



Westport Public Schools

Space Inventory and Capacity Study

March 20th, 2023



Capacity Methodology

For elementary school systems that group by neighborhood (address), we recommend using the **“sections per grade” methodology** for determining capacity.

- The basic premise is that **an elementary school should be able to support a consistent number of classrooms in each grade** (typically 3-, 4-, or 5-sections per grade).
 - Results in efficient operations and consistent staffing year-over-year.
 - Attendance zones should be “right sized” to support a consistent number of sections per grade, to the greatest extent possible.
- In addition to a consistent number of sections per grade, **each building should be able to support the District's elementary educational program** (specials, special education, student support services, etc.)
- **Recommend having at a minimum one “flex” classroom in each school**
 - These classrooms could be converted or “flexed” to grade level instruction in the event of an enrollment bubble, which is common in school districts that group by neighborhood.
 - This “flex” room rarely, if ever goes unutilized, and is often used for support services. While not ideal, this would result in temporary displacement of support services (e.g. moved to shared space, or cart)



Capacity Methodology

Loading Levels: Used contract maximums per BOE Policy

- 22 for Kindergarten and 2nd grade
- 25 for 3rd through 5th grade.

Efficiency Factor:

- Applied an efficiency factor of 85% to account for headroom needed to accommodate future enrollment growth and bubbles.

Maximum Capacity: Assumes that all classrooms are loaded to maximum levels

- This is not a feasible operational target to hit in a district that groups by neighborhood.
- Only schools with 100% choice/magnet programs can operate near maximum capacity.

Planning Capacity: Maximum capacity multiplied by the efficiency factor. Represents the ideal operating capacity at each school under a consistent number of sections per grade. Represents an overall average class size of 20.4 students per classroom.



Capacity Methodology

3 Sections Per Grade School

Grade	Loading Level	Max Enrollment
Kindergarten	22	66
1 st Grade	22	66
2 nd Grade	22	66
3 rd Grade	25	75
4 th Grade	25	75
5 th Grade	25	75
Maximum Capacity		423
Planning Capacity <i>(85% of maximum)</i>		360

4 Sections Per Grade School

Grade	Loading Level	Max Enrollment
Kindergarten	22	88
1 st Grade	22	88
2 nd Grade	22	88
3 rd Grade	25	100
4 th Grade	25	100
5 th Grade	25	100
Maximum Capacity		564
Planning Capacity <i>(85% of maximum)</i>		479

5 Sections Per Grade School

Grade	Loading Level	Max Enrollment
Kindergarten	22	110
1 st Grade	22	110
2 nd Grade	22	110
3 rd Grade	25	125
4 th Grade	25	125
5 th Grade	25	125
Maximum Capacity		705
Planning Capacity <i>(85% of maximum)</i>		599



Elementary Space Program

Grade Level Instruction

Kindergarten *(with in room toilet)*

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

Number of Classrooms: *Varies based on enrollment.*

Desired Adjacency: *All classrooms in one grade should be located near each other to promote collaboration.*

Special Education

Special Education Resource *(minimum of 1)*

OT/PT Room

Intensive Resource *(currently at GFS and LLS)*

School Psychologist Suite *(offices + breakout space)*

Administrative

Main Office Suite
Health Services Suite
Conference Room
Teacher Workroom
Faculty Lounge

Specials

Visual Arts *(with kiln room and storage)*

General Music

Instrumental *(can use auditorium stage)*

Science Lab

World Language *(currently on cart)*

Computer Lab/ITL

Production/TV Studio

Support Services

Workshop (Gifted and Talented)
ESOL Office
Literacy Intervention
Literacy Coach Office
Math Intervention
Math Coach Office
Speech/Language/Hearing Office
Breakout Rooms *(minimum of 2)*

Core Spaces

Cafeteria
Gymnasium
Library Media Center
Multi-Purpose Room/Auditorium

Core spaces should be sized appropriately based on enrollment

Existing programs that need full-sized classrooms

New programs that need full-sized classrooms

Provide space as part of school construction programs

Westport Public Schools

*Based on Draft LLS Educational Specifications, with modifications by SLAM.
Does not include Stepping Stones Pre-School*



Full-Size Classroom Inventory

School	Enrollment (K-5)	Rooms in Use: 2022-23								Districtwide Programs		Total Full- Sized CRs
		K	1	2	3	4	5	K-5 Total	Other Full- Sized CRs ²	Pre-K Program	Intensive Resource	
Coleytown	477	4	4	4	4	4	4	24	10	6	-	40
Greens Farms	459	4	4	4	4	4	3	23	6	-	2	31
Kings Highway	449	3	4	4	3	4	4	22	7	-	-	29
Long Lots ¹	601	6	6	5	4	4	5	30	4	-	2	34
Saugatuck	430	4	4	4	3	3	4	22	8	-	-	30
WPS Total	2,416	21	22	21	18	19	20	121	35		4	164

Portable classrooms were excluded from the full-size classroom inventory

Other full-sized classrooms include art, music, science lab, computer lab, special education/resource, and OT/PT

1. Long Lots Intensive Resource classrooms are not full-sized

2. Other full-sized classrooms exclude districtwide programs and portable classrooms

3. Pre-K classrooms at Coleytown/SSP are undersized



Coleytown Elementary

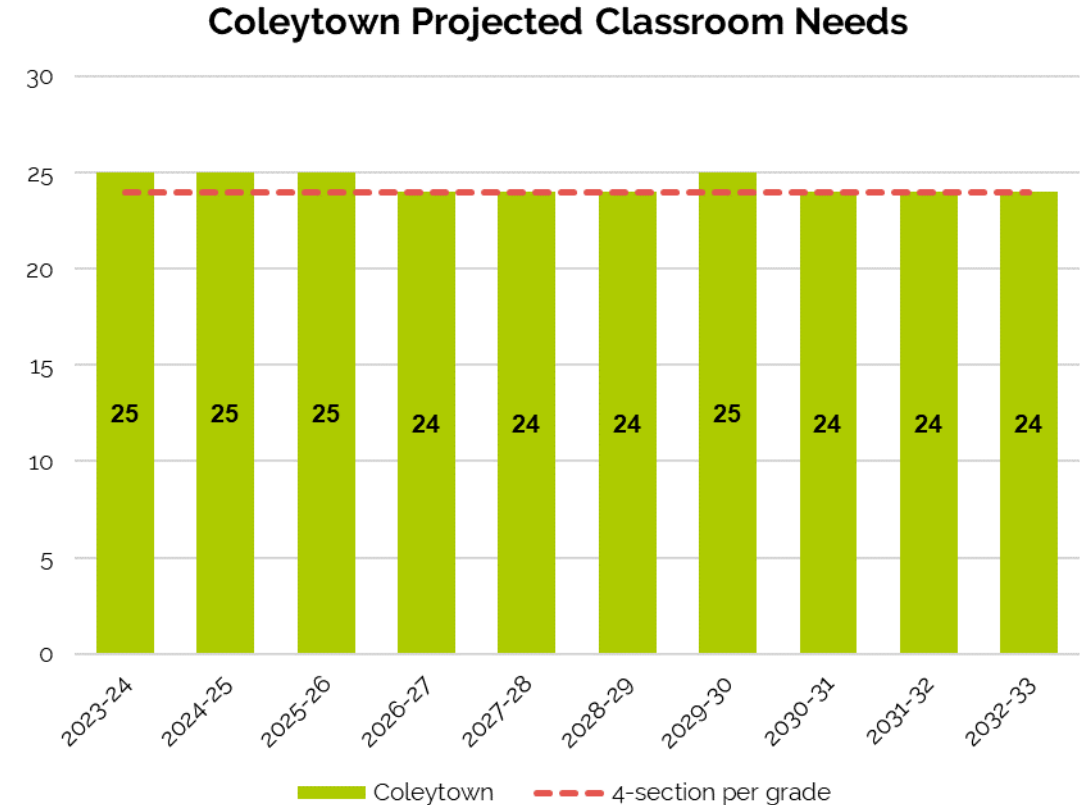
- Current and future enrollment aligns with a 4-section per grade model.
- However, several deficiencies in support spaces need to be addressed to function as a 4-section per grade school while meeting desired educational program.
 - **Two portable classrooms for orchestra and band.** Not connected to building (not counted in full-size classroom inventory).
 - No Auditorium (platform located within gym).
 - Several specialists in shared spaces.
 - Growth in Pre-K program has displaced spaces traditionally used to support K-5 instruction.
- K-5 Special Education services are concentrated together rather than dispersed throughout the building.

Full Size Classrooms	Count	Notes
Grade Level Instruction	30	Includes 6 PK classrooms
Art	1	
Music	1	Excludes 2 portable classrooms
Science Lab	1	
Computer Lab	1	
Special Education	3.5	1 classroom shared with OT/PT
OT/PT	0.5	1 full-sized classroom shared with SPED. Other room is not full-sized.
Speech	0	Uses small space
Literacy Intervention	1	2 teachers share full-sized room
Math Intervention	1	2 teachers share full-sized room
Other	0	
Total	40	



Coleytown Elementary

- **Projected future enrollment generally aligns with a 4-section per grade model (24 K-5 classrooms), with the need for flex classrooms some years.**
- Number of grade-level instructional classrooms is adequate to support 4-section per grade model.
- At least one flex classroom(s) is projected to be needed projected. Potential candidates include:
 - Computer Lab.
 - Intervention classrooms (currently two staff in each).
 - Moving special program (Art, Music, Science) to a cart.
 - Classrooms in the Special Education “wing” are too small to be used as “flex” classrooms.



Based on SLAM Enrollment projections (medium model) completed in the fall of 2022



Stepping Stones Program (SSP)

- SSP spaces do not align with program needs
 - Only two of six classrooms have in-room toilets.
 - One room lacks in-room sink (CR 17).
 - Rooms are undersized.
- Poor adjacencies
 - CR 17 separated from other PK classrooms.
 - Some Pre-K support staff are dispersed through the building due to lack of space in the Pre-K wing.
- Some SSP Support staff are in shared spaces or in inadequate spaces (former storage rooms)
- SSP Nurse's office lacks sink and changing area
- **Lack of space to grow program without displacing additional K-5 uses.**

Full Size Classrooms	Count	Notes
Pre-K Classrooms	6	Classrooms vary in size

SSP Support spaces:

- 2 resource rooms
- Liaison and PT/OT Coordinator office (shared)
- Directors Office/Conference room (shared)
- SP/Psychologist Office
- Social Worker Office
- PK Nurse
- 2 SP Offices



Coleytown/SSP: Key Findings

- **Projected future enrollment aligns with a 4-section per grade model (24 K-5 classrooms).**
- Number of grade-level instructional classrooms is adequate to support 4-section per grade model.
- Lack of auditorium best addressed as part of a future school construction project.
- **With Stepping Stones program remaining at CES:**
 - SSP does not have flexibility to expand in current space.
 - Portables will continue to be needed in order to meet the district's elementary educational program
 - "Flex" classrooms would temporarily displace programs (computer lab, interventionists, etc.)
- **With Stepping Stones program relocated:**
 - Purpose-built SSP space meets program requirements and provides space for expansion.
 - Existing SSP Pre-K space could be converted to K-5 support spaces or districtwide programs (such as Intensive Resource)
 - Pre-K classrooms are too small to be converted into K-5 grade-level instruction but could free up full-size classrooms currently occupied by specialists (math and reading intervention rooms).
 - Portables could be removed.



Greens Farms

- Currently 23 classrooms used for grade-level instruction.
 - Science lab located in a room formerly used for grade-level instruction.
 - Intensive Resource program utilizes two full-size classrooms (previously have been used for grade-level instruction).
- Adjacencies are not optimal in grades 1, 2, and 3.
- Large and adequate art, music, and core spaces.
- Flexible auditorium layout supports a range of uses.
- Most special education and support uses are in dedicated and “right-sized” spaces.
- Informal breakout spaces built into corridors.

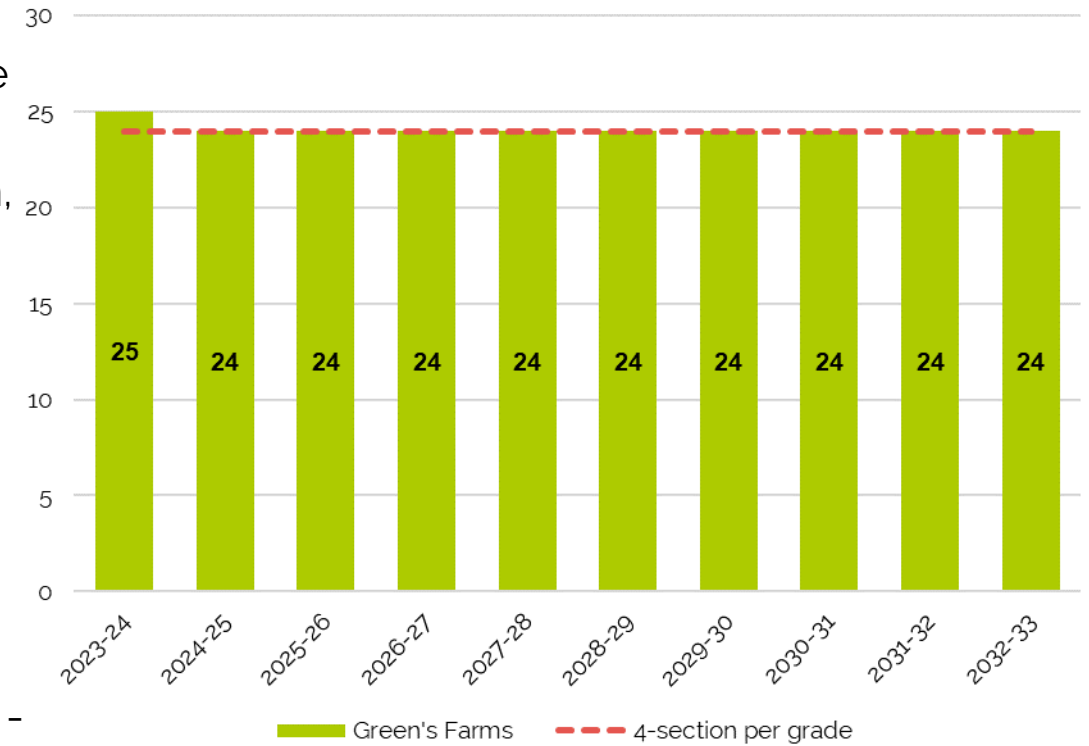
Full Size Classrooms	Count	Notes
Grade Level Instruction	23	
Art	1	
Music	1	Auditorium used for band/orchestra.
Science Lab	1	
Computer Lab	1	
Special Education	2	
OT/PT	0	Uses small spaces
Speech	0	Uses small spaces
Literacy Intervention	0	Uses small spaces
Math Intervention	0	Uses small spaces
Intensive Resource	2	
Other	0	
Total	31	



Greens Farms

- **Projected future enrollment aligns with a 4-section per grade model (24 K-5 classrooms), with a flex room needed in 2023-24.**
 - To operate as a 4-section per grade school would require one (1) additional classroom compared to today.
 - Science room would be relocated to Special Education Room, which would move to Computer Lab, which would move to a cart.
- Number of grade-level instructional classrooms is adequate to support 4-section per grade model.
- Challenge finding appropriate flex space beyond 4-sections per grade.
 - Two larger resource rooms on second floor are not large enough to be used as full-sized classrooms.
- Opportunity to repurpose some cafeteria space on the lower level - could provide additional flexibility.
 - Potential uses include computer lab, or science lab.

Greens Farms Projected Classroom Needs



Based on SLAM Enrollment projections (medium model) completed in the fall of 2022



Greens Farms: Key Findings

- **Projected future enrollment aligns with a 4-section per grade model (24 K-5 classrooms).**
 - Number of grade-level instructional classrooms is adequate to support 4-section per grade model.
 - Adequate and appropriately sized support and core spaces to support 4-section per grade model.
- Lack of appropriate “flex” classrooms beyond 4-sections per grade.
- Repurposing a portion of the cafeteria on the lower level to house a school-wide special program (such as a Science Lab, computer lab, or future program) can provide the building with greater flexibility to accommodate enrollment bubbles.





Kings Highway

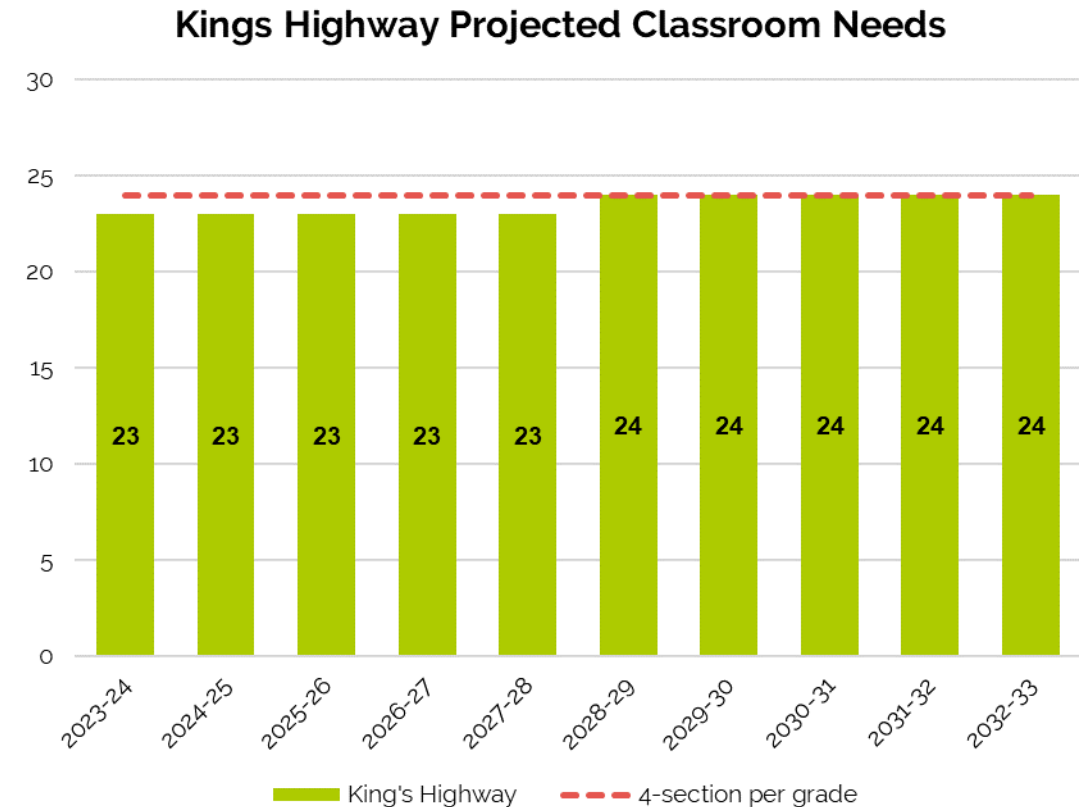
- Gymnasium, stage, and west wing of the building are not ADA accessible.
- Undersized support spaces (band room, art room, science lab) and small gymnasium.
- No dedicated conference room (shared with coaches)
- Production/TV Studio located in former storage area.
- Several support spaces are shared or are undersized (former storage areas).
- Adjacency challenges for 1st grade and 2nd grade due to building layout.

Full Size Classrooms	Count	Notes
Grade Level Instruction	22	
Art	1	Undersized
Music	1	Band room is not full-sized
Science Lab	1	Undersized
Computer Lab	1	
Special Education	1	
OT/PT	1	
Speech	0	
Literacy Intervention	0	Uses small space in Library/Media Center
Math Intervention	0	Uses small space
Other	1	<i>District Elementary Coordination Room</i>
Total	29	



Kings Highway

- **Projected future enrollment aligns with a 4-section per grade model (24 K-5 classrooms).**
 - Would require two additional classrooms at 4-sections per grade, although only one classroom is needed over the next five years.
 - District Elementary Coordination Room can be converted into a grade-level instructional room.
 - Need one additional full-sized classroom to support a 4-section per grade configuration. Would result in program displacement (Resource, OT/PT, or Computer Lab).
- Lack of “flex” space beyond 24 classrooms to support enrollment bubbles.



Based on SLAM Enrollment projections (medium model) completed in the fall of 2022



Kings Highway: Key Findings

- Projected future enrollment aligns with a 4-section per grade model (24 K-5 classrooms).
 - Not enough full-size classrooms to support a 4-section per grade school and meet the district's elementary educational program (undersized art, band, & science rooms, and lack of flex classrooms).
- Potential strategies to address deficiencies as a 4-section per grade school.
 - Build an addition (either permanent or with portables).
 - Lower enrollment to align with a 3-section per grade model - would require construction of additional space at another facility (CES?)
 - Renovate-as-new or new construction (would require swing space) and could be phased in with contemplated elementary school construction projects





Long Lots

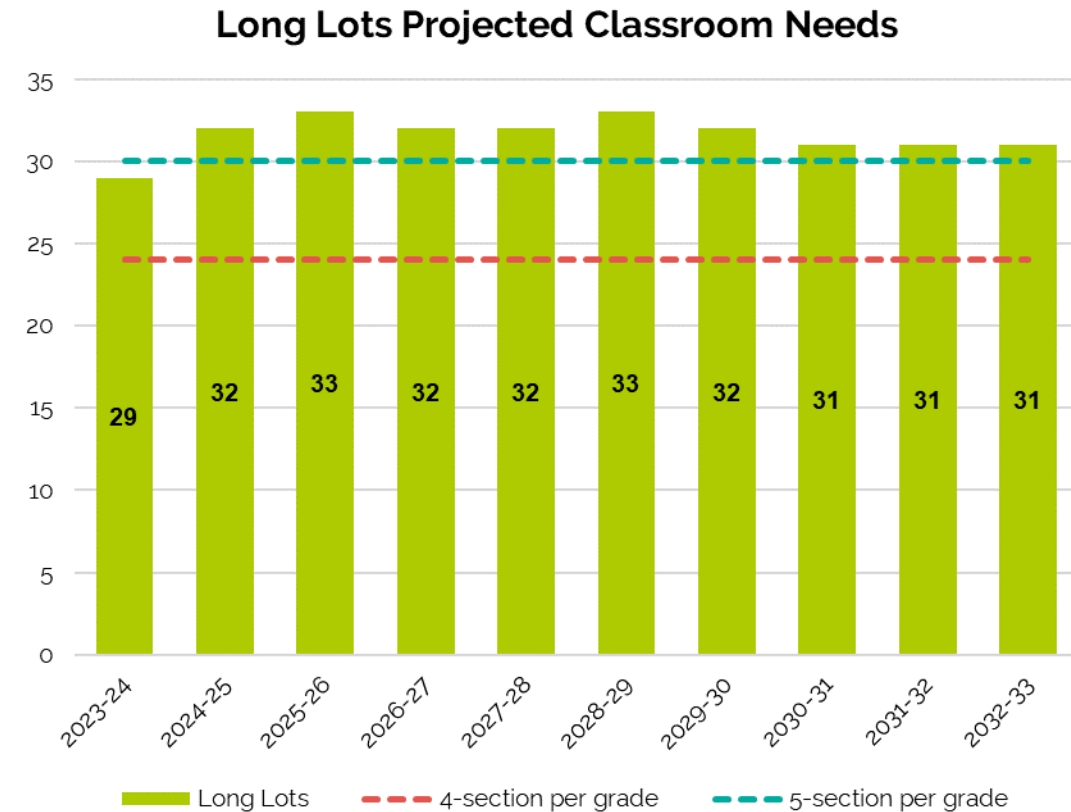
- Several spaces on lower level (CR 9 and former locker room area) are not in usable condition
- Science Lab not housed in appropriate space
- No computer lab
- Auditorium lobby used for music/band instruction and as a staff work space
- Undersized Intensive Resource Classrooms
- Undersized art room with no kiln
- Undersized food service space – one serving line cannot support largest lunch wave
- Numerous support and special education staff are in shared spaces (as many as 4 per room).
- Kindergarten classrooms lack in-room toilets
- Poor adjacencies, particularly for kindergarten and 5th grade

Full Size Classrooms	Count	Notes
Grade Level Instruction	30	
Art	1	
Music	1	
Science Lab	0	Not in a full-sized classroom
Computer Lab	0	
Special Education	1	Shared by 3 teachers
OT/PT	0	Uses small space
Speech	0	Uses small space
Literacy Intervention	0.5	Shared with Math Intervention
Math Intervention	0.5	Shared with Literacy intervention
Intensive Resource	0	2 undersized rooms used for IR program
Other	0	
Total	33	



Long Lots

- **Projected future enrollment exceeds a 5-section per grade model**
 - Will need an additional three full-sized classrooms compared to today.
 - Projected to need between one and three “flex” classrooms beyond 5-sections per grade.
- **Special education, specials (art, music, science, computer) and support spaces are not large enough for a 5-section per grade configuration while meeting the district's desired educational program.**



Based on SLAM Enrollment projections (medium model) completed in the fall of 2022



Long Lots: Key Findings

- Projected future enrollment exceeds 5-sections per grade, with additional flex classrooms needed each year.
- **Operating at 5-sections per grade results in loss of spaces for special education, support services, and specials (computer lab, science lab, music).**
- **Space needs are best addressed through a school construction project.**
 - In order to better align with a projected enrollment, WPS would either need to build flex classrooms into a future building project, or;
 - Redistrict some students out of LLS in order to better align enrollment with a 5-section per grade model.





Saugatuck

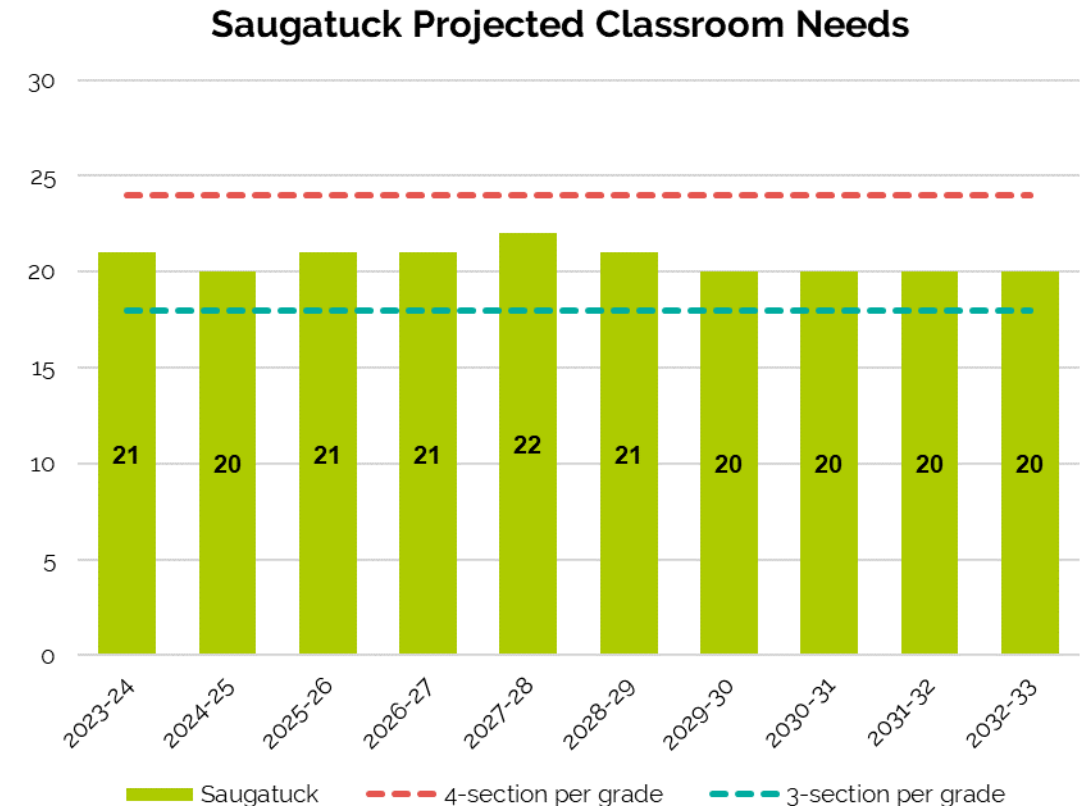
- Currently using 22 classrooms for grade-level instruction.
- Lack of small breakout spaces – many specialists/support staff are in full-sized classrooms due to lack of available small spaces.
- Adequate space for special education and support programs.
- Adequate core spaces to support current and future enrollment.
- Grade-level instructional rooms are proximate to one another.

Full Size Classrooms	Count	Notes
Grade Level Instruction	22	
Art	1	
Music	1	
Science Lab	1	
Computer Lab	1	Next to media center
Special Education	3	
OT/PT	1	
Speech	0	Uses small space
Literacy Intervention	0	Uses small space
Math Intervention	0	Uses small space
Other	0	
Total	30	



Saugatuck

- **Projected future enrollment is trending between a 3- and 4-section per grade school.**
 - Enrollment projections based on current attendance zone show a need between 20 and 22 classrooms over the next ten years.
 - To operate as a 4-section per grade school, would require an additional two full-size classrooms compared to today.
 - Special Education/Resource rooms on each floor could be converted
 - Computer lab could be moved into media center and turned into special education/resource room
- Building can support a 4-section per grade school, but would require some reconfiguration or relocation of spaces in order to meet the district's elementary educational program.



Based on SLAM Enrollment projections (medium model) completed in the fall of 2022



Saugatuck: Key Findings

- Projected future enrollment is between a 3-section per grade and 4-section per grade model.
 - Saugatuck could support some additional students in order to better align school with a 4-section per grade model.
Opportunity to shift students from Long Lots to Saugatuck?
- To operate as a 4-section per grade school, it is recommended that full-size spaces be subdivided into appropriately sized office/breakout spaces for special education and support services.
 - Relocate 2nd grade classroom out of room 134 and subdivide space into two smaller special education/support rooms.
 - Consolidate resource rooms on 2nd floor and subdivide remaining room into two spaces.
 - Computer lab could be relocated within the library/media center if an additional special education space is needed.
 - Create small breakout spaces in corridor near the media center.





Thank you