



SCHOOL BOARD ACTION REPORT

DATE: August 17, 2020
FROM: Ms. Denise Juneau, Superintendent
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For Introduction: September 23, 2020
For Action: October 7, 2020

1. TITLE

BEX V: Approval of the Site-Specific Educational Specifications for Kimball Elementary School Replacement project

2. PURPOSE

The purpose of this action is to provide the design teams with information about the program space required to support the education program of Kimball Elementary School. In addition, board approval of the educational specification is required by the Office of the Superintendent of Public Instruction (OSPI) Form D-5 to receive state funding assistance.

3. RECOMMENDED MOTION

I move that the School Board approve the Kimball Elementary Educational Specifications dated March 3, 2020, for the Kimball Elementary School Replacement project.

4. BACKGROUND INFORMATION

a. Background

Educational specifications are the written medium through which educators and other stakeholders identify the program activities that are necessary for teaching and learning. Seattle Public Schools' (SPS) Educational Specifications provide design teams with information about the program spaces required to support the school's educational program. They also include the specific area requirements for each type of space.

SPS' Strategic Plan has been the source for the development of the districtwide educational specifications. The process focused on articulating the ways in which the vision should be translated into the physical learning environment, with the intent of standardizing the building and furnishing process to provide parity throughout SPSS.

SPS engaged a variety of stakeholders to develop the districtwide educational specifications, including principals, teachers, parents, community members, as well as SPS staff from Teaching & Learning, Curriculum & Instruction, Special Education, Department of Technology, Security, Risk Management, Transportation, Facility Operations, Nutrition Services, Student Health, and Capital Projects & Planning. Each stakeholder contributed to the process from their area of expertise. Additional analysis

was supplied by educational facility planners through a consulting contract between the district and NAC Architecture, with reviews by members of the SPS Capital Projects and Planning Department.

The Kimball Elementary School Replacement project includes funds to replace the existing school with a new 650-student capacity elementary facility. The Kimball Educational Specifications adapted the districtwide Elementary Educational Specifications and was further refined through input from the Kimball School Design Advisory Team, which included staff, parents and community members.

b. Alternatives

Deny Motion. If motion is denied, the district will delay the design of the project until acceptable site-specific education specifications are suitable.

c. Research

The districtwide Elementary School Educational Specification dated May 31, 2016: This document represents the Educational Program needs for a new 650-student Elementary School and is used as a benchmark and resource guide for projects such as the Kimball Elementary School Replacement project.

5. FISCAL IMPACT/REVENUE SOURCE

This action does not represent a specific expenditure. The revenue source for this motion is the anticipated state assistance funding from the Office of Superintendent of Public Instruction (OSPI) via the D-form process. This action helps to secure up to \$1,877,765 in state funding assistance for the project.

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

The selection of projects in the BEX V program went through an extensive community vetting process and ultimately received 73% approval from voters in February 2019.

The design of the Kimball Elementary School Replacement project was developed in conjunction with the School Design Advisory Team (SDAT) that included staff, students, parents and community members from Kimball Elementary School. This group met during the fall of 2019 to provide site-specific information about facility use, programs and educational goals upon which the design is based. The Kimball Elementary School Replacement project will support the district's current educational goals and provide the flexibility to accommodate emerging educational programs.

7. EQUITY ANALYSIS

The district's Racial Equity Analysis toolkit was utilized to guide the planning process for the BEX V Capital Levy, influencing community engagement methods, preparation of the 2018 update to the Facilities Master Plan, and ultimately the final proposed levy package. The board's guiding principles stated that racial and educational equity should be an overarching principle for the BEX V Capital Levy planning in accordance with Board Policy 0030, Ensuring Educational and Racial Equity. Projects identified for inclusion in the BEX V levy will ultimately improve conditions for all students in the affected schools. Improved building conditions create a better environment for learning and can provide facilities to better position students for academic success.

8. STUDENT BENEFIT

The Kimball Elementary School Replacement project will address student capacity needs in the district. The design will incorporate guidelines and requirements provided in the SPS Educational Specifications and School Design Advisory Team Process where the attention is on a learner-centered environment, by personalizing the space, as well as providing program adaptability, community connections, safety, and collaboration.

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: The educational specifications will provide the basis for the design of the school.

10. POLICY IMPLICATION

Board Policy No. 6901, Capital Levy Planning, discusses the need for capital projects to meet the educational needs of the district.

Board Policy No. 6900, Facilities Planning, states that districtwide and site-specific educational specifications are developed for planning the construction or renovation of school facilities, including facility design and the connection between the district's educational philosophy and the built environment (site and building).

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on Sept. 10, 2020. The Committee reviewed the motion and moved the item forward with a recommendation for approval by the full Board.

12. TIMELINE FOR IMPLEMENTATION

Timeline Summary:

Construction Documents and Permits: September 2020 through May 2021

Pre-Construction: May 2021

Construction: June 2021 through August 2023

13. ATTACHMENTS

- Kimball Educational Specifications (for approval)



Kimball Educational Specifications

Kimball Elementary School

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

Capital Projects
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Kimball Educational Specifications

Kimball Elementary School

Site Specific Educational Specifications

Background:

General Program Information

Kimball Elementary School has been located at its current site at 3200 23rd Ave S in the North Beacon Hill neighborhood since the early 1970's. It's a wood-framed open plan school with a brick façade. The existing school building consists of two components, the original building from 1971 (Durham, Anderson & Freed) and the addition from 1998 (Kubota Kato). The site has three terraces with large number of trees on site including two exceptional tree groves between the upper and middle terraces. On the lower terrace there are (11) portables, some of them predating the main school building and were originally built as Beacon Hill Annex in the early 1960's. The school currently enrolls students from kindergarten through 5th grade with a student population of 438 at the beginning of the 2018-19 school year. A separate stand-alone building on the middle terrace provides space for Launch After Care Program (100 students).

The school is located within a diverse and rapidly changing portion of the City and therefore has a very diverse school population consisting of a relatively high percentage of first-generation immigrants. With the relatively high percentage of first-generation immigrants, the English Language Learners (ELL) program is robust and integrated into many other instructional activities. The school has an open classroom design (3 classrooms connected in one pod) that allows teachers learning from each other and collaborating.

The school's mission is to create *"a safe, empowering learning environment where children celebrate continued academic growth and achievement. Kimball fosters lifelong learners and problem solvers within a community of cultural diversity and acceptance."*

Construction process and timeline:

The existing school buildings are past their useful life and identified as a full replacement project based on projected capacity needs for the area (the school currently has 11 portables), poor building conditions and educational inadequacy. They are slated to be demolished and a new school building constructed on the same site. The school will temporarily move to original Van Asselt Elementary school for the start of school year 2021-2022. Construction of the new school building will be completed in time for the opening of school in the fall of 2023.

Site Specific Adaptation Process:

The Educational Specification was adapted through a process of review with the School Design Advisory Team, Capital Projects Staff, and other District stakeholders.

Summary of Site-Specific Adaptations

The changes to the area model (number or size of spaces) are as follow:

1. Family Engagement Center

To better serve the students and their families and foster a sense of community, the SDAT requested to add a Family Engagement Center. This will be a space for parents and community members to collaborate as learning partners. It will include a family living room (also serves as a family resource room), a conference room, an office and storage for PTA/ volunteers. SDAT and the design team propose to combine the Flex Classroom and the PTA/Volunteer Room to create a family engagement center. The center will have the same infrastructure as a Flex Classroom and can be adapted to be used as a Flex Classroom in the future. The proposed change is as follows (also see program summary below):

- **Combine the Flex Classroom (850 sf) and PTA/Volunteer Room (160 sf) to create a Family Engagement Center (1010 sf max).**
- **Family Engagement Center to include:**
 - ~600 SF family resource space
 - ~120 SF office
 - ~140 SF small conference
 - ~150 SF storage room
- **Adjacency Information - The Family Engagement Center should be located next to entry, across from the Administration Reception with visual connection such that the reception can see activity in the family room, yet the family room is a distinct separate area from administration.**
 - **Locate a non-gender restroom with a shower nearby.**
- **Space Features:**
 - **Area for computers / internet access**
 - **Area for small children (with preschool aged toys and books)**
 - **Informal setting that reduces sense of institution**
 - **Room for group gathering, parent instruction for 20+ people**

2. ELL/IA Offices

To better serve the school population that requires additional language and support staff, SDAT group requested to add dedicated ELL/IA Offices. To offset the building area, it's proposed to change (2) of the (3) Shared Offices of the same size into ELL/IA Offices. The proposed change is as follows (also see program summary below):

- **Change (2) Shared Offices (120 sf each) into (2) ELL/IA Offices of the same size.**



3. All-Weather Surface Play Area

Due to the site constraints and the design intent to preserve as much as possible the existing tree groves in the environmentally critical areas between the upper and lower terraces, the all-weather surface play area provided will be less than (1) acre (or 43,560 SF) as listed in the Elementary School Educational Specifications. The total proposed play areas are approximately 37,500 SF. The proposed change is as follows:

- **Reduce the all-weather surface play area to approximately 37,500 SF.**

Kimball Elementary				
AREA MODEL - Site Specific Adaptation				
	Teaching Stations	# of Rooms	SF Per	Total SF
Administration				
Waiting Area		1	350	350
Reception & Secretary		1	120	120
Principal Office		1	180	180
Assistant Principal Office		1	180	180
Assistant Principal/Student Waiting Area		1	30	30
Conference Room		1	250	250
Administrative Workroom/Kitchenette		1	120	120
Mail Area		1	120	120
Storage Room		1	120	120
Shared Office		1	120	120
ELL/IA Office		2	120	240
Records Room		1	120	120
Staff Restrooms (2 ea) & Unisex Shower (1 ea)		3	50	150
Nurse's Office/Treatment Area		1	120	120
Cot Room (3 cots)		1	150	150
Clinic Restroom /Washer/Dryer/Shower		1	120	120
Computer Storage/Repair		1	120	120
Staff Lounge		1	500	500
Satellite Staff Workroom/Break Area		2	180	360
Internal Circulation Premium		1	0	0
Lost and Found and Patrol Closets		2	20	40
PTA/Volunteer Room (to be part of Family Engagement Center)		0	160	0
Sub Total				3510



Childcare		# of Rooms	SF Per	Total SF
Classroom for 30		1	1120	1120
Classroom for 20		1	900	900
Toilet		5	50	250
Entry/Parent Check In Counter		1	16	16
Office/Workroom/Conference		1	150	150
Kitchen and Pantry		1	140	140
Storage/Laundry/Custodial		1	100	100
Before & After Care Storage		1	120	120
Sub Total				2796
Core Academic	Teaching St.	# of Rooms	SF Per	Total SF
Kindergarten (max 26)	6	6	900	5400
K Toilet		6	50	300
Grade 1-3 Classroom (max 26)	18	18	850	15300
Grade 4-5 Classroom (max 28)	8	8	900	7200
Family Engagement Center (formerly Flex Classroom)	1	1	1010	1010
Learning Commons		6	600	3600
Small Group Collaboration Room		6	120	720
Book/Technology Storage		6	100	600
Sub Total	33			34130
Student Dining/Food Service		# of Rooms	SF Per	Total SF
Student Dining Area (1/2 school)		1	4620	4620
Serving Area		1	0	0
Table & Chair Storage		1	400	400
Community Kitchenette		1	100	100
Kitchen		1	870	870
Manager's Office Alcove		1	30	30
Dry Storage		1	120	120
Laundry		1	30	30
Sub Total				6170



Library/Media Center		# of Rooms	SF Per	Total SF
Reading/Stacks/Circulation/Group Instruction		1	2500	2500
Office/Workroom		1	250	250
Sub Total				2750
Maintenance and Custodial Services		# of Rooms	SF Per	Total SF
Central Receiving/Workroom/Storage		1	400	400
Loading Dock (shared with Food Service)		0	0	0
Lead Custodian Office		1	100	100
Staff Toilet (shared with Food Service)		1	60	60
Furniture Storage Room		1	200	200
Equipment Storage Room		1	200	200
Science Kit Storage		1	40	40
Custodial Closets		3	80	240
Facilities/Grounds Equipment Storage		1	150	150
Sub Total				1390
Special Education	Teaching St.	# of Rooms	SF Per	Total SF
Self-Contained Classroom	2	2	1000	2000
Restroom with Changing Area		2	100	200
Resource Room	1	1	450	450
Access Room	1	1	450	450
Speech Therapist & Psychologist		2	100	200
OT/PT		1	400	400
Sub Total	4			3700



Specialties	Teaching St.	# of Rooms	SF Per	Total SF
Art/Project Lab	1	1	1200	1200
Art Supply Storage/Kiln Room		1	150	150
Art Project Storage		1	150	150
Music Room	1	1	1100	1100
Music Room Storage		1	150	150
Music/Stage Room	1	1	1000	1000
Music/Stage Storage		1	250	250
Gym	2	1	6200	6200
PE Office/Storage		1	300	300
Recess Equipment Storage		1	150	150
Restroom		1	50	50
Community Partner Storage		1	120	120
Sub Total	5			10820
Student/Public Restrooms Other than Those Programmed Above		1	1500	1500
Single Stall Gender Neutral Restrooms		2	50	100
Adult Restrooms other than those listed above		1	300	300
Mechanical Rooms		1	2970	2970
Electrical Rooms		1	600	600
MDF & IDF		1	400	400
Elevator and Elevator Machine Room		1	150	150
Entry Lobby/Secure Vestibults		1	350	350
Horizontal Circulation		1	12000	12000
Stairs		1	700	700
Walls		1	9000	9000
Sub Total				28070
Grand Building Area Total	42			93336

