

2018-19
K-12
FACILITY USE/SITE
LONG RANGE PLANNING STUDY
COMMITTEE
REPORT

PART 2

OKEMOS PUBLIC SCHOOLS

October, 2018

OVERVIEW

The K-12 Facilities Use/Site Long Range Planning Study Committee was established to research and explore facility/site capacity and utilization. During the 2017-18 school year, the committee developed guiding principles and criteria that were utilized to vet recommendations for both short term and long term.

The committee's recommendation included several immediate or short term options. The following options were implemented beginning with the 2018-19 School Year:

1. **Remodel/Repurpose** - The district remodeled and repurposed space at Cornell Elementary and Bennett Woods Elementary Schools to accommodate additional K-4 enrollments.
2. **Minimal Redistricting** – The district assigned “new families” in Arrow Tree Apartments to Bennett Woods, instead of Cornell. The children now access a bus that is assigned to Bennett Woods, from an existing route in proximity to the complex.
3. **Class Sizes** – The district consistently utilizes existing, negotiated class size limits to determine the number of sections at each grade level.

Recognizing the necessity to address the elementary capacity issue in a timely manner, it was determined a more in depth analysis of “additional rooms” was essential. Further, based on current enrollments, enrollment trends and enrollment projections for the next 3+ years, the elementary capacity issue could be addressed by additional classrooms and did not require an additional K-4 elementary school.

As a result, the Facilities/Site Committee reconvened to review, validate and edit the guiding principles and criteria as needed. The Committee also analyzed the following short term options to address elementary capacity issues (2020-2021 school year) –

- Add four (4) classrooms and one (1) “specials” classroom to Bennett Woods Elementary
- Add three (3) classrooms to Okemos Public Montessori at Central Elementary
- Add four (4) classrooms to Cornell Elementary
- Add six (6) classrooms and one (1) “specials” classroom to Hiawatha Elementary
- Open unused classrooms at Wardcliff*, converting eight of the unused classrooms to five (5) classrooms and one (1) “specials” classroom

**Note: Total building space associated with a K-4 elementary school is not required at this time. Therefore, the portion of the building leased to Community Mental Health could continue.*

The Facilities Use/Site Committee also considered two additional security options.

1. Remodel entrance and waiting/general office to direct visitors through office reception for all schools, including Edgewood Early Childhood.
2. Add door monitoring/alarm systems to all exterior doors to notify when open.

The original committee membership (19) was maintained with the addition of one community member: Dr. Gail Richmond.

The data provided by Kingscott Architecture Firm and Clark Construction was utilized to inform the following recommendation:

COMMITTEE RECOMMENDATION

The recommendation going forth to the Superintendent and the Board of Education on October 15, 2018 was developed and supported by the K-12 Facility Use/Site Long Range Planning Study Committee. The final recommendation was based on an analysis of a variety of options and consideration of various perspectives.

1. Guiding Principles and Criteria

- The committee revisited and reaffirmed the guiding principles and criteria established during 2017-18, with one minor revision to Criteria G.:

Consider the impact of decisions on the child, family, staff and community (*including, but not limited to transportation and fewest number of transitions possible*).

Updated Guiding Principles and Criteria can be found in Appendix A.

2. Elementary Capacity

Committee members were asked to rank their top two options.

- The preferred option - Add four (4) classrooms and one (1) “specials” classroom to Bennett Woods Elementary School. *Note: 94% rated as #1; 6% rated as #2*

Estimated cost of project: \$3,538,107

- Alternative option - Add four (4) classrooms to Cornell Elementary School
Note: 50% rated as #2; 6% rated as #1

Estimated cost of project: \$2,019,076

The preferred option will result in some redistricting to alleviate capacity issues at our elementary schools.

Associated costs, site analysis and site maps can be found in Appendix B.

3. Security Options:

To assist the committee with prioritizing the following rubric was utilized:

Level 1 = Needs (Must have, critical)

Level 2 = Wants (Nice to have, but not critical)

Level 3 – If possible . . .

Level 1 = Needs (Must have, critical)	Level 2 = Wants (Nice to have, but not critical)	Level 3 – If possible . . .
	Remodeling school entrances – all traffic flow goes through the main offices (78% rated as Level 2; 17% Level 1) Estimated projected cost = \$818,388	Exterior door monitoring/alarm system notifying office/custodian that a locked door is opened or left open (61% rated as Level 3; 22% Level 1) Estimated projected cost = \$180,539
See Technology/Security/Capital Outlay/Transportation Report for additional Level 1	See Technology/Security/Capital Outlay/Transportation Report for additional Level 2	See Technology/Security/Capital Outlay/Transportation Report for additional Level 3

Analysis of the security options can be found in Appendix C.

4. Recommendation for district focus 2021 and beyond

At this time, there is not a need for an entire elementary school to be added to the district’s facilities. However, it is recommended that the Board and administration continue to monitor future enrollments. Should enrollments continue to increase significantly over time, it is recommended that the district engage in a systematic, comprehensive, transparent and inclusive process that includes:

- Data collection – enrollment trends, neighborhood composition (children), other
- Review of research – educational programming and impacts
- Consider the following in the comprehensive analysis (not in priority order):
 - Grade level configurations
 - Build a new school - Powell Rd; Wardcliff property
 - Open Wardcliff
 - Repurpose Edgewood
 - Add additional classrooms to existing buildings
 - Make additional renovations to existing buildings
 - Other
- Develop models: assigning neighborhoods; consider various grade level configurations
- Develop positives, challenges and associated costs
- Engage in community conversations: educate and seek feedback

Notes:

- A. This process (as described above) could take up to one year before a final Board decision.
- B. The bond proposal and building process could take up to 2 years.
- C. The district may not have to engage in this process if enrollments stabilize.

APPENDIX

(Contents)

A = Revised guiding principles and criteria

B = Cost analysis and site maps for options

(Provided by Kingscott Architecture/Clark Construction and Director of Finance)

C = Analysis of security options (benefits and challenges)

- Facility Use/Site Committee (September, 2018)
- Technology/Security/Capital Outlay Committee (February, 2018)

APPENDIX A

REVISED: September, 2018

Guiding Principles

- A. Support the implementation of the OPS vision, mission, and values.
- B. Ensure student learning and achievement and the development of the whole child for the 21st Century across all of our schools.
- C. Provide excellent curriculum, relevant programs to meet current and future demands, and instructional resources for our diverse student population.
- D. Consider all possible options/solutions with courage and accountability to implement.
- E. Promote the financial stability of the district. Consider impact on our systems (world language, curriculum, etc.). Tax implications.

Criteria

- F. Promote a positive environment for learning and teaching with conscious effort to achieve equitable class size.
- G. Consider the impact of decisions on the child, family, staff and community (including, but not limited to transportation and fewest number of transitions possible).
- H. Equity for students.
- I. Allow flexibility to respond to future changes in enrollment, funding, and state/federal mandates.
- J. Provide solutions for short-term (1-4 years); long-term (5-10 years), recognizing the uncertainty of future enrollment and funding.
- K. Use reliable and multiple sources of data to drive decisions that are educationally sound.
- L. Promote optimal utilization of district buildings/facilities by the district and community.
- M. Equal opportunity/programming for all buildings.
- N. Maximize value for the dollar.

APPENDIX B

Cost Analysis – Options

Provided by Kingscott/Clark Construction

9/17/2018

Elementary Capacity: Add/Open Classrooms*

	Description	Estimated Cost	Added enrollment capacity (average 26)	Current Functional Capacity	Current Enrollments	Current Facility Condition Index**
Bennett Woods	adds 4 classrooms; 1 specials room	\$ 3,538,107	104-130	475	426	6%
Central	adds 3 classrooms	\$ 2,458,069	78	425	376	26%
Cornell	adds 4 classrooms	\$ 2,019,076	104	500	470	23%
Hiawatha	adds 6 classrooms; 1 "specials" classroom	\$ 4,361,582	156 - 182	600	476	11%
Wardcliff	Remodel 8 to 5 classrooms; 1 multi-purpose room, toilets, Office	\$ 2,107,747	130	300	N/A	57%

Security

	Secure Entrances	Door Alarms			
Bennett Woods	\$ 26,165	\$ 11,629			
Central	\$ 174,434	\$ 15,263			
Cornell	\$ 72,681	\$ 11,629			
Edgewood	\$ 50,877	\$ 22,386	300	N/A	16%
Hiawatha	\$ 79,949	\$ 30,526			
Kinawa	\$ 218,043	\$ 23,258	900	687	29%
Chippewa	\$ 65,413	\$ 36,340	950	749	27%
High School	\$ 130,826	\$ 29,508	1900	1421	7%
Totals	\$ 818,388	\$ 180,539			
****Wardcliff	\$ 318,342	\$ 29,508			

*Includes remodel/repurpose/build, technology, furnishings, toilets, site work, construction cost adjustments

** Lower the % = better condition

*** 8 additional classrooms not needed at this time; VERY large elementary school

**** Security costs if Wardcliff is utilized for classrooms.

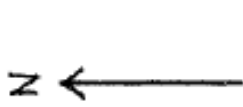
**Administrative Staffing Costs
Opening of Closed Elementary
Operating Budget Impact**

		Wages & Benefits
Elementary Principal	1.00	147,707
Administrative Assistance	1.00	55,750
Custodian	1.00	61,504
LMC Specialist	.88	44,074
Other – RTI Coach, School Social Worker		<u>50,000</u>
		<u>359,035</u>

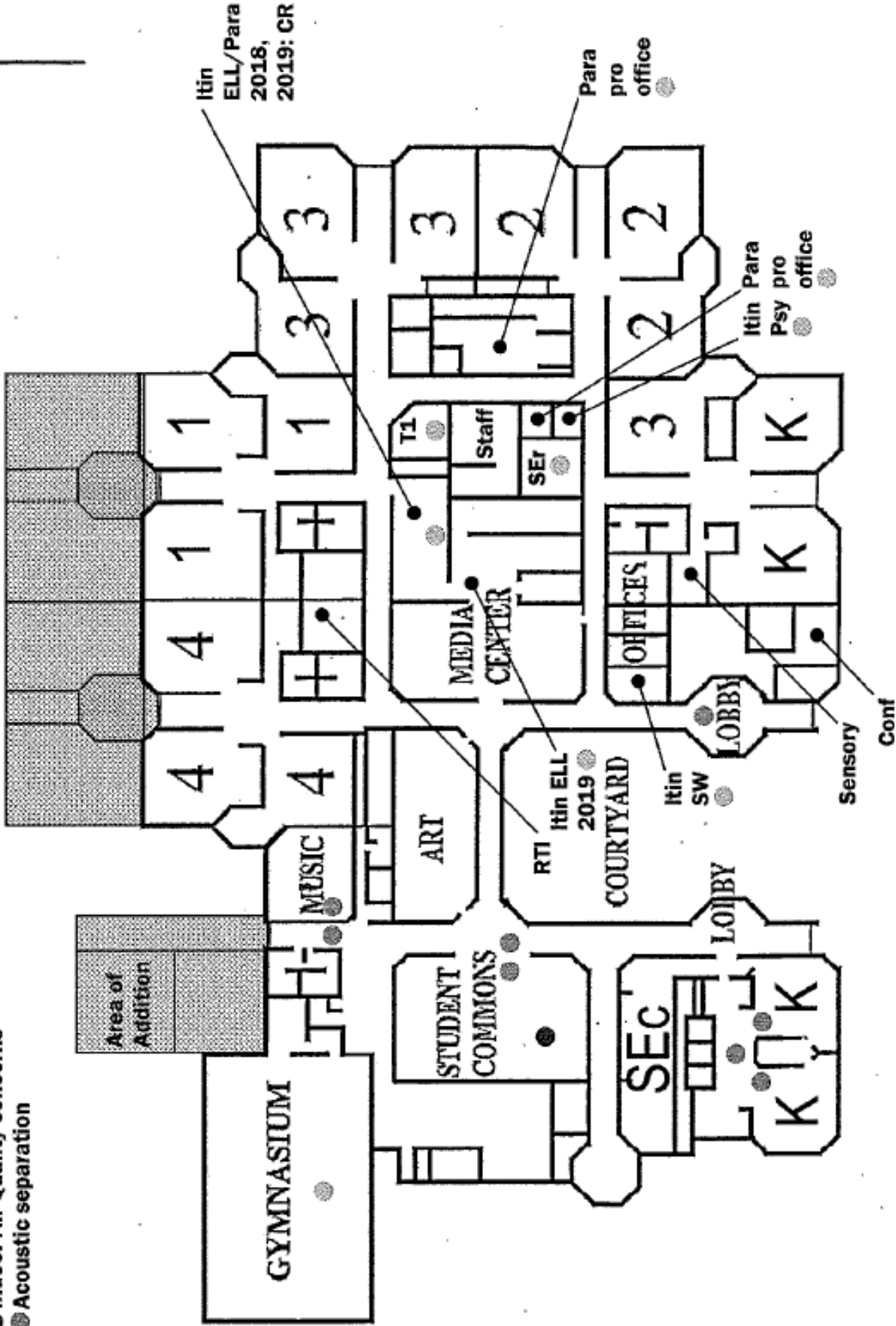
*Food Service staffing would also need to be considered, however costs would not impact the operating budget

Deficiencies Legend:

- Classrooms without natural light
- Code compliance: furniture in corridors
- Indoor Air Quality concerns
- Acoustic separation



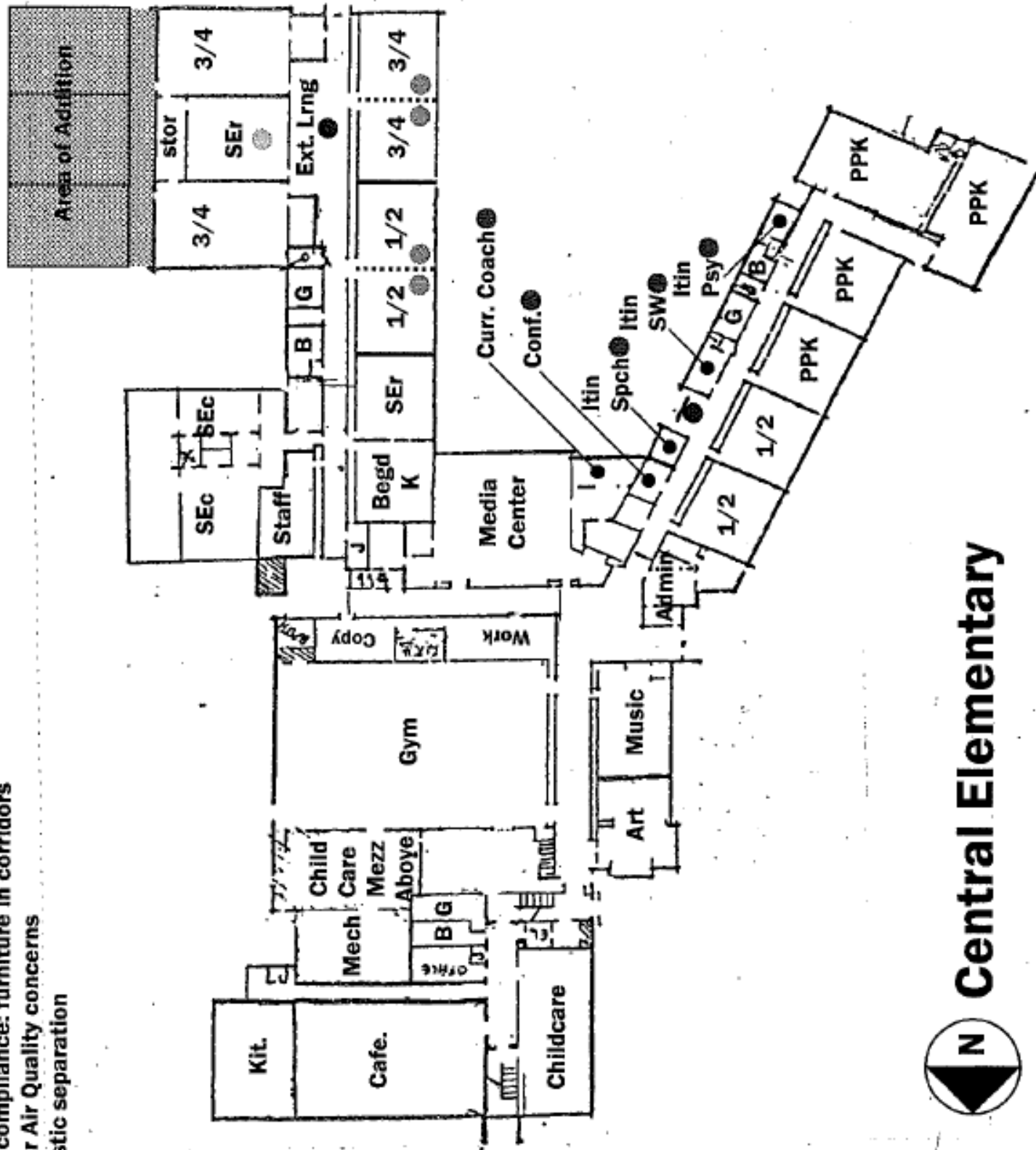
Area of Addition



Bennett Woods Elementary

Deficiencies Legend:

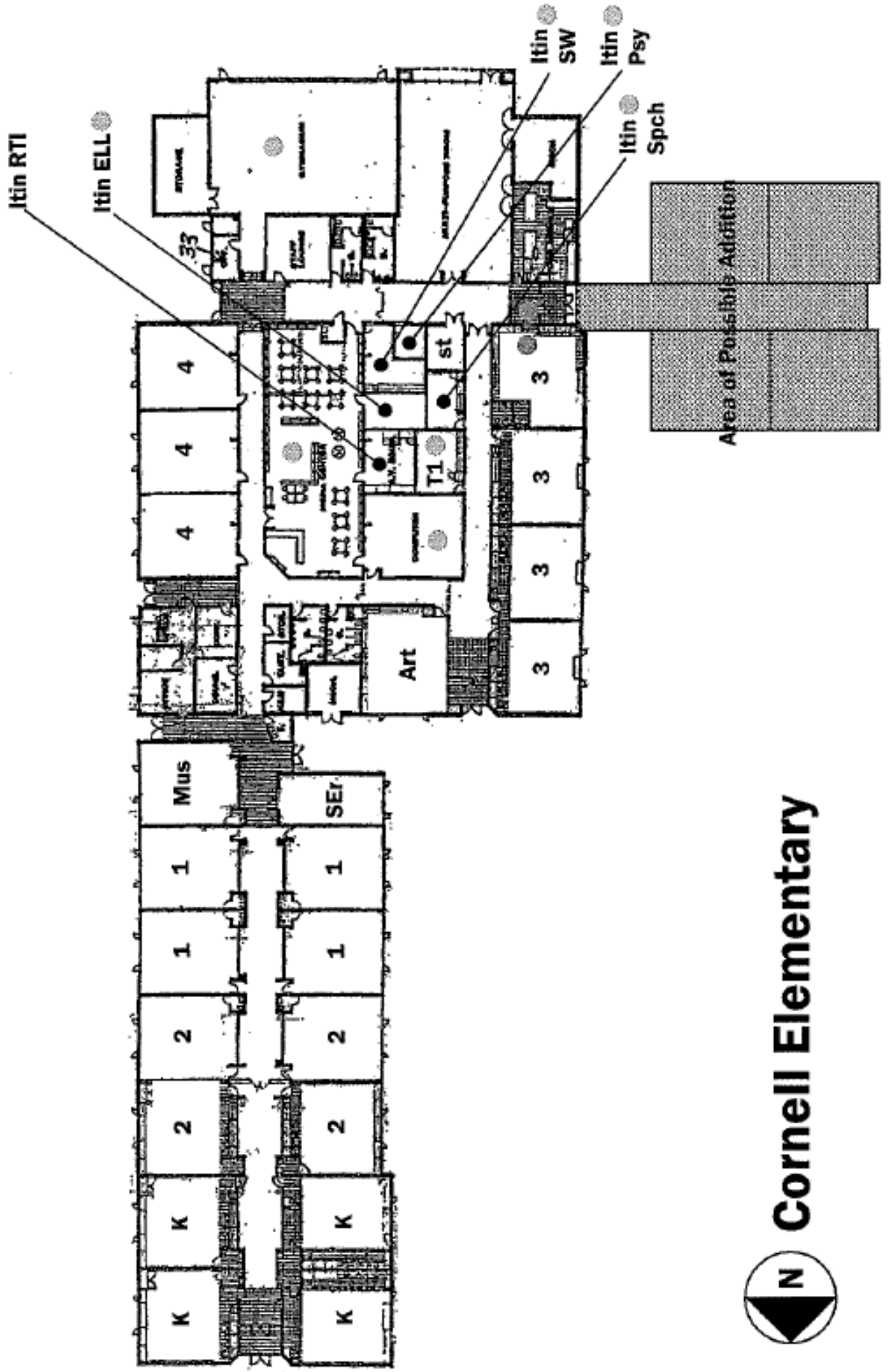
- Classrooms without natural light
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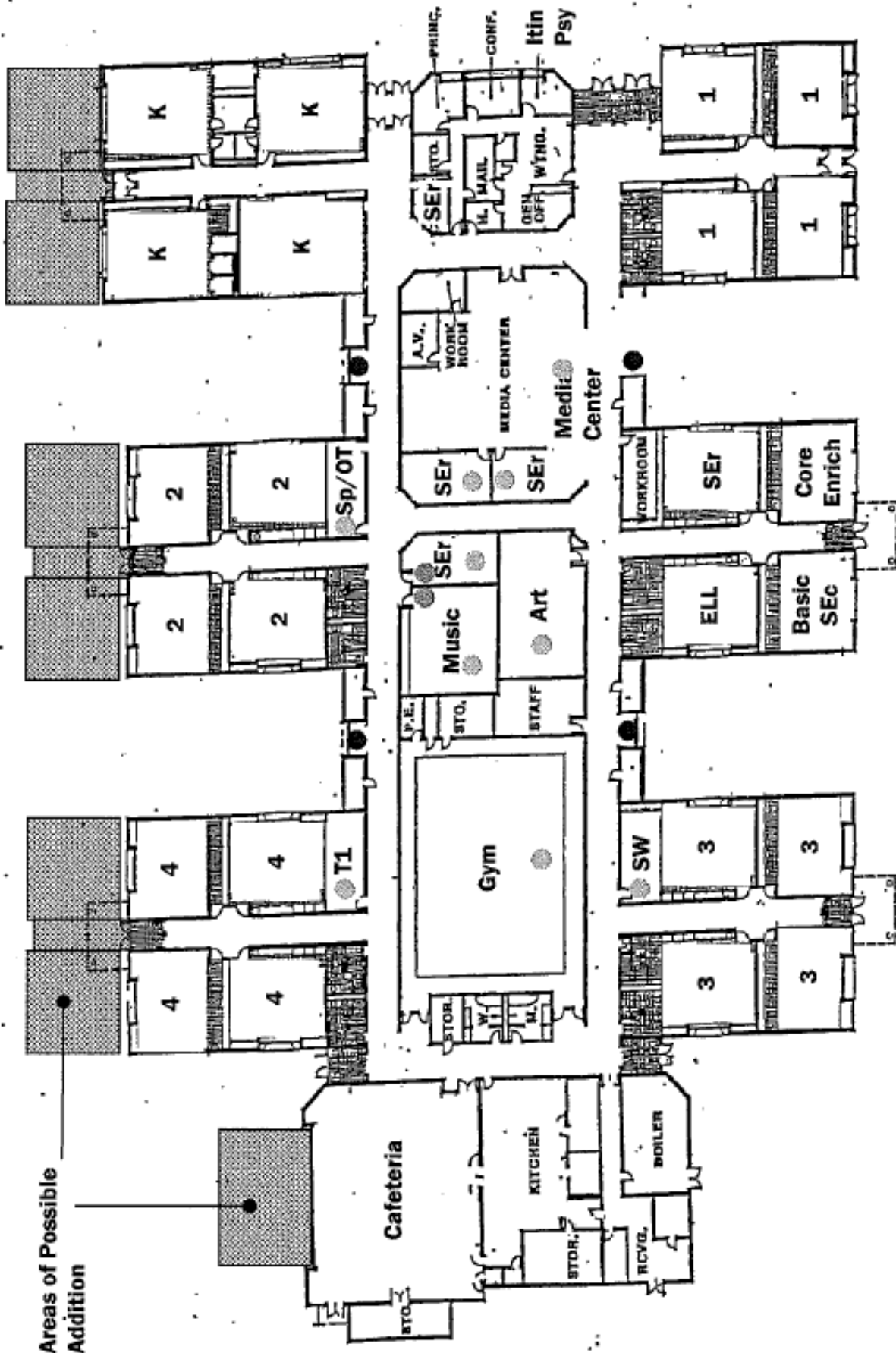

Central Elementary

Deficiencies Legend:

- Classrooms without natural light
- Code compliance: furniture in corridors
- Indoor Air Quality concerns
- Acoustic separation



Cornell Elementary



Areas of Possible Addition

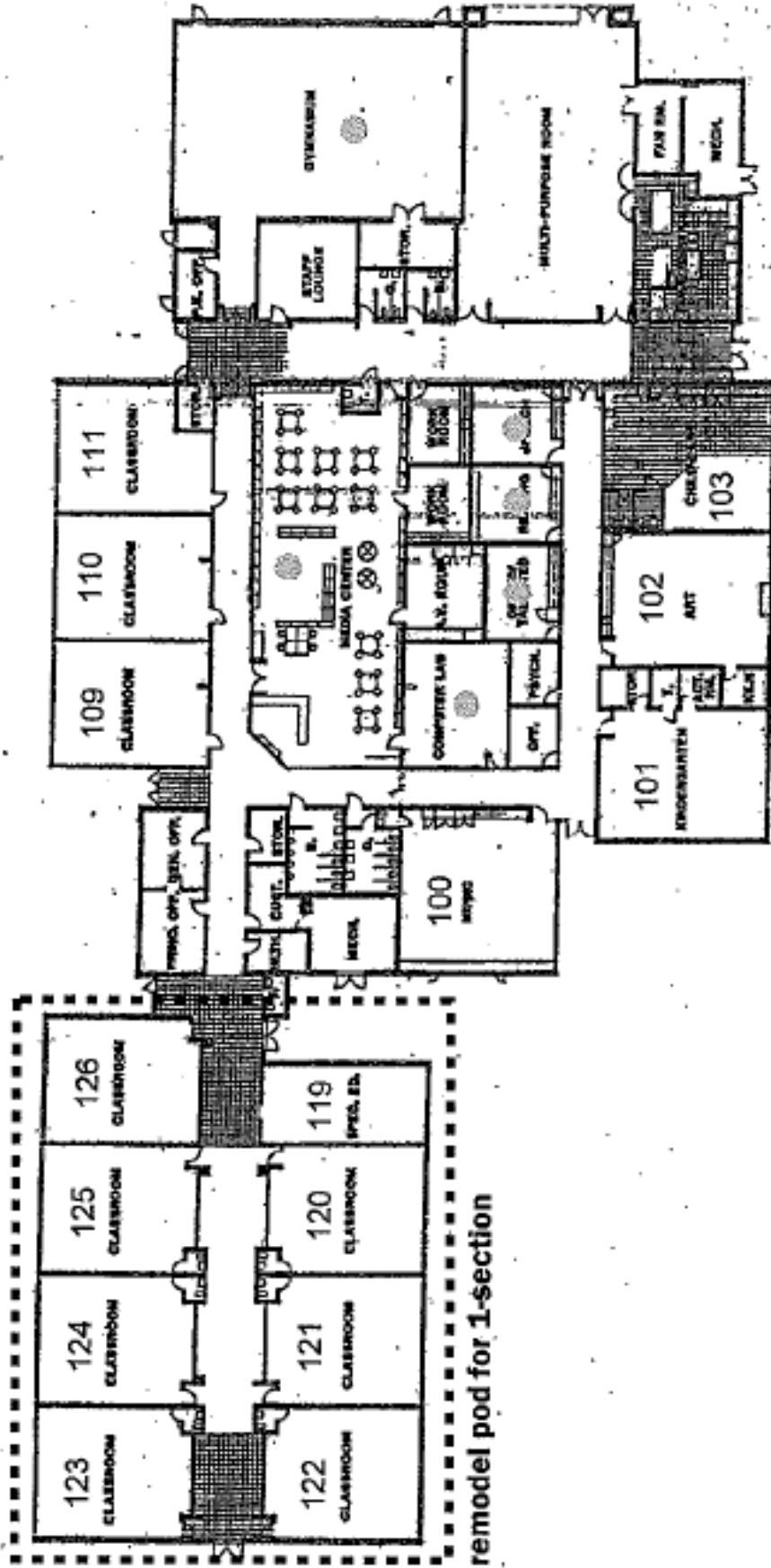
Deficiencies Legend:

- Classrooms without natural light
- Code compliance: furniture in corridors
- Indoor Air Quality concerns
- Acoustic separation

 **Hiawatha Elementary**

Deficiencies Legend:

- Classrooms without natural light
- Code compliance: furniture in corridors
- Indoor Air Quality concerns
- Acoustic separation



Wardcliff Elementary

Appendix C

Security Options

Reconfigure Entries; “Visitor” Traffic Flow Through Offices	
Benefits	Challenges
No one gets lost or wanders	Office (who will meet visitors and direct); increase staff needed?
Less disruptions for classrooms*	Senior Center
Easier to identify people; know who is in the building*	Most expensive option \$
School feels open/ welcoming	Before and after school hours- who manages parents, clubs, etc.
Feels and is safer*	Would this deter/ impact access?
Avoid outside elements	Less protection for office staff- less time to respond
First contact is controlled*	Frequency of disruption to office staff- High traffic; burden on secretarial staff*
Peace of mind	Confidentiality information exposed
Combine with current secure entrance (buzzer, video and intercom); improves security	Not all traffic needs to flow through the main office
More employee contact to “decide”	Lose office space

Red = additional analysis from Facilities/Site Committee (September, 2018); *Identified same benefit or challenge.

Exterior Door Monitoring/Alarm System	
Benefits	Challenges
Helps visitors follow rules	Frequency of door “alarm” could be high
Compliments secure entrance	Who would be responsible for monitoring? Increased staff needed?
Notifies if doors are propped open	Significant interruptions calling for attention