end{aligned}$ |  |  |  | $\begin{aligned} & \frac{\sqrt{x}}{\otimes} \\ & \stackrel{y}{*} \\ & \stackrel{y}{3} \\ & 3 \end{aligned}$ |  |  |
| EAST |  | 1 | 4 |  | 7 | 9 | 7 |  | 1 |  |  | 2 |  | 10 | 6 | 47 |
| LAFOLLETTE | 1 |  | 5 | 16 |  | 22 | 3 |  | 5 |  |  |  | 2 | 13 | 1 | 68 |
| MEMORIAL | 1 |  | 4 |  | 20 | 3 | 2 | 1 | 1 | 1 | 1 | 2 | 27 | 5 |  | 68 |
| OPEN |  |  |  |  |  |  | 1 |  |  |  |  |  |  | 1 |  | 2 |
| WEST |  |  | 2 |  | 1 | 1 | 1 |  | 2 | 1 |  |  | 15 | 7 |  | 30 |
| （blank） |  |  |  |  |  | 1 |  |  |  | 1 |  |  |  |  |  | 2 |
| Grand Total | 2 | 1 | 15 | 16 | 28 | 36 | 14 | 1 | 9 | 3 | 1 | 4 | 44 | 36 | 7 | 217 |


[^0]:    cc: Kathy Chrisler
    Frank Crisafi
    Mary Mitchell
    Jeannie Retelle
    Donna Williams

