

Utilization Study Commentary

1. The goal of the Utilization Study was to determine if there are any under-utilized instructional spaces, which can be used more efficiently or re-purposed to be more educationally adequate for the educational program.
2. A.F. Ames Elementary School, Blythe Park Elementary School, Central Elementary School and Hollywood Elementary School:
 - A. We met with each Elementary School Principal, toured their building and reviewed the current utilization for each instructional space within their School.
 - B. An example of a typical Elementary School Weekly Schedule:

HOLLYWOOD ELEMENTARY SCHOOL					
Room Function	Monday	Tuesday	Wednesday	Thursday	Friday
Art Classroom	Orchestra 9:30 – 10:00 AM	Art 8:15 – 11:30 AM Art 12:30 – 3:00 PM	Art 8:15 – 9:30 AM Quest 10:00 – 11:30 AM Quest 12:30 – 3:00 PM	Quest 10:30 – 11:30 AM Quest 11:30 – 3:00 PM	Orchestra 10:30 – 11:00 AM
ECE Room	ECE (AM) ECE (PM)	ECE (AM) ECE (PM)	ECE (AM) ECE (PM)	ECE (AM) ECE (PM)	ECE (AM) ECE (PM)
Gymnasium	TDPE 8:30 – 11:30 AM Lunch 11:30 – 1:00 PM TDPE 1:30 – 2:30 PM	TDPE 9:00 – 11:00 AM Lunch 11:30 – 1:00 PM TDPE 1:30 – 2:30 PM	Physical Education 8:25 – 11:30 AM Lunch 11:30 – 1:00 PM TDPE 2:30 – 3:00 PM	Physical Education 10:00 – 11:30 AM Lunch 11:30 – 1:00 PM Physical Education 12:30 – 3:00 PM	TDPE 8:30 – 11:00 AM Lunch 11:30 – 1:00 PM TDPE 1:30 – 3:00 PM
Kindergarten	Kindergarten (AM)	Kindergarten (AM)	Kindergarten (AM)	Kindergarten (AM)	Kindergarten (AM)
Library	Check-Out 9:00 – 11:00 AM Reading 11:00 – 11:30 AM Social Worker 12:30 – 3:00 PM	Library Skills 1:30 – 3:00 PM	Check-Out 1:00 – 3:00 PM	Library Skills 8:30 – 11:00 AM	General Music 10:30 – 11:00 AM
Music Classroom	Music 8:15 – 11:30 AM Speech (PM)		K-5 OT (AM) K-5 OT (PM)	Speech (AM) Speech (PM)	Music 10:30 – 11:30 AM Music 12:30 – 3:00 PM
Reading / Social Worker	Social Worker 8:00 – 11:30 AM Reading 12:30 – 3:00 PM	Reading 10:30 – 11:30 AM Reading 12:30 – 3:00 PM	Reading 12:30 – 3:00 PM	Social Worker 8:00 – 11:30 AM Reading 12:30 – 3:00 PM	Speech (AM)
Regular Classrooms	8:20 – 3:00 PM	8:20 – 3:00 PM	8:20 – 3:00 PM	8:20 – 3:00 PM	8:20 – 3:00 PM
Resource Room	Resource (AM) Resource (PM)	Resource (AM) Resource (PM)	Resource (AM) Resource (PM)	Resource (AM) Resource (PM)	Resource (AM) Resource (PM)

- C. The Utilization Factor for each instructional space was determined by dividing the actual minutes per day, which the room was used, by the total minutes in the regular school day. It was more difficult to determine the Utilization Factors for special use rooms with fluctuating daily usage. Some days special use rooms were used 10% of the time, other days the same room was used 80% of the time. A “weekly” average was used to determine the Utilization Factor for the special use rooms.

- D. The attached color-coded floor plans for each Elementary School graphically represent Utilization Factors for all instructional spaces, including regular classrooms, special use rooms and other core areas. A Room Index has been provided on each color-coded floor plan, which shows actual usage percentages for each instructional space. Each Elementary School Principal has confirmed that the Room Utilization Factors are accurate.
- E. The Utilization Factors for the Elementary School Regular Classrooms were the easiest to determine and were basically consistent throughout the School District – the regular classrooms are not occupied during lunch, physical education, music, art and other pullouts. The 78% Utilization Factor is an accurate depiction of room usage for the Elementary School Regular Classrooms and is considered educationally efficient. Scheduling of the special use rooms is a logistical challenge considering that multiple elementary schools share the same Certified Staff. The Utilization Factors for all of the Elementary School Libraries were consistently low – the current Elementary School Libraries are underutilized.
3. L.J. Hauser Junior High School:
- A. We met with the L.J. Hauser Junior High School Principal, toured the building and reviewed the current utilization for each instructional space within the School. L.J. Hauser Junior High School uses a hybrid approach – 6th and 7th Grade utilizes the middle school concept and 8th grade utilizes the junior high concept. The current scheduling system is a complex matrix, caused in part by varied Staff Certifications.
- B. L.J. Hauser Junior High School Daily Schedule:
- 1) There are a variety of before School activities, which start as early as 7:00 AM.
 - 2) The regular School Day begins at 8:45 AM.
 - 3) Periods 1 through 3 are forty (40) minutes each with a two (2) minute passing time in between each period.
 - 4) Periods 4 and 5 contain two (2) – thirty (30) minute staggered lunch periods and two (2) – forty (40) minute staggered class periods. The Seventh Grade Students and half of the Eighth Grade Students eat during the first lunch period. The Sixth Grade Students and the other half of the Eighth Grade Students eat during the second lunch period. It is not possible to add a third lunch period, because the Central Elementary School has lunch in the Cafeteria from 12:05 PM to 1:05 PM.
 - 5) Periods 6 and 7 are forty (40) minutes each with a two (2) minute passing time in between each period.
 - 6) Period 7.5 is a thirty (30) minute advisory period for Students.
 - 7) Periods 8 and 9 are forty (40) minutes each with a two (2) minute passing time in between each period.
 - 8) The regular School Day ends at 3:23 PM.

9) There are a variety of after School activities, which typically start at 3:30 PM.

Each Certified Staff Member typically teaches six (6) sections / periods, has a planning period, has a co-planning period, has an advisory period and has a lunch period. Core subject areas include Language Arts, Math, Science and Social Studies.

- C. The Utilization Factor for each instructional space was determined by dividing the actual minutes per day, which the room was used, by the total minutes in the regular school day.
- D. The attached color-coded floor plans for the L.J. Hauser Junior High School graphically represent Utilization Factors for all instructional spaces, including regular classrooms, special use rooms and other core areas. A Room Index has been provided on each color-coded floor plan, which shows actual usage percentages for each instructional space. The L.J. Hauser Junior High School Principal has confirmed that the Room Utilization Factors are accurate.
- E. We tried to construct a more efficient scheduling matrix, but soon found that the varied Staff Certifications made the task impossible. In general, the 85% Utilization Factor for the regular classrooms (higher than the 78% Utilization Factor for the Elementary School regular classrooms) appears to be within the acceptable range of educational efficiency. The Library Resource Center and adjacent Computer Lab appear to be well utilized. The Orchestra Room, Band Room and Auditorium spaces have lower Utilization Factors, because the specialization of these spaces limits their usage for other disciplines.

The Principal has determined that two (2) additional regular classrooms would provide L.J. Hauser Junior High School with eight (8) sections per grade. We have developed several options for the creation of two (2) additional classrooms. The options are as follows:

- 1) The existing Third Floor Faculty Lounge and adjacent unused washroom can be converted into a room for the Reading Specialist. The existing Reading Specialist Room would be converted and expanded into a regular-sized classroom.
- 2) The former District Administrative Offices can be converted into two (2) regular-sized classrooms. It is hoped that an additional classroom could be obtained through effective scheduling.
- 3) The existing First Floor Faculty Lounge could be used as a regular-sized classroom. This option should be considered only as a short term solution. This option would force the Teachers to eat lunch in their own classrooms, but it would allow each Teacher to keep their own instructional space.