

SCHOOL ATTENDANCE AREAS AND SCHOOL BUILDING CAPACITY

District Attendance Area, Enrollment, and School Building Capacity Committee

Colorado Springs School District 11 (the District) will have a standing administrative advisory committee under the leadership of the Division of Instruction, Curriculum and Student Services to perform the following primary functions;

- Coordinate the development and maintenance of a District school building capacity model as defined below.
- Coordinate and maintain regular updates/assessments of enrollment vs school building capacity with a focus on over/under capacity concerns
- At least annually, as indicated below, provide recommendations to the Superintendent and Cabinet regarding changes to the school building capacity model, possible overcapacity/capping school scenarios, potential proposals for program relocation, boundary change considerations or other possible adjustments needing to be considered for the subsequent school year
- Monitor enrollment vs capacity for the current/upcoming school year and notify the Superintendent if previously unforeseen changes in building capacity or existing/expected enrollment will necessitate consideration of near-term adjustments and recommend solutions as appropriate.

The committee will meet as often as needed to efficiently and effectively perform these primary functions, meet the timelines stated below, and provide responsive recommendations for resolving impacts of unforeseen changes. The committee will include, as a minimum, representatives from;

- Facilities
- Transportation
- Enrollment
- Special Education
- Executive Directors K-12
- Principals
- District Accountability Committee (DAC)
- Others, e.g. special programs (Gifted Magnet Program, IB, Career Tech, etc.), as identified by the Superintendent or District lead for the committee

District School Building Capacity Model - Development and Maintenance

The District, under the leadership of the District Attendance Area, Enrollment, and School Building Capacity Committee shall develop and maintain a school building capacity model, to include student capacities for each elementary, middle, and high school to be used in association with school enrollment data to provide information concerning crowding and/or availability of space for additional students.

Goals of the school building capacity model should include as a minimum;

- Maintaining instructional integrity and best practices for operational instructional models, e.g. middle school concepts, Title I needs etc.
- Recognition of common/core area needs and special support needs, e.g. art, music, Special Education, etc.
- Identification of community partnership set asides, e.g. Space Foundation
- Identification of available portable capacity as a potential separate add-on
- Identification of the impact of special programs (e.g. Gifted Magnet Program, IB, .Center-based Special Ed., etc.)
- Accommodations for technology
- The common area capabilities of the school
- Identification of other key factors affecting student capacity

Actual site specific recommendations should be made based on each individual school's circumstances.

The current school building capacity model, to include student capacities for each school, will be posted on the District website by the lead division responsible for the model. In addition, the Facilities department will maintain school capacity floor plans showing precisely which spaces are counted as teaching stations. The Facilities department will make the floor plans available to principals, the committee, and others as authorized.

The school building capacity model shall be reviewed by the committee at least annually, not later than the month of April. The review should consider, as a minimum;

- Individual school capacity updates needed due to completed/approved building modifications or recommendations from the school principal.
- Updates based on changes in instructional concepts, e.g. added computer labs, tutoring rooms, class size etc.
- Any changes in community partnership set-asides
- Other factors as identified by the review team

School principals and/or affected Administration department heads may appeal the recommendations of the committee regarding capacity model changes to the Superintendent prior to the annual update to the Colorado Springs School District 11 Board of Education (the Board) (See Policy JC). Where possible, significant building or program changes should be planned/approved by the leadership of the Division of Instruction, Curriculum, and Student Services at least 18 months before the start of the affected school year to be properly incorporated in capacity planning decisions. Other building or program changes which impact capacity should be planned/approved by the leadership of the Division of Instruction, Curriculum, and Student Services by April 1 before the start of the affected school year.

Comparison of Enrollment and Student Capacity

The committee shall maintain and update, at least annually by the third Tuesday of October each year, a matrix for each school to include;

- Overall general student capacity (with and without portals) from the model
- Special program (e.g. Gifted Magnet Program, IB,) designated capacity deducts
- Special Education Center-based program capacity deducts
- Special use set asides, e.g. Head Start, pre-K, child care
- Attendance area enrollment, approved choice enrollment applications in, and approved choice enrollment applications out (where special program student approved applications are identified separately from general education student approved applications)

Annual Update to the Board of Education

By the third Tuesday of October each school year the committee will provide a report with recommendations to the Superintendent and Cabinet regarding changes to the school building capacity model, possible overcapacity/capping school scenarios, potential proposals for program relocation, boundary change considerations or other possible adjustments to be considered for the subsequent school year

The Superintendent (or designee) will annually update the Board no later than the second regular Board meeting in October on changes to the school building capacity model, comparison of individual school capacity vs enrollment with a focus on over/under capacity concerns. The goal of this annual update report is to provide a sound baseline projection for school capacities vs enrollment to be used in the next School Choice – Open Enrollment period (See Policy JFBA-JFBB) for the subsequent school year, as well as for overall program and budget planning.

Adopted February 2010
Revised October 26, 2016

CROSS REFS.: JC, School Attendance Areas and School Building Capacity
 JFBA/JFBB School Choice Open Enrollment
 JFBA/JFBB-R, Regulation to School Choice Open Enrollment