

USE OF CLASSROOM SPACE

- 1.0 The Superintendent reserves the right and has the responsibility to make decisions regarding classroom utilization that are in the long term best interests of students in the District.
- 2.0 K-12 District curricular programs and federal and state-mandated programs for District residents take precedence over co-curricular or optional educational programs for District residents who are not within the compulsory attendance ages.
 - 2.1 The Superintendent reserves the right to place special education programs in schools based on overall District needs. Appropriate resources and training shall be provided to impacted staff and programs.
 - 2.2 If space is available, the school administrator may place preschools, kinder-care programs and/or other community programs which use classroom space in schools on a year-to-year basis with the approval of the Chief Operating Officer or designee. If such programs must be moved or discontinued because of lack of space, the principal will inform parents in a timely manner.
 - 2.3 Current capacity at each school facility will be assessed annually. To ensure efficient and effective space utilization, all schools will be required to manage remodels and programmatic changes in school facilities so as to stay within 85% of the original design capacity of the school.
- 3.0 The criteria to be used in determining which facilities will be changed from their present use are classified as follows:
 - 3.1 **Educational Flexibility.**
 - 3.1.1 **Enrollment Capacity:** The required minimum or maximum enrollment for providing and scheduling effective comprehensive educational programs.
 - 3.1.2 **Staff Displacement:** Includes the unique programs, staff training and special skills, and relocation opportunities for staff of all facilities affected.
 - 3.1.3 **Consistency with Area Plans:** The consideration of coordination with area plans, such as governmental agency or community development plans and/or projected educational needs of the area.
 - 3.1.4 **Usage Alternatives:** The possible alternative use of facilities and classrooms.
 - 3.2 **Building Conditions.**
 - 3.2.1 **Utilities:** The availability and practicability of needed water and energy sources and need for conservation of certain kinds of energy.
 - 3.2.2 **General Condition of Facilities:** The age and future useful life, necessary or planned building improvements, and short-range and long-range maintenance and construction requirements of the building.
 - 3.2.3 **Facility Safety:** Includes but is not limited to the structure's compliance with applicable state and local codes and ordinances, OSHA, COSHA, and ADA compliance where applicable, construction materials and characteristics, age of building and building equipment, condition of lighting and wiring and fire safety.
 - 3.3 **Financial Factors.**
 - 3.3.1 **Maintenance:** Expenditures relating to decorating, repair, structural upkeep, refuse removal, custodial and maintenance service and salary.

- 3.3.2 **Operation:** The expense of such items as utility costs, security services and services contracts.
 - 3.3.3 **Savings:** The potential net fiscal savings as they relate to personnel, maintenance and operating costs, transportation, and costs related to moving of equipment.
- 4.0 The process to be used in determining which facilities may be changed from their present use shall be:
 - 4.1 The rationale for such use must be based on sound educational practice and must be documented;
 - 4.2 The Superintendent or Chief Operating Officer shall be consulted regarding the intended use for such classroom space;
 - 4.3 Impacted schools/programs shall be contacted to discuss possible implications; and,
 - 4.4 Impacted department directors shall be contacted to discuss implications and costs.
- 5.0 Decisions to keep or place mobile classrooms at a school will be based upon an analysis of District instructional classroom needs rather than individual school classroom needs.
 - 5.1 Mobile classrooms will not be placed at a site to accommodate co-curricular or other optional programs for District residents who are not within the compulsory attendance ages.
- 6.0 If a building administrator disagrees with a recommendation by the Chief Operating Officer regarding a proposed change in building usage, an appeal may be made to the Superintendent.

USE OF CLASSROOM SPACE: *ADMINISTRATOR CHECKLIST*

1. **Have you developed a timeline for implementation?**
2. **Have you considered, in collaboration with the Superintendent/designee and the impacted department directors:**

- _____ Financial implications?
- _____ Necessary school modifications/renovations?
- _____ Equipping the program?
- _____ Impact on other school or District programs?
- _____ Safety issues?
- _____ Certified and Classified Master Agreement implications?
- _____ Building Code impacts?
- _____ State licensure requirements?

3. **Have you obtained support from impacted personnel?**

- _____ - Appropriate District departments?
 - _____ - Support Services
 - _____ - Learning Services
 - _____ - School Services
 - _____ - Superintendent's Office
- _____ - Other schools/programs which might be affected?