



## West Linn – Wilsonville Schools

**Bond Oversight & Long Range Planning Committee Meeting**  
**Administration Building**  
**22210 SW Stafford Rd, Tualatin, OR 97062**  
**March 21, 2018, 6:00 PM**

### Agenda

1. Call to Order                      6:05 pm Admin Boardroom
  
2. Roll Call:                      

<b>David Lake</b>	<b>Samy Nada</b>
Doris Wehler	Grady Nelson
Kent Wyatt	<b>Mike Jones</b>
<b>Andrew Kilstrom</b>	Chelsea Martin (Board Liaison)
<b>Kathy Ludwig</b>	<b>Tim Woodley</b>
<b>Remo Douglas</b>	<b>Amy Berger</b>
<b>Ginger Fitch (Board Chair)</b>	
  
3. Member status: The committee has one opening due to a member turning in their resignation. There is also one member whose term has ended, that member will be allowed to apply for the seat if they so choose. The open positions will go to the next school board meeting, April 2<sup>nd</sup>.
  
4. The “School Capacity” handout was passed out. It is a repeat handout from the previous meeting that includes the two main methods for calculating capacity. After the last meeting the committee agreed that Tim would talk with two schools, Sherwood and Lake Oswego to discuss their methods so WLWV could then use those methods to apply them to the district numbers.
  - a. Tim spoke to Sherwood School District which uses the teaching station method. They take the number of students/classroom for the primary level (25) multiplied by a utilization rate of 1. At the middle school level, they use 30 students/classroom and a utilization rate of 0.83. The high school levels use 32 students/classroom with a utilization rate of 0.80.
  - b. As discussed in the last LRPC meeting, Utilization rates recognize that schools at the secondary levels don’t use every classroom every minute every day due to schedules which dictate this lower level of efficiency.
  - c. Tim also met with the Lake Oswego School District about their building area method of calculation. To determine their classroom capacity, they use teaching station square footage divided by their ideal area per student (32sf). Then they determine their building area capacity by taking the total square footage of all spaces in a school and dividing that by the total building area per student (125sf).





## **West Linn – Wilsonville Schools**

**Long Range Planning Committee Meeting  
Administration Building  
22210 SW Stafford Rd, Tualatin, OR 97062  
Wednesday, March 21, 2018 6:00 PM**

### **Long Range Planning Committee Meeting**

#### Agenda

1. Call to Order
2. Roll Call  

Mike Jones	Samy Nada
David Lake	
Doris Wehler	Kent Wyatt
Grady Nelson	Chelsea Martin, Board Liaison
3. Member Status review
4. Re-calibrate School Capacity (continued) (presentation & hand-out)
5. Board Presentation Recommendations Board Meeting 5/7/18
6. Next Steps next meeting June 20, 2018

#### Adjourn

January 17, 2018

Long Range Planning Committee

## School Capacity

“Capacity” measures the ability of a school facility to meet the space needs of the student population. There are a number of different methodologies used by school districts to calculate school capacity based on operational approaches, educational goals and class size targets.

These methodologies fall into two categories:

1. Student capacity based on building area (square feet/student)
2. Student capacity based on teaching stations (instructional space)

### BUILDING AREA METHOD

Beaverton School District: Gross square footage of building minus special education square footage equals Net Square Footage divided by square footage per student factor equals Permanent Capacity plus Adjusted Portable Capacity (the number of portable classrooms times the staffing ration at that level minus 20% core facility factor) equals Total Available Capacity

Lake Oswego School District: Two methods were used to compare and assess:

1. School Classroom Capacity: Total square footage of all teaching stations divided by recommended building area per student (32sf)
2. Building Area Capacity: Total square footage of all spaces within the school divided by recommended building area per student (125sf)

Note: In this case, school buildings were assessed for both teaching space and for core facilities. Also the district uses 24 students per classroom at primary level and 29 students per classroom at middle/high level

Portland Public: Instructional Area Model divides instructional areas (spaces with teachers assigned to them) by a square foot per student factor to determine the student capacity of each space. Then multiplied by a “utilization” factor to account for all spaces not being used 100% of the time. Each school is assessed individually.

### TEACHING STATION METHOD

Oregon City School District: Number of teaching stations times target class size (elem=28; mid/high=30)

Sherwood School District: Elementary home room classrooms times 25 students/classroom time utilization rate (1.0). Middle level teaching stations times average class size (30) times

utilization rate (0.83). High level teaching stations times average class size (32) times utilization rate (0.80) Note: Some larger areas for PE, band, choir, etc have larger average class sizes.

North Clackamas School District: Teaching station times class size times utilization rate. Class size is: Primary “target/ideal”=25, “practical”=28; Middle/High “target/ideal”=28, “practical”=32. Did not publish utilization rates.

Hillsboro School District: Methodology for determining Permanent School Capacity is based upon multiplying the number of regular classrooms in a school building by the specified student-per-classroom ratio. Elementary=28, Middle/High=32

Seattle Public Schools: Capacity is calculated by multiplying the number of teaching spaces times the class size limit stated in the negotiated agreement times utilization factor (elem=95%, middle/high=83%)

West Linn-Wilsonville School District: Educational Capacity is calculated:

- Primary: Homeroom classrooms times class size (K-3=22, 4-5=25)
- Middle: Teaching station times class size. Regular classrooms = 25 with larger class size for specialized spaces like band, choir, PE. (Generated utilization factor = 80%)
- High: Teaching station times class size. Regular classrooms = 27.5 with larger class size for specialized spaces like band, choir, PE. (Generated utilization factor = 93%)

Note: This capacity was calculated with each individual principal recognizing unique building features and class schedules.

**DRAFT**

The Long Range Planning Committee asked staff to utilize two different methods of calculating school capacity on a select number of WLWV schools. The data below summarizes the findings of this exercise.

Building Area Method: Two methods were used to compare and assess

1. School Classroom Capacity: Total square footage of all teaching stations divided by recommended building area per student (32 sf).
2. Building area capacity: total square footage of all spaces within the school divided by recommended building area per student (125 for primary, 146 for middle, 163 for high).

School	Classroom Capacity	Building Area Capacity
Sunset Primary	588.59	494.28
Stafford Primary	644.44	580.01
Meridian Creek Middle	674.25	624.01
Wilsonville High	1,892.13	1,486.34

Teacher Station Method:

1. Elementary home classrooms times 25 students per classroom times a utilization rate of 1.0.
2. Middle level teaching stations times average class size (30) times a utilization rate of 0.83.
3. High level teaching stations times average class size (32) times utilization rate of 0.80.

School	Capacity
Sunset Primary	450
Stafford Primary	600
Meridian Creek Middle	655.7
Wilsonville High	1656