



## West Linn – Wilsonville Schools

**Long Range Planning Committee Meeting**  
**Administration Building**  
**22210 SW Stafford Rd, Tualatin, OR 97062**  
**November 15, 6:00 PM**

### Agenda

1. Call to Order                      6:12 pm Admin Boardroom
  
2. Roll Call:                              David Lake                              Samy Nada  
   **Doris Wehler**                              R. B. Brandvold  
   **Kent Wyatt**                              **Grady Nelson**  
   **Mike Jones**                              Chealsea Martin (Board Liaison)  
   **Kathy Ludwig**                              **Tim Woodley**  
   **Amy Berger**                              **Andrew Kilstrom**  
   **Keith Liden**
  
3. Dr. Ludwig spoke about the Superintendents High School Options Study Group. The group consists of admin staff, principals, parents and a long range planning committee member. The group so far has talked about the three existing high schools and how they came to be. The group plans to tour other high schools, either in person or virtually. The group is looking at how high schools relate to colleges, businesses, academic opportunities, etc. The next meeting will include a presentation from architect, Karina Ruiz, to learn of her experiences in designing high schools in the region as well as internationally. At the end of the study session the group will present their thoughts in a board work session.
  
4. Calibrating School Capacity
  - a. Before the meeting handouts were sent to the group around the topic of capacity methodology.
  - b. There is a lot of confusion surrounding the topic of capacity and enrollment in the community. There are really two numbers when discussing capacity numbers. One number is the building capacity, every classroom x 25 kids. City governments and building departments gauge everything around this number based on the Council of Educational Facility Planners International (CEFPI). The other number is the functional capacity.
  - c. The way the district has calculated capacity has been to set aside preschool, or any classroom that is not a regular home room classroom, like music, art, etc at the primary level. Then you count students. The district has used 22 students per classroom for K-3, 4-8 is 25 students and 9-12 is 27.5 students. Each district has their own standard they set. Pendleton upper level classes are set at 30. Portland Public has labor contracts that say how many students per teacher. Each district is

different. This is also based on how the school is being used at that time. When learning models change so can the capacity of the building.

- d. Higher level schools are broken up into teaching stations rather than classrooms. PE, Music, Art, etc is counted as a teaching station. The schedule of the school combined with the number of teaching stations gives you the capacity of the building.
  - e. The last time the district defined capacity of the schools each principal had a meeting with district staff and looked at a floorplan and discussed each teaching stations use in coordination with the school schedule. This process is useful for studying both boundaries and future school planning. The district generally does this exercise a couple years before going out for a new bond.
  - f. Both programs and building usage as well as building physical structure changes also add a need to relook at district defined capacity.
  - g. The group is encouraged to read the last published Long Range Plan. The complexity of how building capacity is calculated as well as changes that have occurred in just the last few years since that was written are telling as to how this process works and is needed for future planning. The last Capital Improvement Plan also is a good read for understanding methodology around capacity and project priorities.
5. District staff will compile a list of the ideas and methodologies and a list of terms and definitions and send to the LRPC and then at the next meeting in January at a joint LRPC/Bond Oversight Committee meeting the group can discuss options and prepare a recommendation to the school board in February. There is a new school board that has not been part of the last several years of demographics studies and giving them some thoughtful studies to utilize in the district to go along with the methodology the district has been using for the last several years.
  6. The district has been using Davis Demographics and Planning for demographics work for years but is also currently researching what other districts in the region do for their student enrollment projections and demographics. This information will go to the school board to let them be fully informed as to the methodology and options so everyone can move forward to another bond at some point with absolute confidence in the data used.
  7. Adjourn            7:17 pm



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1. Call to Order
2. Roll Call
3. Update: High School Options Task Force
  
4. Discussion: Calibrating School Capacity

Adjourn