

School Board of Brevard County FY 2014-2015 Student Accommodation Plan Facilities Planning



Components of Facilities Planning

Introduction

The Facilities Services Planning Department is responsible for insuring that adequate and appropriate facilities are available for the students, their teachers, administrators and support staff. The most important planning goals are to utilize existing capacity efficiently while ensuring that there are no schools over capacity.

The planning staff forecasts 1-year, 5-year, 10-year and 20-year plans for Public School facilities. Some of these forecasts are required by Florida Statute and must be submitted for approval to the Florida Department of Education (FDOE). Others, in particular the Student Accommodation Plan (SAP), are not required by the FDOE but are an integral part of the District's planning process.

A. Educational Plant Survey (EPS)

The EPS is a document containing all of the facility improvements (new construction and remodeling/renovation of existing space) that have been approved by the Florida Department of Education (FDOE). It is also the basis of the District's annual Five Year Facilities Work Plan. The purpose of the EPS is to document the facility needs of the School District on a school by school basis and to identify which capital projects may be initiated. By statute, a new EPS supersedes all previous Surveys. Recommendations in the previous Survey that have not been implemented are not eligible for the expenditure of state capital outlay funds unless recommended in the new Survey. The EPS must be prepared and submitted for approval every five years at a minimum, but intermediate updates, called "spot surveys" may be submitted at any time in order to obtain FDOE approvals for changes to the plan. Brevard County's current EPS was approved by the FDOE on January 7, 2011 with Spot Survey #1 approved on November 5, 2013 and Spot Survey #2 approved on February 19, 2014. It is important to note that facility improvements must be contained in the approved EPS in order to finance the improvement with any "state" funds (Public Education Capital Outlay or PECO, and 1.5-mil local tax dollars). Improvements funded with locally generated revenue – impact fees, sales tax, local bonds – do not have to be in the approved EPS.

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B. Five Year District Facilities Work Plan

The Five Year District Facilities Work Plan, often referred to as the “Five Year Plan”, must be updated and submitted annually to the FDOE for approval by October 1 of each year. This document includes all of the facility improvements (new construction, remodeling/renovation of existing space and maintenance) that the District plans to undertake in the next five (5) years, with long range projections for ten (10) years and twenty (20) years. All facility improvements contained in the 5-Year Work Plan must be included in the currently-approved EPS in order to finance the improvement with state funds. Again, improvements funded with locally generated revenue (impact fees, sales tax, local bonds) do not have to be contained in the approved EPS.

C. Student Accommodation Plan

The Student Accommodation Plan (SAP) is normally prepared by the Facilities Planning staff every spring, with approval by the School Board in late spring. The School Board of Brevard County has adopted this document, which compares projected student enrollment to projected school capacities, as a planning tool for the following school year. After the plan is approved, it is implemented throughout the district.

The information compiled in the preparation of this document comes from several different sources. Transportation Services provides the bulk of the data related to projected student enrollment for the School District, and Facility Management Services provides the school capacities, permanent and relocatable, from the Florida Inventory of School Houses (FISH) Database. School Principals and Area Superintendents estimate their need for space to accommodate students based on the programs and membership projections for the following year. After the Senior Staff evaluates the information, recommendations are provided to the Superintendent and to the School Board for approval.

D. Student Membership Projections

Student membership projections are an essential component of planning. Brevard Public Schools develops the District’s “official” student membership projections using a seven (7) step process which includes the use of the trend-casting software tool *Trendcaster*. Every year, beginning in October, the Brevard County School District initiates the Membership Projection Process for the following school year. Transportation Services, Facilities Services, Educational Technology, District Senior Staff, Area Superintendents and School Principals all participate in the process to minimize the potential for errors and omissions.

- The **first step** is to project the kindergarten population at each school. This is done using trend-casting software, Trendcaster V 1.01. Historical kindergarten data is entered for each school and five statistical scenarios are generated. Generally, the one with the lowest coefficient of error is selected. The result is a five-year projection of kindergarten students at each school.

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☐ The **second step** is to determine student projections for grades 1-12. This is done using Cohort Survival methodology (a function of student enrollment history by grades). For each school, four years of actual historical data by grade level are entered and a ratio is developed for each grade based on the movement from one grade to the next. For the movement from elementary schools to middle schools and from middle schools to high schools is shown in a “Feeder System” analysis. Tables showing the Feeder Systems and ratios to make projections for the next year as well as the current year are in Section 7 of the Student Accommodation Plan. These ratios are then applied to the current year population and a projection is generated.

Table 1 below is an example of this projection process for the first grade in FY 03-04 at Longleaf Elementary:

**NUMBER OF STUDENTS BY GRADE LEVEL
ACTUAL 98-02, PROJECTED 03-07**

TABLE 1

YEAR	Pre-K FEFP	KK	01	02	03	04	05	06	TOTAL
ACTUAL 98	3	125	114	109	123	141	135	118	868
ACTUAL 99	15	132	131	132	121	137	168	140	976
ACTUAL 00	22	133	149	132	148	128	146	172	1,030
ACTUAL 01	16	140	124	178	137	164	127	148	1,034
ACTUAL 02	24	133	145	114	185	138	166	140	1,045
PROJ 03	24	138	137	152	121	196	141	173	1,082
PROJ 04	24	139	142	144	162	128	201	147	1,087
PROJ 05	24	140	143	149	153	172	131	210	1,122
PROJ 06	24	141	144	150	158	162	176	137	1,092
PROJ 07	24	142	146	151	160	167	166	184	1,140

To forecast the number of first grade students for FY 03-04, a ratio is established for the sum of the first graders from Years 99, 00, 01 and 02 (blue) divided by the sum of the kindergarteners from Years 98, 99, 00 and 01 (yellow). The current number of kindergarteners in Year 02 (green) is then multiplied by this ratio to project the number of first graders in FY 03-04 (red). This process is repeated for each grade at each school.

Students associated with new development are also accounted for. Census 2000 indicates that, as a County average for all housing types, there are 0.3565 public school students per household – we therefore increase the projected enrollment for a school by roughly 1 student for every 3 new houses that are anticipated to be completed during the next year in the area served by that school. The projected number of students may be further modified by input during the reviews that take place in the following steps. Additionally, when the enrollment in a school is “capped”, the projections for that school and the schools accommodating the overflow from the capped school are modified accordingly.

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- ☐ The **third step** is to validate the District's enrollment and membership projections. Each School Principal receives his/her school's data for review and approval or revision, based on their local knowledge of forthcoming changes. School Principal input is forwarded to the Area Superintendents for their review.
- ☐ For the **fourth step**, Area Superintendents then review the data and the input from the School Principals and modify the enrollment and projections as required.
- ☐ In the **fifth step**, any modified projections from the School Principals and/or the Area Superintendents are incorporated into the Membership Projections document.
- ☐ For the **sixth step**, when the preliminary Membership Projections document is completed, a Senior Staff Management Conference is convened to review and finalize this document.
- ☐ Finally, for the **seventh step**, the Membership Projections incorporating any Senior Staff revisions are published in early December. They are then distributed to Senior Staff, Area Superintendents and School Principals to plan for the staffing, programs and facilities required at schools the following school year.

These projections may be modified in the spring to reflect any changes due to redistricting. The total number of students forecast for the entire district will remain the same; however, as that figure is fixed since it was provided to the FDOE in December and used to determine how much financial support the District will receive for the next fiscal year.

E. School Capacity

The determination of school Capacity impacts almost every aspect of district operations including:

1. Planning of new schools and additions
2. Renovations and upgrades to existing schools
3. Establishing attendance boundaries
4. Allocation of relocatable classrooms
5. Providing classrooms for special programs such as exceptional education classes (ESE), and magnet programs

For Brevard Public Schools, capacity assessments utilize the Florida Inventory of School Houses (FISH), which is based on the Florida Department of Education (FDOE) formulas and allowances. However, other measures relative to capacity play important roles in decisions that affect facility planning. These include **Program Capacity**, **Level of Service (LOS)**, and legislative amendments such as **Class Size Reduction**.

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1. **FISH Capacity:** The Florida Inventory of School Houses (FISH) is the database used by the Department of Education for all parcels, buildings, and rooms in Florida public educational facilities. FISH capacity is the number of students that may be housed in a
2. facility at any given time, based upon the number of existing satisfactory student stations. The FISH system includes both permanent student stations and relocatable student stations.

When a school is built, its spaces are assigned a design code; each design code carries either a fixed number of student stations or a number that may vary for common areas like gymnasiums depending on the total capacity of the school. Factored Permanent FISH Capacity is the permanent capacity of the school (relocatables not included) multiplied by a “utilization factor” established by the Florida Department of Education’s (FDOE) State Requirements for Educational Facilities (SREF). This reduction is essentially an adjustment for operational realities that prevent all classrooms from being used at the maximum capacity at all times during the day at the secondary level. Brevard Utilization Factors are:

Elementary Utilization Factor	1.00
Middle Utilization Factor	0.90
Jr./Sr. High Utilization Factor is	0.90
Senior High Utilization Factor is	0.95

3. **Program Capacity:** Program capacity is the “effective capacity” of a school. School program capacity is smaller than the FISH capacity because some programs will have a maximum number of students that is less than the capacity of the space in which it is held. For example, a 7th grade classroom may have 22 student stations in FISH and a factored capacity of 90% of that or 20, but it may be used for an ESE program that is allowed a maximum number of 10 students. Effectively the school’s program capacity is 10 students less than its permanent capacity. If there are only 5 students in the school with that exceptionality, however, utilization of that space would be 23% or 5/22. It simply isn’t possible to fill the space with children who do not have that exceptionality. While program capacity is variable, and can change regularly based on the program offerings and use of classrooms, FISH limits the number of “program-related” student stations at a given school, largely based upon total student stations. Currently, more than 20,000 K-12 students participate in special, alternative and/or supplemental education programs that are offered by Brevard Public Schools. These programs vary from gifted programs to programs for school-aged teen parents, and are created and terminated at the discretion of the School Board. The number of students in these programs, where the programs are instituted, and how they are integrated within existing spaces are key elements that must be part of the planning process.

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4. **Level of Service (LOS):** Level of Service (LOS) is not a measurement of capacity, but rather the target utilization of facilities. LOS is a relatively new component in school planning, and is associated with the advent of the recent growth management legislation. The state-mandated Interlocal Agreement (ILA) for Public School Facility Planning and School Concurrency provides that the School Board and local governments must work cooperatively to insure that student stations are available for students associated (concurrent) with new residential development. The June 2008 ILA established the LOS for the District at 100% of permanent FISH capacity, and it is calculated by dividing enrollment by factored permanent FISH capacity.

In 2011, the Florida Legislature amended Florida Statutes to require that the capacity of relocatable classrooms be included in calculating LOS.

Chapter 163.3180(6)(e)F.S. A school district that includes relocatable facilities in its inventory of student stations shall include the capacity of such relocatable facilities as provided in s. 1013.35(2)(b)2.f., provided the relocatable facilities were purchased after 1998 and the relocatable facilities meet the standards for long-term use pursuant to s. 1013.20.