



SCHOOL BOARD ACTION REPORT

DATE: November 10, 2020
FROM: Denise Juneau, Superintendent
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For Introduction: December 16, 2020
For Action: January 13, 2021

1. TITLE

BTA IV: Approval of Capacity Management Actions for the 2021-22 School Year

2. PURPOSE

The purpose of this action is to provide authorization for the Superintendent to approve the expenditure of funds within the capital budget for annual capacity management actions to support projected district homeroom capacity needs for the 2021-22 school year. Approval will allow planning for new classrooms to proceed, including the planning necessary to relocate portables.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to authorize allocation of up to \$1,681,500 from the Buildings, Technology, and Academics/Athletics (BTA) IV Capital Levy to implement annual capacity management actions to support projected district homeroom capacity needs for the 2021-22 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. Usually, Enrollment Planning provides Capital Planning with projections using the previous year's data however, 2020-21 is a unique year due to the COVID-19 pandemic. With the enrollment being down and the uncertainty on the timeline for students returning to in-person learning, the historical data may be skewed. Because of this unknown, Capital Planning is recommending using the 2021-22 projections that were provided in November 2019 from Enrollment Planning and comparing this to the 2020-21 projected enrollment to determine the school capacity space needs. Using this model, Capital Planning can move forward with portable bid packages and permitting requests. Portable bid packages and permitting requests take months to complete. If the process is not started, the portables and classrooms will not be completed for start of school. However, if the projected capacity needs change in the months ahead, there is an opportunity to stop the process prior to July when the portable placement and construction begins. Therefore, the recommendation is to

move forward with this strategy. Not moving forward on this path, the district may run the risk of not having enough classroom spaces for students returning to in person learning in 2021-22.

New elementary capacity comes on-line in the fall of the 2021-22 school year (Franz H. Coe Elementary six classroom addition, Magnolia Elementary six classroom addition, West Woodland Elementary 12 classroom addition and the new Wing Luke Elementary Replacement Building), 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 2021-22 school openings to support the district's projected 2021-22 space needs.

Attachment 1 shows the district growth rate data. There is a projected need for two new homerooms across the district. This includes up to four additional classroom conversions and five portable classrooms as a contingency. Including the contingency will allow the flexibility to address unanticipated changes that may occur in projections or program needs during the next few months while still ensuring the spaces are ready for the 2021-22 school year.

For the schools listed in Attachments 2 and 3, the projected enrollment growth from 2020-21 to 2021-22 ranges from one to 28 per school. Among those schools projected to have enrollment increases, it is assumed for planning purposes that an additional classroom will be needed for every 25 students. Attachment 2 shows the site-specific enrollment projections for 2020-21 through 2023-24 for schools potentially needing an additional classroom for 2021-22.

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 zerohour classes. The actual number of classrooms will be determined when staffing allocations are determined for 2021-22 in February 2021.

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 2021-22 except for Broadview Thomson K-8, which is an increasing growth area. Unfortunately, Broadview Thomson K-8 has projected enrollment increases, is already over capacity, and likely will 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 2021 projections become available.

Middle Schools

Several middle schools are projected to have increased enrollment, yet there is capacity available except for Hamilton. The enrollment projection for Hamilton shows an increase for 2021-22 and that trend continues during the next three years. Hamilton is currently over capacity. One additional classroom will be needed for 2021-22 with the current projection.

Capital Planning will continue to monitor enrollment trend data and re-evaluate the need for added classrooms when the February 2021 projections become available.

High Schools

Most of the enrollment projections for high schools show an increase, yet there is capacity available at those locations for the added enrollment. Capital Planning will continue to monitor enrollment trend data and re-evaluate the need for added classrooms when the February 2021 projections become available.

Capacity Management Recommendations

The recommended budget authorization will address enrollment growth needs for 2021-22. 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 2021-22 annual capacity management actions, bringing all new homerooms online and available for occupancy by the start of school for 2021-22.

b. Alternatives

Deny Motion. If motion is denied, the district will not be able to have additional classrooms ready to accommodate projected enrollment growth for 2021-22.

The following primary annual capacity management alternatives were considered in order of preference/recommendation: Available vacant classroom space; conversion of childcare 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 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 \$1,681,500. The revenue source for this motion is from the BTA IV Capital Levy.

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 selection of projects for the BTA IV Capital Levy was completed in 2015. Projects selected for the BTA IV Capital Levy were intended to address student capacity needs and inadequate building systems in school facilities across the city. As such, this motion was not put through the equity analysis as it would have been done for the district’s current capital planning efforts.

8. STUDENT BENEFIT

The recommendations in this action item support the projected need for additional properly outfitted homeroom spaces to the extent Capital Planning 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. H13.00, Capacity Management, provides the Board shall approve this item

Other: _____

10. POLICY IMPLICATION

Per 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 2021-22 school year. This action will support projected district homeroom capacity needs for the 2021-22 school year to the extent Capital Planning solutions are available.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on December 3, 2020. The Committee reviewed the motion and moved the item forward with a recommendation for approval by the full Board.

12. TIMELINE FOR IMPLEMENTATION

As expenditures for Annual Capacity Management actions are authorized, funding will be committed out of the BTA IV capital funds allotment. These actions are anticipated to occur through spring and summer of 2021.

13. ATTACHMENTS

- Attachment 1 District Historical Headcounts (for reference)
- Attachment 2 Site Specific Enrollment Projections for 2021-22 (for reference)
- Attachment 3 Site Specific Capacity Management Recommendations for 2021-22 (for reference)



Board Action Report

Capacity Management

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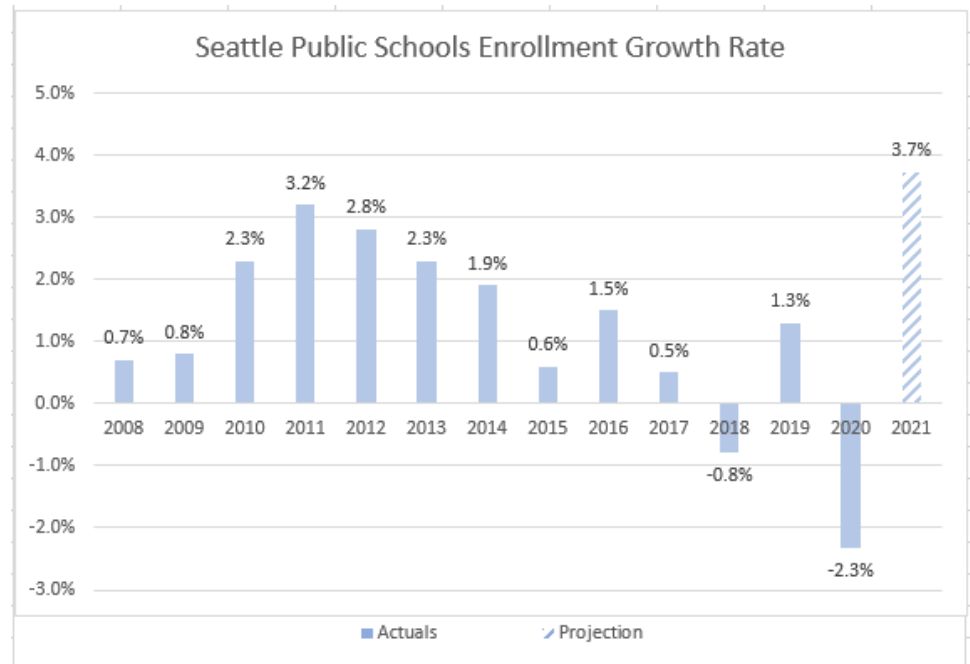
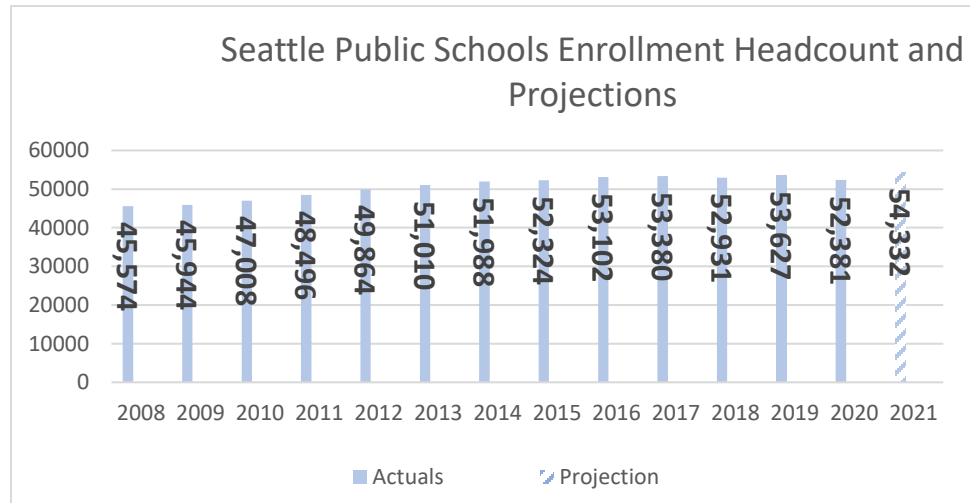
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For questions and more information about this document, please contact the following:

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The purpose of this action is to provide management actions to support projected district homeroom capacity needs for the 2021-22 school year.

Attachment 1: District Historical Headcounts



Attachment 2: Site Specific Enrollment Projections for 2021-22

School	Right Size Capacity	2019-20 Operational Capacity	2019-20 Enrollment (Oct. 1)	2020-21 Projected Enrollment	2021-22 DRAFT Projected Enrollment (Nov. 2019 5-year Enrollment Projection)	Projected Enrollment Change 2020-21 to 2021-22	2022-23 Projected Enrollment	2023-24 Projected Enrollment
Broadview Thomson K-8	612	601*	570	609	637	28	655	694
Hamilton MS	985	1011**	1047	1085	1086	1	1083	1077

Notes:

*Added additional SPED classrooms that is not included in the GenEd operational capacity. Also added two additional portables 20-21 for capacity need.

**2019-20 used FTE for program teacher and not GenEd teacher. No additional classroom space was provided but may need it for the 2021-22 school year as they may be over operational capacity by 75.

Right Size Capacity is defined as the total number of students as 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 2021-22

School	Additional Homeroom Need	Recommended Action	Estimated Cost
K-5 and K-8 Schools			
Broadview Thomson K-8	1	Place one portable classroom	\$191,500
Middle Schools			
Hamilton Middle School	1	Convert one computer lab	\$106,500
High Schools			
None	0		\$0
TBD at Close of Open Enrollment	4	Convert classroom spaces	\$426,000
TBD at Close of Open Enrollment	5	Relocate unused portables from other locations	\$957,500
Total Needed Spaces and Cost for Capacity	11		\$1,681,500