
Agenda

Facilities Planning Committee

Facilities Planning Committee Meeting #1

Wednesday, February 28, 2024, 4:00 PM

Beaverton School District Administrative Offices, 1260 NW Waterhouse Avenue

White Oak Conference Room (1st Floor)

1. Welcome & introductions
2. Proposed meeting schedule & calendar
3. A brief overview of BSD & enrollment trends
4. Overview of information & tools for FPC work
5. Initial Project (Raleigh Hills) & future work
6. Adjourn

Current FPC Roster:

COUNT	First	Elementary Boundary	Middle School Boundary	High School Boundary	Board Zone
1	Abhijit Sathaye	Findley	Tumwater	Sunset	Zone 3
2	Brian Kennedy	Cedar Mill	Tumwater	Sunset	Zone 3
3	Dan Maks	Hiteon	Conestoga	Southridge	Zone 6
4	Debbie Chin	Hazeldale	Mountain View	Aloha	Zone 4
5	Farahnaz Zaman	Errol Hassell	Mountain View	Aloha	Zone 4
6	Ian Beaty	Sexton Mountain	Highland Park	Mountainside	Zone 6
7	Jodi Bean	Rock Creek	Five Oaks	Westview	Zone 2
8	LeeAnn Larson	McKinley	Five Oaks	Westview	Zone 5
9	Stephen Roberts	OOD	OOD	OOD	N/A
10	Vacant				

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The District prohibits discrimination and harassment based on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status, or because of a perceived or actual association with any other persons within these protected classes.

MEMORANDUM

TO: Facilities Planning Committee

FROM: Steven A. Sparks, Executive Administrator for Long Range Planning
Robert McCracken, Facilities Planning Coordinator

CC: Dr. Carl Mead, Deputy Superintendent, Operations and Support Services

DATE: February 23, 2024

SUBJECT: Introduction and Materials

Thank you for agreeing to serve as inaugural members of the Beaverton School District's Facilities Planning Committee (FPC). The FPC was commissioned by Superintendent Gustavo Balderas to provide analysis and offer recommendations regarding the district's schools and facilities. Over the next few months, you will learn about the district's enrollment and buildings, past and future.

An overarching theme of your work will be to contemplate facilities in the face of declining enrollment. This will be a challenging effort, and we will do our best to provide you with the information and context you will need along the way. Ultimately, your work will lead to an update of the district's 10-year Long Range Facilities Plan (LRFP).¹ Districts of our size are required by state law to have a current LRFP in order to propose bond measures. The most recent LRFP began in 2019 and was adopted in 2021. Given the dramatic change in enrollment since then, we expect the next LRFP will need to focus on managing enrollment decline, whereas past plans have been about managing growth.

We would like to reiterate that the FPC is an advisory body to the Superintendent. He will review any recommendations the FPC issues and has will decide whether and how to convey them to the School Board.

¹ State Statute ([ORS 195.110](#)) requires large school districts in the State of Oregon to have a Facilities Plan document to help guide future planning efforts for facilities in school districts. Guidance from the State advises that Facility Plans should be reviewed and updated every seven to ten years.

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At our first meeting, in addition to introductions and logistics, we will provide you with some high-level information about the district's past and potential future. In the meantime, we have collected a set of documents that you may want to peruse between now and then. None of these are required reading by next week, but if you have time to look at any of them, we suggest the 2021 LRFP and the most recent 10-year enrollment forecast. Soon we will create a homepage for the FPC, where all of these and future documents will be available.

- [2021 Long Range Facilities Plan](#)
- [2023–24 to 2032–33 Enrollment Forecasts Report](#)
- [2017 Futures Study](#) (prepared by ECONorthwest to explore future facilities scenarios; the enrollment outlook has changed fundamentally since this was published)
- [2019 Seismic Reports and Assessment](#) (multiple volumes, Facilities staff will prepare a briefing for the FPC at a future meeting)
- [2014 Bond Program](#)
- [2022 Bond Program](#)

In the following pages you will find several documents:

1. The FPC Committee Charter
2. A set of FAQs about the FPC
3. A table showing certain actions/topics, the FPC's role, and the role of the Superintendent and School Board
4. A table with the major elements of a Long Range Facilities Plan, for future reference
5. An 11x17 formatted map of the District and the current elementary, middle and high school boundaries
6. An 11x17 formatted map of the District and the jurisdictions served

Unfortunately, Superintendent Balderas will be unable to attend next week's meeting – he looks forward to meeting all of you in the near future. He has recorded a video greeting, which is linked [here](#).

Again, thank you for joining the FPC, and we look forward to working with you!

Sincerely,

Steven Sparks
Robert McCracken

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Beaverton School District Facilities Planning Committee Charter

The Superintendent Dr. Gustavo Balderas established a new advisory Committee entitled the Facilities Planning Committee (FPC) in September 2023. The FPC's serves as a permanent community-based advisory body to the Superintendent on facility and facility-related matters.

1. Committee Charge:

The FPC's charge is to study, consider and advise the Superintendent on District facility matters. FPC topics of inquiry may include:

- The capacity, condition and utilization of District facilities;
- Planning for future facilities;
- Enrollment trends and the evolution of demographics in the District and their impact on facilities;

The FPC shall serve as the community advisory body for District facilities plans and studies, including but not limited to:

- Long Range Facilities Plans
- Future Bond planning
- District Education Specifications
- District Facility Condition Assessments
- Other facility studies and plans as needed

An annual workplan and schedule shall be prepared by the Superintendent.

The FPC functions in an advisory capacity and is not delegated any decision-making authority by the Superintendent. The FPC may study topics such as bond projects and building investments, the FPC is separate and distinct from the Bond Accountability Committee. The FPC exercises no oversight of the District Bond program.

2. Committee Membership:

The Committee shall consist of seven to ten members appointed by the Superintendent. Committee members will be individuals with a reputation in the community for fairness and transparency. Committee membership should reflect a diversity of experiences within eastern Washington County at large and the Beaverton School District specifically. An effort will be made to select members from across the District, using Board Zone geographies as a guide. Committee members must be able to share their advice and discussions for the betterment of the entire District and not a specific school or neighborhood.

District staff will advise and present information to the Committee. District staff will not be members of the Committee nor take part in any votes of the Committee.

- The Committee members shall receive no direct or indirect compensation from the district for their services as members of the Committee;
- Neither the Committee members, their business associates nor immediate family members may have an active or pending contract with the District, nor enter into a contract during their term on the Committee. Should a conflict arise, it is the responsibility of the member to publicly announce such a conflict. The Superintendent will determine if the member should step down from the Committee;
- A Committee member serves to advise the Superintendent. If a Committee member resigns, violates the Ethics Policy contained herein, fails to attend two consecutive Committee meetings without reasonable excuse, or otherwise becomes unable to serve on the Committee, the Superintendent may declare the position on the Committee to be vacant and appoint another qualified person to the Committee;
- Initially, members will be appointed to either two-year or three-year terms. After the first two years of the Committee, new members will be appointed to three-year terms.
- The Superintendent remove any Committee member at his discretion.

3. Committee Meetings:

- The Committee will meet beginning in January 2024.
- The Committee will meet at least once a quarter, and more often as dictated by the annual workplan.
- Agendas will be established by the Committee chair and/or vice chair.

- Meeting materials will be published one week before each meeting. These materials may be provided by posting them on the district web site.
- Committee meetings are advisory and do not constitute decision-making by the Superintendent.
- Committee meetings shall be publicly noticed and include opportunity for public comment.
- The Committee Chair will submit a written report after each meeting to the Superintendent. The report will be structured to address the topics in Paragraph 1 and represent a consensus of Committee members.
- A quorum of at least five members is required to conduct a meeting. Members may attend virtually if approved by the chair.
- District staff will provide necessary technical and administrative assistance as follows:
 - A meeting room, including any necessary audio/visual equipment;
 - Preparation and copies of any documentary meeting materials, such as agendas and reports; and distribution (soft copy preferred) of those materials to the Committee no less than one week before the scheduled meeting;
 - Preparation of Committee meeting minutes and posting for public viewing on the district web site. This may be accomplished by posting an audio recording on the web site;
 - District staff will attend Committee meetings in order to present information on issues, including but not limited to, enrollment, facilities, and long range planning.

4. Ethics Considerations

An ethics policy provides general guidelines for Committee members to follow in carrying out their duties. Not all ethical issues that Committee members face are covered in this policy. However, this policy captures some of the critical areas that help define ethical and professional conduct for Committee members. Committee members are expected to strictly adhere to the provisions of this ethics policy.

- **CONFLICT OF INTEREST.** A Committee member shall not attempt to influence a district decision related to any contract funded by capital bond proceeds or the general fund.

- COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the United States and Oregon Constitutions, the laws and regulations of the United States and the State of Oregon, and the policies, procedures, rules and regulations of the Beaverton School District.
- COMMITMENT TO THE PUBLIC. A Committee member shall represent the interests of the public and not the personal or business interests of the member.

These FAQ provide an overview of the Facilities Planning Committee and its functions, as well as details about membership, meetings, ethics, and the initial project.

1. What is the Facilities Planning Committee (FPC)?

- The Facilities Planning Committee, or FPC, is a community-based advisory body established by Superintendent Dr. Gustavo Balderas to provide **guidance and advice** on matters related to District facilities.

2. What is the primary role of the FPC?

- The FPC's primary role is to study, consider, and advise the Superintendent on a range of facility-related matters, including the condition and utilization of District facilities, planning for future facilities, and the impact of enrollment trends on facilities.

3. How does the FPC function in relation to the Bond Accountability Committee (BAC)?

- The FPC is **separate and distinct from the Bond Accountability Committee (BAC)**. The FPC does not oversee the District Bond program, and its role is purely advisory.

4. How are members of the FPC selected?

- Members of the FPC are **appointed by the Superintendent** and are chosen based on their reputation for fairness and transparency within the community. Efforts are made to ensure **diversity of experiences within eastern Washington County and the Beaverton School District**.

5. Can District staff be members of the FPC?

- No, District staff are not members of the FPC. However, District staff will advise and present information to the Committee to support their work.

6. How often does the FPC meet?

- The FPC meets at least **once a quarter**, with additional meetings as determined by the annual workplan.

7. Are FPC meetings open to the public?

- Yes, FPC meetings are publicly noticed and include an opportunity for public comment.

8. What is the ethical framework for FPC members?

- FPC members are expected to adhere to a comprehensive ethics policy. This includes avoiding conflicts of interest, upholding the law, and representing the interests of the public rather than personal or business interests.

9. What is the FPC's initial project?

- The FPC's first project is to **study alternatives for the future utilization and enrollment at Raleigh Hills Elementary**. The FPC will analyze alternative approaches and provide a recommendation to the Superintendent.

10. How are FPC recommendations communicated to the Superintendent?

- The FPC will compose a report and recommendations based on their evaluation of scenarios. This report is submitted to the Superintendent.

Topic	Facility Planning Committee*		Superintendent	School Board	Board Policy
	Activity	Action	Action	Action	
Long-Range Facilities Planning for Oregon School Districts	Learn about the district facility planning context in general, review and understand 2021 LRFP and supporting documents.	Informational to FPC – no action	None	None	
District Enrollment	Learn about district enrollment history and forecasts, districtwide and at attendance area / community levels. Receive annual enrollment and projection updates.	Informational to FPC – no action	None	None	
Facility condition, utilization and programming	Learn about district building conditions (FCA/FCI), capacity utilization, and programs (types, locations)	Informational to FPC – no action	None	None	
Research and recommendations	Investigate specific topics (e.g. expansion plans for CTE, Pre-K, etc.)	Issue summary of findings and recommendations for Superintendent's consideration	Determine what if any recommendations to implement	Apply any applicable Board Policies for implementation	

Topic	Facility Planning Committee*		Superintendent	School Board	Board Policy
	Activity	Action	Action	Action	
Building Closure / Facility Retirement	Investigate alternatives for building closure / consolidation, including repurposing	Issue summary of findings, including any recommended scenarios for Superintendent's consideration	Determine what if any scenarios to propose to Board under Policy FL	Apply Board policy procedures and approve final proposal	FL - Retirement of Facilities
Attendance Boundary Adjustment	Investigate alternatives for boundary adjustments, including alignment of feeder patterns and balancing of enrollment.	Issue summary of findings, including any recommended scenarios for Superintendent's consideration	Determine what if any scenarios to propose for formal boundary adjustment process under Policy JC	Apply Board policy procedures and approve final proposal	JC - School Attendance Areas
Facilities Planning	Serve as community advisory team for development of Long-Range Facilities Plan (including all supporting documents, including FCA, seismic assessments, forecasts, etc.)	Serve as forum for public input. Issue recommendation of adoption to Superintendent.	Submit LRFP to Board for approval under Policy FB	Board adoption of Long-Range Facilities Plan (LRFP)	FB - Facilities Planning

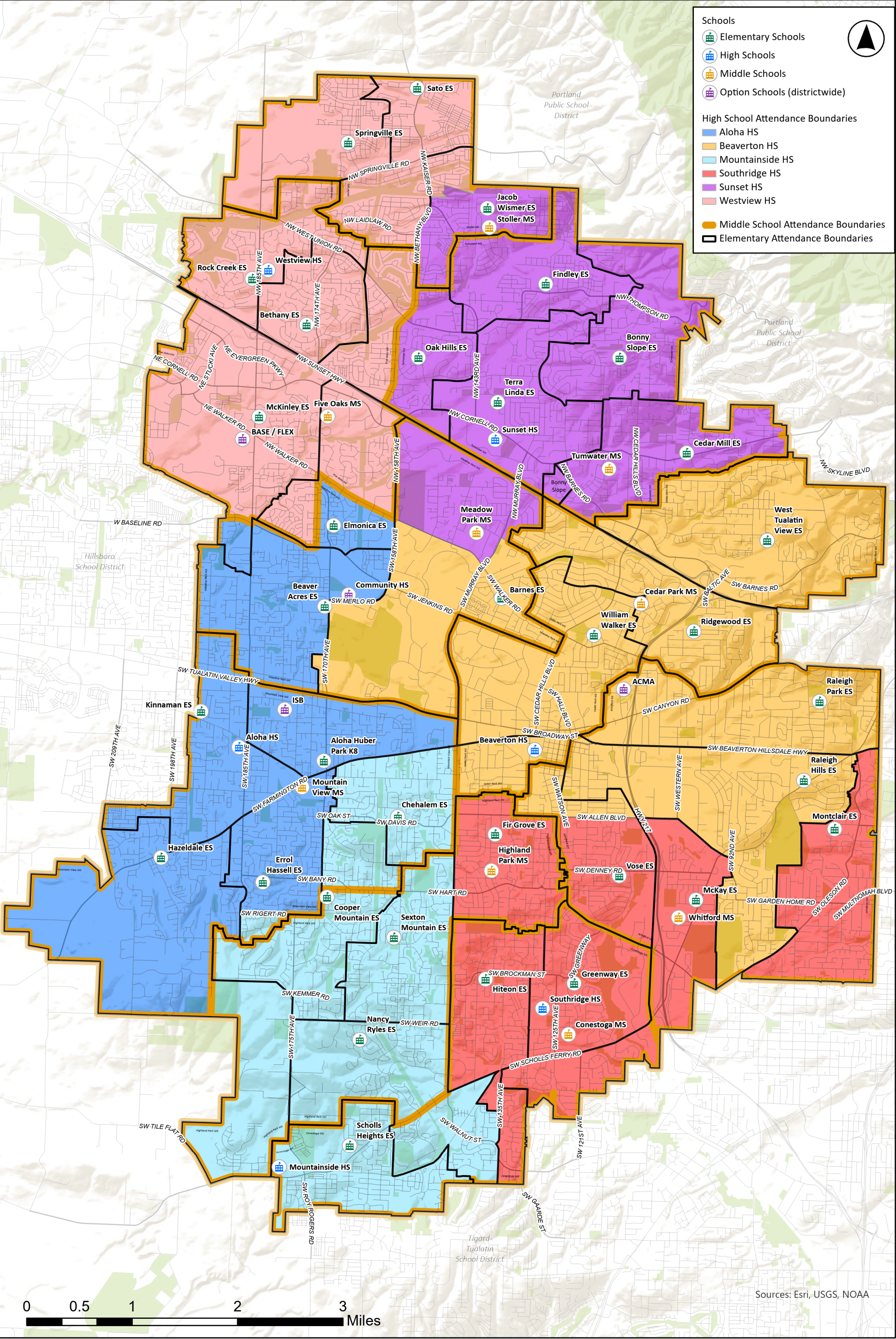
*The FPC's annual workplan will be provided by the Superintendent, the FPC will only undertake work requested by the Superintendent.

Required LRFP Element	How this Element is Addressed in the LRFP	Notes
(A) Population projections by school age group	The district commissions a 10-year forecast by an outside vendor.	The district received an updated 10-year forecast in Fall 2023. If needed, an update to the forecast will be commissioned to guide the 2026 LRFP.
(B) Identification by the city or county and by the large school district of desirable school sites.	The district maintains an inventory of its own real estate portfolio, and any future acquisitions. This information is incorporated into the LRFP report.	The district holds undeveloped properties in areas of the district where growth is anticipated (e.g. South Cooper Mountain). It is doubtful additional land will be needed given forecasted enrollment decline, but will be considered as part of developing the 2026 LRFP.
(C) Descriptions of physical improvements needed in existing schools to meet the minimum standards of the large school district.	<p>There are several inputs to this element:</p> <ol style="list-style-type: none"> 1) Facility Conditions Assessment and Facilities Condition Index 2) Seismic Assessment Report 3) Educational Specifications for new and rebuilt schools 4) Any other documentation of facility need 	<p>The 2021 LRFP incorporates these reports - they represent a snapshot in time.</p> <p>The district regularly updates the FCA through a contract with McKinstry, and updates the educational specifications as needed. A new Seismic Assessment, if needed for the 2026 LRFP, will be commissioned by an outside vendor.</p>
(D) Financial plans to meet school facility needs, including an analysis of available tools to ensure facility needs are met.	The LRFP report documents past and existing funding and financing tools.	To support the development of element F (capital plan) the Business Office commissions an external evaluation of the district's bonding capacity.

Required LRFP Element	How this Element is Addressed in the LRFP	Notes
<p>(E) An analysis of: (i) The alternatives to new school construction and major renovation; and (ii) Measures to increase the efficient use of school sites including, but not limited to, multiple-story buildings and multipurpose use of sites.</p>	<p>The LRFP report documents alternatives to school construction and major renovation and measures for efficient use of school sites. These alternatives may be generic (i.e. sharing of athletic fields, reducing land dedicated to parking) or site-specific as needed. These alternatives are developed in consultation with the educational specifications and any future program needs.</p> <p>The LRFP report documents the district’s method of calculating building capacity, which must be clear and objective.</p>	<p>This element may receive additional attention in the 2026 LRFP, if the district contemplates school consolidations or closures.</p>
<p>(F) Ten-year capital improvement plans.</p>	<p>Elements C, D, and E are used to create a full list of district facility investment needs. The cost of all identified improvements is usually greater than the financial resources available to the district. From the full list of improvements, a prioritized list of investments that is financially attainable is drafted. This prioritized list usually forms the core of a potential bond program.</p>	<p>The drafting of this list is iterative, and usually includes multiple scenarios that weigh different criteria. This phase of developing the LRFP includes significant community engagement.</p>
<p>(G) Site acquisition</p>	<p>The LRFP documents standards for site acquisition (i.e. size of typical elementary, middle and high school sites), and lists any anticipated acquisitions needed.</p>	

2023-24 School Year Attendance Boundaries

March 14, 2023



2023-24 School Year

City and County Boundaries

August 7, 2023

