

DATE: March 17, 2015

TO: Board of Trustees

FROM: Trustee Orville Chubb, Infrastructure Committee
Trustee Nathan Ip, Infrastructure Committee
Trustee Ray Martin, Infrastructure Committee Chair

SUBJECT: Optimal Enrolment Measure

ORIGINATOR: Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

RESOURCE STAFF: Roland Labbe, Lorne Parker, Christopher Wright

REFERENCE: [May 7, 2013 Board Report – Motion re Optimal Enrolment Measure Alberta Education Instructional Area Capacity Measure Calculation Form](#)

ISSUE

A motion was approved at the May 7, 2013 board meeting for the District to adopt a measure of optimal enrolment for all elementary and junior high schools based on the Alberta Commission on Learning (ACOL) calculation of building capacity using recommended class sizes. The Infrastructure Committee is recommending that the motion be rescinded.

RECOMMENDATION

That the following motion approved at the May 7, 2013 board meeting be rescinded:
“That a measure of optimal enrolment for all elementary and junior high schools be developed. It should be based on the Alberta Commission on Learning (ACOL) calculation of building capacity using recommended class sizes. Those classrooms leased to wraparound partners providing services to children and families shall be considered as fully occupied. The measure shall use provincially adjusted student enrolment to support equity for students with special needs.”

BACKGROUND

The motion in question was passed by the previous Board of Trustees prior to approval of the Infrastructure Planning Principles, and the Provincial adoption of new school capacity measure. At the time, the Provincial Area, Capacity and Utilization (ACU) formula was in place and deemed to be an unrealistic capacity measure. A district-derived capacity measure based on classroom counts and Alberta Education class-size guidelines resulting from the ACOL initiative was created to support consultations regarding excess school capacity in some sectors of the District. Class-size guidelines were not intended to define school building capacities.

The District is now working with the Province to evaluate school and district capacity based on a new Provincial capacity and utilization measure referred to as the Instructional Area Model (IAM).

RELATED FACTS

- Enrolment limits are typically applied to schools that are full or near capacity, to help ensure over-capacity issues that are difficult for schools and the District to manage, are avoided.
- Enrolment limits are reviewed annually prior to the pre-enrolment process for the coming school year, and adjusted as required.
- The motion was intended to provide a district measure of capacity other than the existing ACU capacity measure in place at the time.
- The Province will only recognize their measure of school and district capacity and utilization, and will not recognize any other measure.
- District resources are best directed to confirming school and district capacity and utilization based on the new IAM formula.
- Both the ACU and the IAM capacity measures recognize space which is occupied by not-for-profit tenant/partners agencies as utilized.
- Students that meet Provincial criteria as severe special needs students continue to be recognized as requiring space on a 3 to 1 ratio basis, within provincial adjusted enrolment calculations.

OPTIONS CONSIDERED

The following options have been considered as they are deemed the most admissible:

1. Adopt the new capacity and utilization measure based on ACOL capacity.
2. Do not adopt the new capacity and utilization measure based on ACOL capacity.

CONSIDERATIONS & ANALYSIS

Administration is focused on confirming district capacity and utilization for the current and future school years based on the IAM measure. School and sector capacity and utilization rates will provide a basis for all future capital planning initiatives, including the District Infrastructure Strategy, as well as future Ten-Year Facilities and Three-Year Capital plans. The efficacy and value of applying a measure different than the new IAM measure at this time is no longer applicable.

NEXT STEPS

If the recommendation is approved, the Administration will continue to focus solely on confirming district capacity and utilization for the current and future school years based on the IAM measure.

ATTACHMENTS & APPENDICES

ATTACHMENT I *Alberta Education Instructional Area Capacity Measure Summary*

SS/RL:mmf

Instructional Area Model for Calculating Capacity

This model focuses on the “instructional” area of a school as defined below. Like the current formula there are exceptions and exemptions, but at its root, total capacity is determined by dividing the total instructional area by a factor representing a standard average instructional area per student. That factor differs depending on grade configuration, representing an average of the area allocated for schools of all size under the grade configurations.

In the case of the instructional area model, the exceptions include:

- The CTS area within the school is removed from the school’s instructional area and the rated capacity of CTS labs is added to the final capacity. Each CTS lab is rated to accommodate 20 students.
- The area of gymnasiums, physical activity space and libraries is also removed from the instructional area and rated capacity of those spaces is added to the final capacity. Gymnasiums and physical activity rooms are rated at either 0 or 25 students per teaching station while libraries are rated at either 0 or 25 students in total.
- Space is also subtracted or exempted for closed schools, leases to non-profit groups, or space used for administrative purposes.

In summary, the process for determining Net Capacity of a school using the instructional area approach is:

1. Total area of all instructional spaces = Instructional Area
2. Instructional Area / x¹ = Base Capacity
3. Number of CTS spaces * 20 = CTS Capacity
4. Number of libraries * 25 = Library Capacity²
5. Number of gymnasium teaching stations * 25 = Gymnasium Capacity²
6. Number of physical activity rooms * 20 = Physical Activity Room Capacity
7. Base Capacity + CTS Capacity + Library Capacity + Gymnasium Capacity + Physical Activity Room Capacity = Net Capacity

¹ Where x = predefined area per student depending on grade configuration

² For schools with no grades K-6

Instructional Area Definitions

Instructional Area is defined as any room or enclosed area within a school primarily used as a designated learning area, where by classes are taught or supervised. This can include areas that have a variety of uses during the day but does not include areas or rooms that are used sporadically as teaching stations or for lectures.

Non-Instructional Area Definitions

Non-Instructional Space is space that is required for the daily operations within a school but is not used for teaching. These areas are NOT counted in a school’s instructional area and will not be included.

Rated Areas

Rated areas are instructional spaces that, because of their size and unique use, are not included in the calculation of a school’s instructional area, but their capacity is added to the overall school capacity.

Career and Technology Studies (CTS)

CTS spaces have a rated capacity of 20 students per enclosed CTS area.

Gymnasiums, Physical Activity Rooms, and Libraries

Gymnasiums have the capability of accommodating more than one group of students at a time depending on their size and the ability to curtail in off or temporarily divide the space. Capacities for gymnasiums for schools without any grades six and below will be based on the following ranges:

Area (m ²)	Capacity
0-640	25
641-800	50
800 +	75

- All physical activity rooms are based on a rated capacity of 20 students
- All libraries are based on a rated capacity of 25 students for schools with no grades K-6.
- Schools with grades K to 6 have no rated capacity for gymnasiums or libraries.