



# Menlo Park City School District

Facility Master Planning Update  
Special Board Meeting March 20, 2013

# Meeting Outline

---

- A. Background Information
- B. Review Additional Requested Information by Board
- C. Planned Operation of Schools for 2013/14 School Year
- D. Discussion
- E. Public Comment
- F. Board Direction



# The Situation

---

- ▶ Enrollment is projected to increase over at least the next 10 years, and MPCSD lacks the facility capacity at our existing elementary campuses to absorb additional students without making major program changes
  - ▶ Projected enrollment range through 2022 of 3000-3350
  - ▶ Need to plan for 3230 with flex to increase to 3350 students
  - ▶ Hillview capacity is sufficient to meet 6-8 projections at existing class sizes with a full utilization of the campus



# The Situation

---

- ▶ The District faces some key decisions to address this growing enrollment:
  - ▶ Should we increase K-5 classroom capacity, or change our programs to make due with existing capacity?
  - ▶ If we add capacity, should it be added at existing elementary campuses or by opening O'Connor?
  - ▶ If we open O'Connor, how could we use the site? How does each option affect the educational program, configuration and attendance boundaries for each schools? What will it cost to open O'Connor?



# Review of Requested Information

---

1. How would O'Connor School be used immediately to handle the enrollment increases?
2. Is there an opportunity to share space with the GAIS?
3. How would the District be impacted if it takes O'Connor back for the 2015/16 school year?
4. If the District considered a Bond to make major improvements at O'Connor what are the chances of passage of the Bond?
5. How much would a potential Bond cost the residents of our District?



## Review of Requested Information

---

6. Based on the options presented how would the attendance boundaries be affected?
7. What are student enrollments at other comparable high achievement K-5 schools?
8. Provide financial analysis of the affect of the proposed options to the overall District Budget?
9. What educational program options would be available with the opening of the O'Connor?



# Background Information

| School        | 2007 Master Plan         |                               |                  | 2009 Master Plan Revisions    |                  | Enrollment  |
|---------------|--------------------------|-------------------------------|------------------|-------------------------------|------------------|-------------|
|               | Targeted Peak Enrollment | Number of Standard Classrooms | Student Capacity | Number of Standard Classrooms | Student Capacity | 2012-13     |
| Encinal       | 680-700                  | 32 + SDC                      | 704              | 34 + SDC                      | 763              | 755         |
| Laurel        | 380-395                  | 20                            | 400              | 23                            | 484              | 489         |
| Oak Knoll     | 680-700                  | 34                            | 720              | 34 +SDC                       | 763              | 742         |
| Hillview      | 920-960                  | TBD                           | 960              | 48                            | 950-1050         | 812         |
| <b>TOTALS</b> | <b>2660 - 2755</b>       | <b>-</b>                      | <b>2784</b>      | <b>-</b>                      | <b>2997</b>      | <b>2798</b> |

## Encinal School K-5

- Approx. 10 acres
- Includes District Office and TERC
- Laurel feeds into Encinal

## Laurel School K-3

- Approx. 6.5 acres
- No gym facility

## Hillview School 6-8

- Approx. 9.4 acres

## Oak Knoll School K-5

- Approx. 8.1 acres
- At capacity with no additional space to expand

## O'Connor Site (Leased to GAIS)

- Approx. 6.1 acres
- Single building with 10 classrooms and office
- No major improvements since 1950's
- Early notification to terminate: April 10
- Earliest use of facility July 2014

# 1. How would O'Connor School be used immediately to handle the enrollment increases?

---

## ▶ Option O'Connor School K-5

### ▶ School Year 2014/15

| Grade/Specialty Space | Number of Classes | Students | Notes  |
|-----------------------|-------------------|----------|--|
| TK                    | 2                 | ~ 40     | Encinal/Laurel/O'Connor Area                                   |
| Kinder                | 3                 | ~ 60     | Students from Willows Attendance area                          |
| Library               | 1                 | NA       |  |
| Art/Science/PE        | 1                 | NA       |  |
| Music                 | 1                 | NA       |  |
| Total                 | 8 Classrooms      | ~ 100    | No portables needed for the first year or 2 <sup>nd</sup> year |

- Each Year School would grow by 60 students from new Willows attendance boundary
  - Slow release of enrollment pressure and allow for the possible development of additional school facilities
- 





# 1. How would O'Connor School be used immediately to handle the enrollment increases?

---

- ▶ Option Laurel/O'Connor as K-5
  - ▶ School Year 2014/15

| Grade/Specialty Space | Number of Classes | Students | Notes   |
|-----------------------|-------------------|----------|---|
| 3 grade               | 6                 | ~120     | Entire Cohort from Laurel School                              |
| 4 <sup>th</sup> grade | 5                 | ~120     | Entire Cohort from Laurel School                              |
| Library               | 1                 | NA       |   |
| Art/Science/Music     | 1                 | NA       |   |
| Physical Education    | 2                 | NA       |   |
| Total                 | 15 Classrooms     | ~240     | Need to add 5 Portable Classrooms and more the following year |

- 
- ▶ • Will need to provide 5 more classrooms in 2015/16

# 1. How would O'Connor School be used to handle the enrollment increases?

---

- ▶ For either Option the following work would be done in Summer 2014/15 and 15/16
  - ▶ Modernization on existing facility (door/hardware, technology, bell speaker, paint, playground, code compliance, etc)
  - ▶ Will need to do a comprehensive review with engineers/architects to determine full scope
  - ▶ Need to be considerate of scope, could trigger additional DSA work or be counter productive to future improvements
  - ▶ Installation of new DSA approved portables
- ▶ For O'Connor K-5 Operation
  - ▶ Provide 22-24 Classroom and support spaces
- ▶ For Laurel/O'Connor K-5 Operation
  - ▶ Provide 18-20 classroom and support spaces



## 2. Is there an opportunity to share space with the GAIS?

---

- ▶ Space already is limited for District program and students
- ▶ Management of two schools without clear separations is difficult and problematic
- ▶ Education Code:
  - ▶ § 17527. Agreements for rent or lease; priority
  - ▶ (a) The governing board of any school district may enter into agreements to make vacant classrooms or other space in operating school buildings available for rent or lease to other school districts, **educational agencies, except private educational institutions which maintain kindergarten or grades 1 to 12, inclusive**, governmental units, nonprofit organizations, community agencies, professional agencies, commercial and noncommercial firms, corporations, partnerships, businesses, and individuals, including during normal school hours if the school is in session.



### 3. What would be the District planning if O'Connor School was taken back for the 2015/16 in lieu of 2014-15 School??

---

- ▶ District would need to accommodate enrollment at existing school and lower class sizes (potentially add 1-2 classrooms spaces at each school)
- ▶ School sizes would continue to increase
- ▶ If District decides to do major construction (new school or additional facilities) it should not affect those plans as construction would most likely begin Spring/Summer 2015
- ▶ Opportunity to negotiate contract extension with GAIS for 2014/15



### 3. What would be the District planning if O'Connor School was taken back for the 2015/16 in lieu of 2014/15 School?

---

- ▶ **Option – Plan, design, build, and open school 2016/17**
  - ▶ No students on campus allows full use of site
  - ▶ Faster construction pace with no students on campus
  - ▶ No interim housing and less impact on neighbors
  - ▶ More planning time and no interim school plan
- ▶ **Proposed timeline**
  - ▶ April 2013 – April 2015: Pass Bond, Planning, Environmental Review, Design and Approvals
  - ▶ May/June 2015 to August 2016: Construction
  - ▶ Open School: September 2016

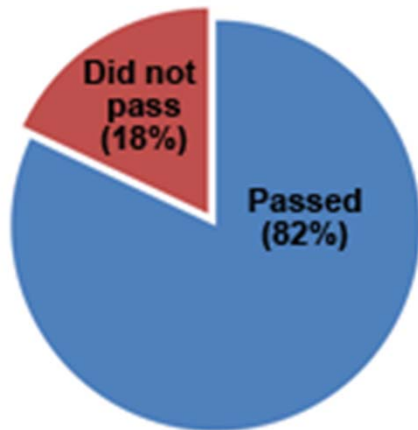


4. If the District considered a Bond to make major improvements at O'Connor what are the chances of passage of the Bond?

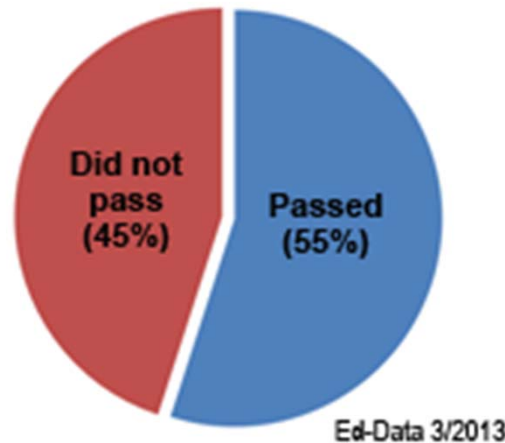
---

- ▶ **District History of Parcel Tax and Bonds Since 1992**
  - ▶ All 6 Parcel Taxes measures have passed
  - ▶ All 2 Bond Measures have passed

**55% Bonds**  
2001 through November 2012



**Two-thirds Bonds**  
1986 through November 2012



748 elections held under this option from 2001 through November 2012

---



## 5. How much would a potential Bond cost the residents of our District?

---

- ▶ Every \$1 per \$100,000 of assessed property tax will yield approximately \$3,500,000 of bond money
- ▶ For example:
  - ▶ \$10,000,000 Bond
  - ▶ Cost: \$2.86/100,000 A.V.
  - ▶ \$500,000 assessed property value would result in \$14.28 a year property tax increase or \$28.57 for \$1,000,000 assessed property value.

## 6. Based on the options presented how would the attendance boundary options be effected?

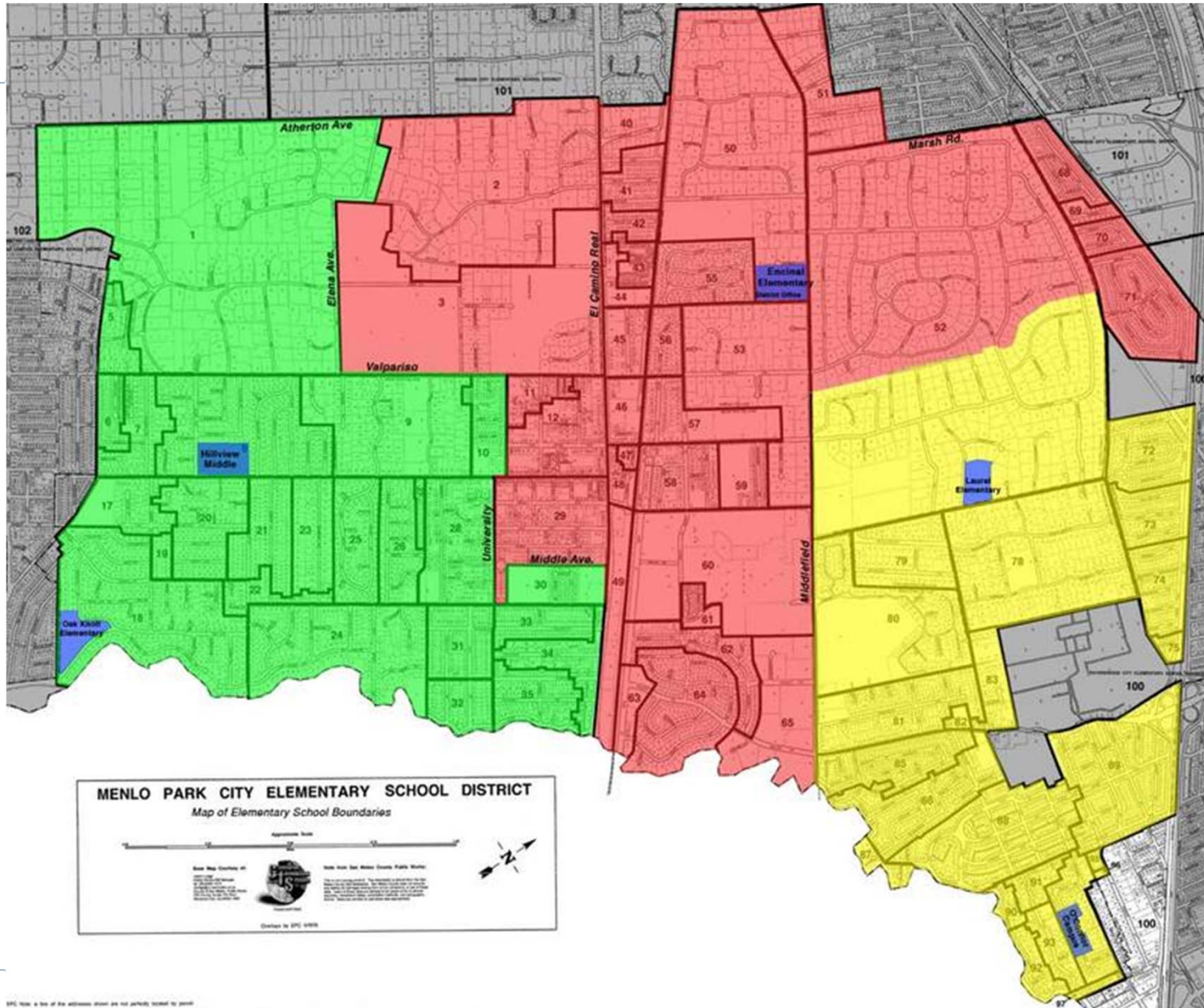
---

- ▶ Willows Area bounded by Willow Rd, Middlefield and San Francisquito Creek: 310-340 K-5 Students
- ▶ O'Connor as K-5 or Laurel/O'Connor as K-5 can support a reasonable attendance boundary
- ▶ Depending on target size and program at Encinal School some boundary changes from Encinal to Laurel will be required
- ▶ No boundary changes at this time for Oak Knoll School area



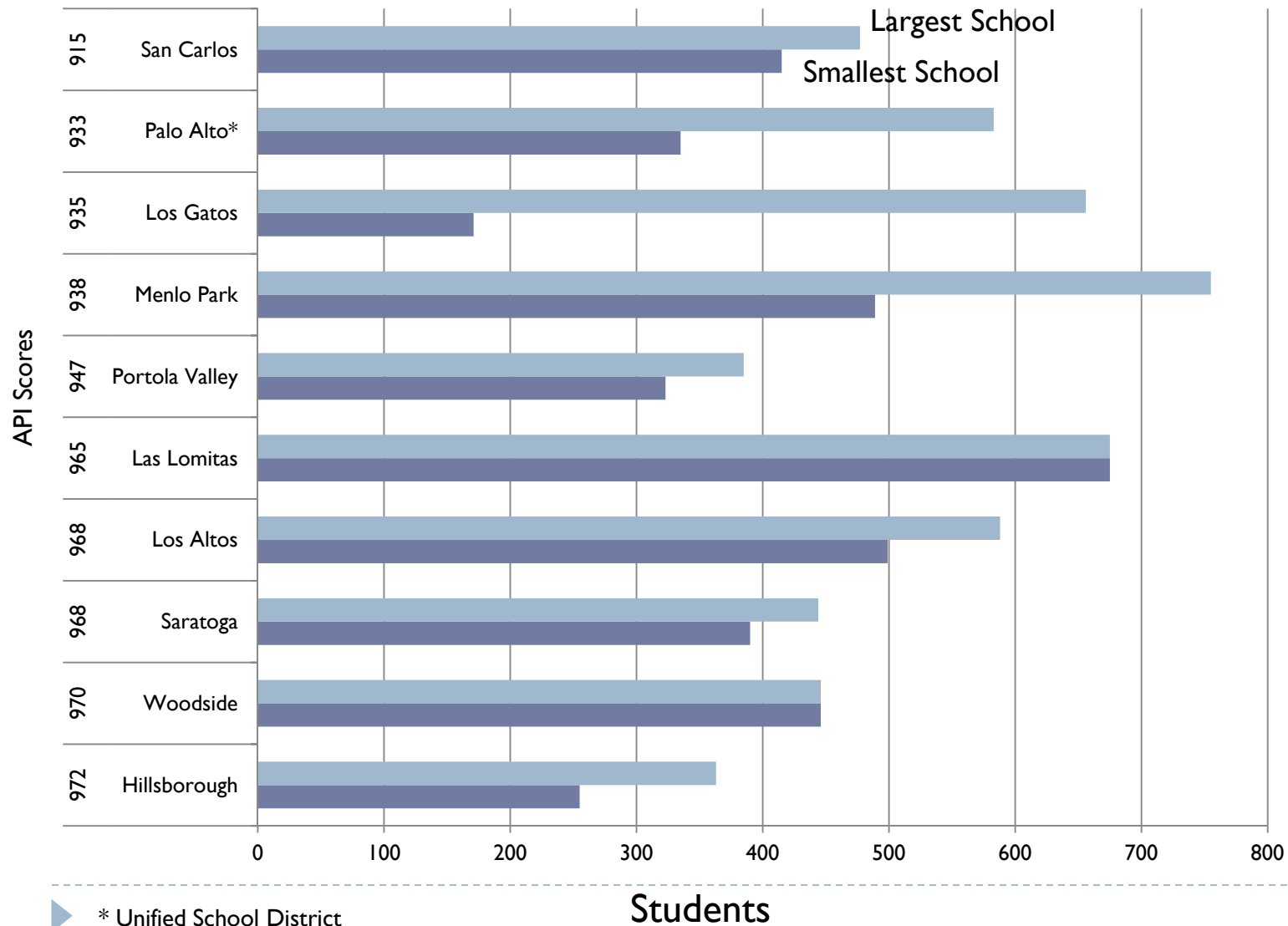


# Current Attendance Configuration



MPC Note: A list of the addresses shown are not printed, listed by parcel.

# 7. What are student enrollments at other comparable high achievement K-5 schools?



\* Unified School District  
2012 Data - CDE

# Cost Impacts

| Option                              | Operational Cost                       | Teacher/ Staff Cost | Lease Impact | Capital Cost   |
|-------------------------------------|--|---------------------|--------------|--|
| 1A – Increase Class Sizes           | Base Case                              | None                | None         | 0  |
| 1B – Add Additional Classrooms      | Base Case + \$100K<br><i>(Approx.)</i> | \$540K              | None         | \$2-3M Portables<br>\$10-12M Single Story<br>\$22-25M Demo/Two Story               |
| 2 – All Schools as K-5              | Base Case + \$350K<br><i>(Approx.)</i> | \$540K              | (\$360K)     | \$20-25M New School at O'Connor<br>\$2-4M New Gym and support facilities at Laurel |
| 3 – Laurel/O'Connor as combined K-5 | Base Case + \$350K<br><i>(Approx.)</i> | \$540K              | (\$360K)     | \$20-25M New School at O'Connor  |

Notes:

- Base Case: Approximately \$350,000
- Assume adding 6 teaching position by 2014/15 to maintain class sizes



# 9. Provide financial analysis of the affect of the proposed options to the overall District Budget

| <b>Effect of Options on General Fund Budget - Using Second Interim Assumptions</b> |   |                                       |                         |  |                                       |                         |
|--|---|---------------------------------------|-------------------------|--|---------------------------------------|-------------------------|
| Options  | School Year 2014-15   |                                       |                         | School Year 2015-16                                      |                                       |                         |
|  | No Additional Space/<br>Allow Class Sizes to<br>Increase                                  | Add Classrooms/<br>Reduce Class sizes | Open O'Connor<br>School | No Additional Space/<br>Allow Class Sizes to<br>Increase | Add Classrooms/<br>Reduce Class sizes | Open O'Connor<br>School |
| FTE Adds   | 0   | 6                                     | 6                       | 2  | 2                                     | 2                       |
| Revenue & Transfer In  | \$ 36,594,401   | \$ 36,594,401                         | \$ 36,594,401           | \$ 37,839,983  | \$ 37,839,983                         | \$ 37,839,983           |
| Expenditures   | \$ (35,962,070)   | \$ (36,502,070)                       | \$ (36,862,070)         | \$ (37,328,972)  | \$ (37,868,972)                       | \$ (38,228,972)         |
| Net Increase/Decrease  | \$ 632,331  | \$ 92,331                             | \$ (267,669)            | \$ 511,011   | \$ (28,989)                           | \$ (388,989)            |
| Assumptions  | 5% Prop Tax added \$100,000 MPAEF added 2.5% COLA Parcel Taxes added                      |                                       |                         |  |                                       |                         |
|  | Step & Column Costs for Salaries \$630,000, 2 FTE's for growth, 1.0 specialist/other      |                                       |                         |  |                                       |                         |
|  | \$180,000 Sp Ed & RRM, \$190,000 8.5% H&W increase, \$20,000 supplies, \$20,000 utilities |                                       |                         |  |                                       |                         |



## 9. What educational program options would be available with the opening of the O'Connor?

---

- ▶ Preliminary review/discussions:
  - ▶ K-5
  - ▶ Laurel/O'Connor as K-5
  - ▶ School of Choice
  - ▶ Considerations for Spanish Immersion
- ▶ Recommendation if Board decides to open O'Connor
  - ▶ Create a committee to explore options and bring recommendation to School Board
  - ▶ Committee to include Superintendent, Chief Learning Officer, Spanish Immersion Administrator, Special Education Staff, CBO, Director of Facility Planning, two Principals, and two teachers



# Kindergarten and TK Proposed Plan 2013/14

---

| Grade Level  | Total Students | Target Average | FTE |
|--------------|----------------|----------------|-----|
| TK           | 35             | 20             | 2   |
| Kindergarten | 340            | 21             | 16  |

- Need to add 1 TK and 1 K FTE
- Adds to be at Laurel and or Encinal



# Grades 1 to 5 Proposed Plan for 2013/14

---

| Grade Level    | Target Average | Laurel Totals | FTE Needed | Encinal Totals | FTE Needed | Oak Knoll | FTE Needed |
|----------------|----------------|---------------|------------|----------------|------------|-----------|------------|
| Gr. 1-3        | 21             | 376           | 17.9       | 273            | 13         | 363       | 17         |
| Gr. 4-5        | 24             | -             |            | 417            | 17.38      | 254       | 10.58      |
| Current Totals | NA             | 376           | 17         | 690            | 28         | 617       | 28         |
| Add FTE        | -              | -             | 1          | -              | 2.5        | -         | 0          |

- Add of 3.5 FTE for next year for Grade 1-5
- This is 1 FTE more for Grades 1-5 and 2 more for TK-K than previous plan



# Potential Planned Operation 2013/14 School Year

|                   | Laurel     |       |            | Encinal    |       |            | Oak Knoll  |       |            |           |            |
|-------------------|------------|-------|------------|------------|-------|------------|------------|-------|------------|-----------|------------|
| Grades            | Students   | FTE's | Class Size | Students   | FTE's | Class Size | Students   | FTE's | Class Size | Tinsley   | TOTALS     |
| TK                | 35         | 2     | 17.5       |            |       |            |            |       |            |           | 35         |
| <b>K-Enrolled</b> | <b>106</b> |       |            | <b>100</b> |       |            | <b>110</b> |       |            | <b>24</b> | <b>340</b> |
| K-Proposed        | 128        | 6     | 21.3       | 86         | 4     | 21.3       | 126        | 6     | 21         |           | 340        |
| 1st               | 122        | 6     | 20.3       | 95         | 5     | 19         | 127        | 6     | 21.2       |           | 344        |
| 2nd               | 125        | 6     | 20.8       | 86         | 4     | 21.5       | 117        | 6     | 19.5       |           | 328        |
| 3rd               | 129        | 6     | 21.5       | 92         | 4     | 23.0       | 119        | 5     | 23.8       |           | 340        |
| 4th               |            |       |            | 173        | 7     | 24.7       | 135        | 6     | 22.5       |           | 308        |
| 4th-5th SI        |            |       |            | 85         | 3.5   | 24.3       |            |       |            |           | 85         |
| 5th               |            |       |            | 159        | 7     | 22.7       | 119        | 5     | 23.8       |           | 278        |
| TOTALS            | 539        | 26    | 20.73      | 776        | 34.5  | 22.49      | 743        | 34    | 21.85      |           | 2058       |

## Classroom Space:

- Laurel: 23 classrooms + mini-multi
  - TK in morning and afternoon session
  - Add portable classroom
- Oak Knoll: 34 classrooms
- Encinal: 34 classrooms
  - Need to consider 2 additional spaces
  - Consider TERC, boardroom or portable classroom)



# Next Steps

---

- ▶ Discussion
- ▶ Public Comment
- ▶ Direction from Board on Further Analysis
- ▶ April 9<sup>th</sup> Board Meeting

