



SCHOOL BOARD ACTION REPORT

DATE: June 7, 2019
FROM: Directors Mack and DeWolf

For Introduction: June 26, 2019
For Action: July 10, 2019

1. TITLE

Approval of the Capacity, Enrollment and Facility Master Planning (CEAFMP) Advisory Committee

2. PURPOSE

This Board Action Report is for the review and approval of Capacity, Enrollment and Facility Master Planning (CEAFMP) Advisory Committee

3. RECOMMENDED MOTION

I move that School Board approve the formation and Charter of the Capacity, Enrollment and Facility Master Planning (CEAFMP) Advisory Committee, as attached to the Board Action Report.

4. BACKGROUND INFORMATION

- a. **Background** Seattle Public Schools facilities provide the educational environment for approximately 53,000 students in pre-k through 12th grade in 104 schools. Planning to ensure that our facilities provide welcoming, safe, secure and quality learning environments for all our students and staff is a fundamental responsibility of the district and the School Board. Under a newly adopted strategic plan, the Superintendent and School Board recognize the importance for community engagement and input in the planning for school facilities in order to help ensure consistent and predictable operations.

Planning for changes to student assignment rules and boundaries in order to balance facility capacity is ongoing and complicated by changing demographics, enrollment demand and other factors. Planning to ensure that we are matching enrollment needs in the short term (one year), medium term (2-5 years) and long term (6-10 years) with the capacity of our facilities is complex. The engagement of an advisory committee to provide insight, analysis and review of the Superintendent's proposals related to these issues will help ensure a robust planning process.

- b. **Alternatives**

Do not approve CEAFMP. This is not recommended. Seattle Public Schools values the input of the community and experts and views the establishment of this committee as an

opportunity to leverage the knowledge and expertise of its members in support of thorough short to long term planning.

c. **Research** N/A

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will include the investment of staff time and the services of a non-voting facilitator. The cost of a facilitator will be determined after the meeting frequency and schedule are confirmed but would be expected to be under \$20,000 for the first 6 meetings of the committee.

The revenue source for this motion is BEX V Planning 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

Identifying the need for the committee and creating the charge and associated BAR has been largely at the Tier 1 (Inform) level. Formation of the committee, including outreach and selection of membership will be a Tier 2 (Consult/Involve) process following approval of the BAR. The actual operation of the committee following selection of membership will be a Tier 3 (Collaborate) process.

Per Board Policy No. 4110, Family and Community Advisory and Oversight Committees, it is Board policy to facilitate engagement of those families and community members who have not historically been active or represented in decision-making by the district on Advisory and Oversight Committees. Families and community members can provide the Board and staff with valuable expertise, critical thinking and new perspectives, and can help alert the Superintendent, Board, and staff, to issues of importance to the community. The process for selecting committee members will be inclusive, fair, consistent, and transparent.

7. EQUITY ANALYSIS

A goal of the committee is to look at enrollment, capacity, and facility information through an equity lens. The district's Community Engagement Framework and Racial Equity Tool Kit will guide creating the committee charge, recruiting and selecting members, and the operation of the committee. The process for the selection of committee members will consider those community members and employees who have not historically been active or represented in district engagement, as well as representation by individuals of differing gender, ethnicity, race, age, geography and stakeholder interest groups, along with subject matter and specific topic expertise.

8. STUDENT BENEFIT

Improved planning regarding capacity, enrollment, and facilities will help to accomplish the objective of providing outstanding learning environments for SPS students. Balancing enrollment and capacity will allow more appropriate class sizes and better use of building spaces.

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. 4110, Family and Community Advisory and Oversight Committees, and provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

Per policy No. 4110, Family & Community Advisory and Oversight Committees, participation by members of the community to advise Superintendent and Board in school district decision-making processes is encouraged.

The planning processes that are applicable to this committee are governed by Board policies:

- 6900: Facilities Master Planning
- 6901: Levy Planning
- H13: Capacity Management
- 2200 and 2200 SP: Equitable Access to Programs and Services
- 6882: Rental, Sale and Lease of Real Property

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on June 6, 2019. The Committee reviewed the motion and moved it forward for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the Capacity, Enrollment and Facility Master Planning (CEAFMP) Advisory Committee will be formed, beginning with recruitment and selection of committee members.

13. ATTACHMENTS

- Charter for Capacity, Enrollment and Facility Master Planning (CEAFMP) Advisory Committee (for approval)

Proposed Standing Advisory Committee

Director Eden Mack, Chair of Operations Committee

June 4, 2019

APPOINTING AUTHORITY:

School Board

ARTICLE 1: NAME

Capacity, Enrollment and Facility Master Planning (CEAFMP)

ARTICLE II: PURPOSE

This Advisory Committee is to support robust analysis and community engagement in the District's planning processes for school capacity, enrollment and facilities, and to make recommendations to the school board on these matters.

Background: Seattle Public Schools facilities provide the educational environment for approximately 54,000 students in pre-k through 12th grade in 102 facilities. Planning to ensure that our facilities provide welcoming, safe, secure and quality learning environments for all of our students and staff is a fundamental responsibility of the district and the School Board. Under a newly adopted strategic plan, the Superintendent and School Board recognize the importance for community engagement and input in the planning for school facilities in order to help ensure consistent and predictable operations.

The voters approved BEX V, a \$1.4 billion capital levy that provides resources to rebuild schools and provide additional capacity. Planning for changes to student assignment rules and boundaries in order to balance facility capacity is ongoing, and complicated by changing demographics, enrollment demand and other factors. The complexity of planning to ensure that we are matching enrollment needs in the short term (one year), medium term (2-6 years) and long term (6-10 years) with the capacity of our facilities is extensive.

As the district embarks on planning for Student Assignment Transition Plan and boundary revisions that are needed to align with changes to school capacity in the BTA IV and BEX V levy, the next update of the Facilities Master Plan, as well as planning for future Capital Levies and requests for funding from the Legislature, the engagement of and advisory committee to provide insight, analysis and review of the Superintendent's proposals related to these issues will help ensure a robust process.

Policy guidance: These planning processes are governed by Board policies:

- 6900: Facilities Master Planning
- 6901: Levy Planning
- H13: Capacity Management
- 2200 and 2200 SP: Equitable Access to Programs and Services
- 6882: Rental, Sale and Lease of Real Property

ARTICLE III: MEMBERSHIP

Selection process of committee members: The District will solicit broadly to attract members with a district-wide perspective as well as geographic and racial diversity using various communications strategies, including to community members who have previously served on related task forces. but not limited to, the BEX Oversight Committee, the Seattle and SPS Partnership Technical Team, High School Boundaries Task Force, Capacity Management Task Force, Facilities and Capacity Management Advisory Committee.

Members will be asked to apply by a specific date, and selection of the members will be made using a rubric designed in collaboration between the Superintendent's designee and the board's designee(s). Positions that have been vacated, or when a member has not attended 3 consecutive meetings, will be filled using an appointment process. The Advisory Committee members are encouraged to apply again after the three year term, and the District will utilize the same process of soliciting for members broadly.

Qualifications: Because the technical nature of review that is needed, previous engagement in related committees and/or and expertise in urban, capacity, enrollment and/or facilities planning are desired qualifications.

Number and Type of Members: Up to 20 members including equal distribution between school based/central office employees and parents/community members. The membership shall also provide for geographic and racial diversity, representatives from our community partner organizations, and representation from the City of Seattle's Planning department, and the Puget Sound Regional Council and other local government planning agencies as appropriate.

Length of Appointment/Term: Members will serve for 3 year terms.

Article IV: Responsibilities

The Advisory committee will be asked to review, provide input and give recommendations on the district's planning and analysis for enrollment, capacity and facilities:

- The Facilities Master Plan
- Adding, relocating or removing programs
- Adjusting school boundaries
- Adjusting geographic zone for option schools
- Adding or removing Portables
- Adding to or renovating buildings
- Opening, reconstituting or closing buildings

Manner and timing of recommendations: The committee will be expected to deliver recommendations as needed to inform the school board on matters that will be coming before the board related to enrollment, capacity and facilities planning. The board's designee and the Superintendent's designee will jointly determine the items needing recommendation and the timing for review in alignment with the School Board's work plans and agenda.

Staff Support Required: The Superintendent's designee will collaborate with the board's designee on the development of the committee agendas. District staff charged with enrollment, capacity and

facilities planning will present and provide appropriate reports, analysis, data and information to the committee, and participate in discussion as appropriate.

Article V: Roles of Task Force Members and Staff

Facilitator: The board and superintendent's designees will identify and secure a non-voting facilitator. The facilitator will develop the processes to produce recommendations that represent a majority opinion of the committee and support the development of By-laws or other committee norms.

Task Force Members: Attend meetings on time and prepared for discussion and participation, collect feedback from community stakeholders as appropriate, provide insights and recommendations as requested, and work collaboratively with other task force members.

Secretary: The board and superintendent's designees will identify and secure a non-voting secretary who will take minutes and coordinate communications. Meeting minutes will be taken and posted within one week of approval.

Article VI: Meetings

Meeting Schedule: To be determined in collaboration with the Superintendent and board designees. The meetings will be held at the John Stanford Center or other locations as determined and noticed to the public.

Meetings will be open to the public, but public comment will not be required during meetings. Processes for public comments to the committee will be determined by the Superintendent and board's designee.