



SCHOOL BOARD ACTION REPORT

DATE: November 8, 2018
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For Introduction: December 19, 2019
For Action: January 9, 2019

1. TITLE

Approval of Capacity Management Actions for the 2019-20 School Year

2. PURPOSE

The purpose of this action is to authorize expenditure of funds within the capital budget for annual capacity management actions to support projected district homeroom capacity needs for the 2019-20 school year. Approval will allow planning for new classrooms to proceed, including the planning necessary to relocate portables as discussed in the Board Action Report titled *BTA IV: Award Contract K5105 for Relocation and Setup of Portable Classrooms at Multiple School Sites*, to be presented to the Operations Committee in January 2019.

3. RECOMMENDED MOTION

I move that the Board authorize allocation of up to \$2,069,000 from BEX IV and BTA IV capital funds to implement annual capacity management actions in spring semester 2018-19 and summer 2019 to support projected district homeroom capacity needs for the 2019-20 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. This evaluation was done using 5-year enrollment projections received from Enrollment Planning in September 2018.

New elementary and high school capacity comes on-line in the fall of the 2019-20 school year (Queen Anne Elementary Addition, Magnolia Elementary, Ingraham High School Addition, Lincoln High School), providing space to address increasing enrollment and program needs in those geographic areas. However, because enrollment changes occur across the district, annual capacity management actions are needed in addition to the 2019-20 school openings to support the district’s projected 2019-20 space needs.

See Attachment 1 for district growth rate data.

There is a projected need for 11 new homerooms across the district. This includes up to six 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 2019-20 school year.

For the schools listed in Attachments 2 and 3, the projected enrollment growth from 2018-19 to 2019-20 ranges from 13 to 34 per school. Among those schools projected to have enrollment increases, for planning purposes, it is assumed that an additional classroom will be needed for every 25 students. Attachment 2 shows the site specific enrollment projections for 2019-20 through 2022-23 for schools potentially needing an additional classroom for 2019-20.

The schools identified as needing a portable classroom are assumed to need the portable classroom 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 2019-20.

Elementary and K-8 Schools

Most of the enrollment projections for K-5/K-8 schools are flat or show a decline in enrollment for 2019-20 with minor exceptions. Unfortunately, several of the schools that have projected enrollment increases are already over-capacity and will likely need an additional portable classroom. See Attachment 3. Capital Planning will continue to monitor enrollment trend data and re-evaluate the need for added classrooms when the February 2019 projections become available.

Middle Schools

Most of the enrollment projections for middle schools show an increase but there is sufficient capacity available for the added enrollment with the exception of Robert Eagle Staff. The enrollment projection for Robert Eagle Staff shows an increase for 2019-20 and that trend continues over the next five years. Robert Eagle Staff is currently over capacity. Two additional classrooms will be needed for 2019-20 with the current projection. Staff is evaluating the feasibility and cost of adding two additional portables at the Robert Eagle Staff/Licton Springs site. Non-capital options are also being considered to address the capacity issue and the need for added classrooms will be re-evaluated when the February 2019 projections become available.

High Schools

Most of the enrollment projections for high schools show an increase but there is sufficient capacity available at those locations for the added enrollment.

With a 20-classroom addition opening at Ingraham High School in 2019, six portables currently located at Ingraham High School could be available for deployment to support capacity management actions elsewhere in the district.

The opening of Lincoln High School in 2019 provides capacity relief to Ballard and Roosevelt High Schools, although not enough to remove the existing portables. Enrollment at Ballard and Roosevelt is projected to continue decreasing over the next five years but will remain

significantly above right size capacity. It is recommended that the existing portables at these two locations remain in place.

Capacity Management Recommendations

The recommended budget authorization will address enrollment growth needs for 2019-20. It does not fund any changes that might be needed for program changes (Special Education, Early Learning). 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 3 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 2019-20 annual capacity management actions, bringing all new homerooms online and available for occupancy by the start of school for 2019-20.

a. Alternatives

Do not approve the recommended capacity management actions. If the recommended capacity management actions are not approved the district will not be able to have additional classrooms ready to accommodate projected enrollment growth for 2019-20.

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.

b. Research

The actions in this report are based on staff analysis regarding estimated enrollment growth, existing available space at school sites and ability of school sites to accept placement of portables.

5. FISCAL IMPACT/REVENUE SOURCE

The fiscal impact to this motion will be \$2,069,000. The revenue source for this motion is from the BEX IV and BTA IV Capital Levies.

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 for which capital solutions are available. This action for annual capacity management actions for the 2019-20 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 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

Per Board Policy No. 6220, Procurement, any contract over \$250,000 must be brought before the Board for approval.

This motion supports Policy H13.00, Capacity Management, by authorizing funding to implement annual capacity management recommendations for the 2019-20 school year. This action will support projected district homeroom capacity needs for the 2019-20 school year to the extent Capital solutions are available.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on December 6, 2018. The Committee reviewed the item and moved it forward to the full Board with a recommendation for approval.

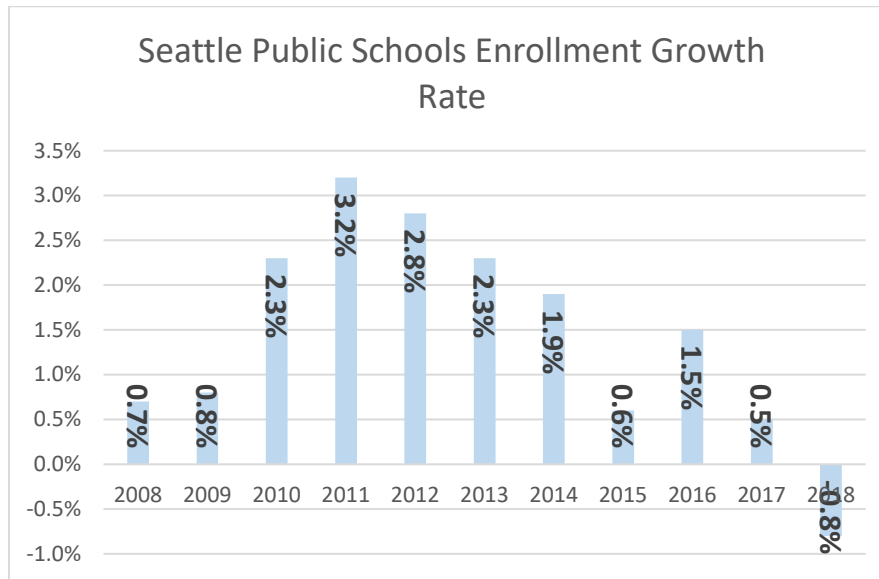
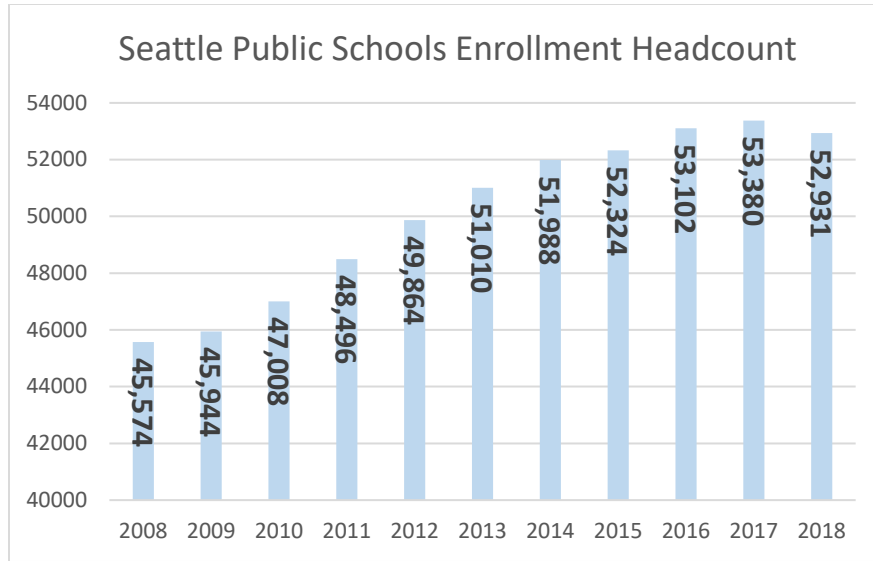
12. TIMELINE FOR IMPLEMENTATION

As expenditures for Annual Capacity Management actions are authorized, funding will be committed out of the BEX IV/BTA IV capital funds allotment. These actions are anticipated to occur through spring and summer of 2019.

13. ATTACHMENTS

1. District Headcount and Projections
2. Site Specific Enrollment Projections
3. Site-Specific Capacity Management Recommendations for 2019-20

Attachment 1: District Historical Headcounts



Attachment 2: Site Specific Enrollment Projections for 2019-20

School	Right Size Capacity	2018-19 Operational Capacity	2017-18 Enrollment (Oct. 1)	2018-19 Enrollment (Oct. 1)	2019-2020 Projected Enrollment (Sept. 2018 5-year Enrollment Projection)	Projected Enrollment Change 2018-19 to 2019-20	2020-21 Projected Enrollment	2021-22 Projected Enrollment	2022-23 Projected Enrollment
Gatewood ES	330	386	376	396	389	-7	385	368	377
Maple ES	380	468	532	546	571	25	533	516	495
Northgate ES	220	252	255	207	241	34	240	245	247
North Beach ES	220	322	328	370	383	13	379	399	403
Robert Eagle Staff MS	752	846	716	838	857	19	900	898	891
Ballard HS	1606	1805	1882	1971	1788	-183	1725	1678	1706
Roosevelt HS	1719	1869	1840	1877	1810	-67	1821	1759	1860

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 3: Site Specific Capacity Management Recommendations for 2019-20

School	Additional Homeroom Need	Recommended Action	Estimated Cost
K-5 and K-8 Schools			
Gatewood Elementary	1	Convert computer lab	\$94,000
Maple Elementary	1	Place one portable classroom	\$180,000
North Beach Elementary	1	Place one portable classroom	\$180,000
Northgate Elementary	0	Monitor enrollment trend	\$0
Middle Schools			
Robert Eagle Staff	2	Place two portable classrooms (added costs for sprinklers)	\$535,000
High Schools			
None	0	N/A	
TBD at Close of Open Enrollment	6	Relocate unused portables from other locations	\$1,080,000
Total Needed Spaces and Cost for Capacity	11	N/A	\$2,069,000