



SCHOOL BOARD ACTION REPORT

DATE: January 3, 2018
FROM: Dr. Larry Nyland, Superintendent
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For Introduction: January 17, 2018
For Action: January 31, 2018

1. TITLE

Approval of Capacity Management Actions for the 2018-19 School Year

2. PURPOSE

This Board Action Report authorizes expenditure of funds within the capital budget for annual capacity management actions to support projected District homeroom and program capacity needs for the 2018-19 school year. Approval of these funds will allow planning for new classrooms to proceed, including the planning necessary to relocate and purchase portables as discussed in Board Action Reports titled BTA III & BTA IV: Award Contract K1304 to Relocate and Setup Portable Classrooms at Multiple School Sites project and BTA III & BTA IV: Award Contract K1303 for Purchase and Installation of Portable Classroom Modules.

3. RECOMMENDED MOTION

I move that the Board authorize allocation of up to \$4,510,000 from a combination of the BTA III, BTA IV, and BEX IV capital funds to implement annual capacity management actions in spring semester 2017-18 and summer 2018 to support projected District homeroom and program capacity needs for the 2018-19 school year, and authorize the Superintendent to take the necessary steps to implement the actions as detailed in the attached Capacity Management recommendations.

4. BACKGROUND INFORMATION

a. Background

Board Policy H13.00, Capacity Management, requires an annual evaluation of District enrollment and capacity with recommendations for actions to address identified capacity issues. New elementary capacity comes on-line in the fall of the 2018-19 school year (Loyal Heights, E.C. Hughes), providing space to address increasing enrollment and program needs in those geographic areas. However, because enrollment growth occurs across the district, annual capacity management actions are needed in addition to the 2018-19 school openings to support the district's projected 2018-19 space needs.

District enrollment has increased by 2-3% annually over the past several years. Projected district-wide growth between 2017-18 and 2018-19 is 1.4%; however, the stabilization of

entry Kindergarten cohort sizes and the continued movement of larger cohorts into upper grades translates to different school types growing at different rates, as outlined below.

- K-5 & K-8 schools projected to grow by 0.9%
- Middle schools projected to grow by 5.3%
- High schools projected to grow by 2.9%

This growth forecast translates into a projected need for twenty-seven (27) new homerooms across the district, primarily at the secondary school level. This includes eight portable classrooms as a contingency. Including the contingency will allow the flexibility to address unanticipated changes that may occur in projections or program needs over the next few months while still ensuring the spaces are ready for the 2018-19 school year.

For the schools listed in Attachment 1, the projected enrollment growth from 2017-18 to 2018-19 ranges from 65 to 153. For planning purposes, it is assumed that an additional classroom will be needed for every 25 students as a worst-case scenario. The secondary schools identified are assumed to need portable classrooms to meet the anticipated space needs based on the lack of available space in the building. Other non-capital solutions may be used to accommodate the enrollment growth such as sharing of classroom space, co-teaching, larger class sizes, or adding additional periods to the day such as zero hour classes. The actual number of classrooms will be determined when staffing allocations are determined for 2018-19.

Portables currently located at Schmitz Park Elementary and Washington Middle School campuses will be available for deployment to support capacity management actions elsewhere in the district. Additional portables will need to be purchased to fill the need for additional classroom space.

The recommended budget authorization will address enrollment growth needs for 2018-19. It does not fund any changes that might be needed for K-3 class size reduction or Special Education program changes. The recommended budget authorization will fund the following scope:

- School-to-school relocation of existing portables
- Remodeling and systems infrastructure work needed to develop new homerooms in both permanent and portable spaces
- Permitting, design, portable installation and site work associated with portable placement and reconfiguration of existing space
- Appropriate furniture, student/teacher technology and curricula for all new homerooms and program spaces

See Attachment 2 for site-specific Capital Planning recommendations. The specific total quantity, site locations, and grade levels for the new homerooms will be validated based on data outcomes associated with Open Enrollment. Approval of this action item will allow work to begin on 2018-19 annual capacity management actions, bringing all new homerooms online and available for occupancy by the start of school for 2018-19.

- b. **Alternatives** The following primary annual capacity management alternatives were considered in order of preference/recommendation: Available vacant classroom space; conversion of Child Care classrooms; repurposed/reconfigured non-homeroom spaces; repurposed preparation, conference, and planning (PCP) spaces; school-to-school portable relocation; purchase of new portables. The scope recommended in this Board Action Report provides the necessary new homeroom and program support capacity at the least dollar cost of the options examined.
- c. **Research** The recommendations in this report are based on a collaborative process involving staff from Capital Planning, Enrollment Planning, The Office of Teaching and Learning, Special Education and Early Learning and subject matter research and analysis regarding projected enrollment growth, program needs, available space in existing permanent and portable facilities and site-specific potential to support additional building footprint.

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \$4,510,000.

The revenue source for this motion is a combination of the BTA III, BTA IV, and BEX IV capital funds.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Although the total scope of work outlined in this action item is expected to remain constant, the specifics - which schools will need what type of new space – will change to some degree based on the outcomes of Open Enrollment. At the current place in the process Tier 1 community engagement is recommended.

7. EQUITY ANALYSIS

The recommendations in this action item support projected space needs District-wide generated by projected enrollment growth and program placement needs for which capital solutions are available.

This action for annual capacity management actions for the 2018-19 school year was not put through the process of a full racial equity analysis.

8. STUDENT BENEFIT

The recommendations in this action item support the projected need for additional properly-outfitted homeroom and program spaces to the extent Capital solutions are available.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

This motion supports Policy H13.00, Capacity Management, by authorizing funding to implement annual capacity management recommendations for the 2018-19 school year. This action will support projected District homeroom and program capacity needs for the 2018-19 school year to the extent Capital solutions are available.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on January 4, 2018. The Committee reviewed the motion moved the item forward to the full board for consideration.

12. TIMELINE FOR IMPLEMENTATION

As expenditures for Annual Capacity Management actions are authorized, funding will be committed out of the BTA III, BTA IV, and BEX IV capital funds allotment. These actions are anticipated to occur through spring and summer of 2018.

13. ATTACHMENTS

1. Site Specific Enrollment Projections
2. Site-Specific Capacity Management Recommendations for 2018-19

Attachment 1 Site Specific Enrollment Projections for 2018-19

School	Right Size Capacity	Operational Capacity	2017-18 Enrollment	2018-19 Projected Enrollment	Projected Enrollment Change 2017-18 to 2018-19	2019-20 Projected Enrollment	2020-21 Projected Enrollment	2021-22 Projected Enrollment
Lawton ES	450	500	453	486	33	533	582	624
Madison MS	995	995	881	984	103	1015	1086	1070
Mercer MS	792	1134	1136	1201	65	1130	1121	1099
Ballard HS	1606	1706	1882	2035	153	1917	1910	1913
Garfield HS	1594	1694	1774	1901	127	1943	1997	2094
Roosevelt HS	1719	1869	1840	1986	146	1771	1723	1584

Notes:
Right Size Capacity is defined as the total number of students a permanent school building can house with all appropriately sized and configured classroom spaces loaded with the maximum number of students per the negotiated agreement on classroom size. For secondary schools, classrooms are not utilized with the maximum number of students due to the class offerings and schedules. This could result in the need for additional classroom space although the enrollment is close to the right size capacity number. Portables are excluded in right size capacity.

Operational Capacity is defined as the maximum capacity of a school including existing portable classrooms. This assumes all classroom sized spaces are being used as classrooms.

Attachment 2 Site Specific Capacity Management Recommendations for 2018-19

K-5 and K-8 Schools	Homeroom Need	Recommended Action	Estimated Cost
Lawton Elementary	1	Divide daycare room	\$90,000
Middle Schools			
Madison	4	Place 4 portable classrooms	\$680,000
Mercer	2	Place 2 portable classrooms	\$340,000
High Schools			
Ballard	4	Place 4 portable classrooms	\$680,000
Garfield	4	Place 4 portable classrooms	\$680,000
Roosevelt	4	Place 4 portable classrooms	\$680,000
TBD at Close of Open Enrollment	8	Place 8 Portable Classrooms	\$1,360,000
Total Needed Spaces and Cost for Capacity	27		\$4,510,000

Notes: Homeroom need based on 2017/18 class sizes and program locations