

San Diego City USD Prop "Z" Charter School Committee
Draft Needs Assessment Survey

The following are "brainstorming" ideas regarding elements to address in a needs assessment survey that were suggested by committee members, the public, and district staff during the May 20 Meeting (transcribed from whiteboard in meeting room):

- Any needs?
 - Cost estimate?
 - Growth plans?
 - Percent of the school's general fund budget spent on facilities lease/acquisition
 - Current condition of facilities
 - Does the school have any major maintenance needs?
 - Cost estimates?
 - How well does current location serve needs?
 - Instructional design
 - Is the school occupying a "Prop 39" facility?
 - Does the school qualify for or receive funding from the state "SB 740" or federal facilities aid programs?
 - Proximity to other charter schools
 - Demand for enrollment in the school?
 - Does the school have any projects pending?
 - If yes, at what stage?
 - Does the school have facilities planning capacity? Does it need planning assistance.
 - Current square-footage per pupil
 - Specialized space & acreage
 - Institutional strength
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Draft Cover Letter:

Dear San Diego Charter School Leader:

As you may know, last November local voters authorized the San Diego Unified School District to issue \$2.8 billion in school facilities bonds. Within this \$2.8 billion pool, the district has preliminarily set-aside \$350 million for charter school projects and established a 7-member Charter School Facility Committee

to advise the district on how to allocate these funds. The members of the committee, our charge and mission, meeting agendas, and other information are accessible on the district web site (insert link). We welcome you to attend our meetings and we conduct them in compliance with the Brown Act open meetings laws.

One of the first items on the Committee's work plan is an initial survey to help the Committee to assess the general needs of current charter schools. Toward this end, we have developed and posted a simple, online survey that we ask you to complete. The purpose of the survey is simply to begin to assess potential district-wide charter school facilities needs in San Diego. This is not a "high stakes" survey or funding application and we do not plan to use the survey results to make any final decisions about how to spend the funds for particular projects or schools. Instead, we are merely seeking this preliminary facilities needs information to help inform the larger process. Completion of the survey is optional.

The survey is posted online at the following link (insert link) and asks basic questions about your current facilities, future growth and facilities plans (if any), and other facilities-related questions. We ask that you complete the survey by (insert date). If you have any questions, please contact us/me at (insert contact information).

Sincerely,

Eric Premack

Chair, Charter Schools Facilities Committee, and

Executive Director—Charter Schools Development Center

Outline of Proposed Needs Survey

Basics

- Charter School Name
- Name of Person Completing Survey
- Title/Position of Person Completing Survey
- Current grades served by this school
- Current number of students enrolled in this school

- Brief description of key instructional design/features (check all that apply: traditional classroom-based, blended classroom and nonclassroom-based, etc.)

Your Current Facilities

- Address(es) of current facilities
- How did you acquire these facilities (check all that apply)
 - Facilities are district-owned and provided under the terms of Proposition 39
 - Facilities are district-owned and leased outside of the terms of Proposition 39
 - Facilities are privately owned and we lease them
 - Our school owns the facilities
 - Other (blank response box)
- How much does your school typically spend on facilities rents, leases, or acquisition in a typical fiscal year:
 - Total (blank \$ response box)
 - Per-student (blank \$ response box)
- If known, what is the estimated total square footage of interior space (blank response box)
- If known, what is the estimated total acreage of site (blank response box)
- How would you characterize the current, general condition of your facilities (check the response that is most applicable)?
 - Extremely poor (e.g., significant health/safety concerns, electrical/plumbing/heating systems frequently do not function, space inadequate to house core functions, etc.)
 - Poor (e.g., occasional health/safety concerns, systems function but do not meet all of our needs, space is minimally adequate to house core functions, etc.)
 - Adequate (e.g., few health/safety concerns, systems meet most of our core needs, space is adequate to house our core functions, etc)
 - Good-strong (e.g., no health/safety concerns, stems function well, space is adequate to meet our core and ancillary needs, etc.
 - Feel free to briefly elaborate on your response (text box to allow brief response)
- Do your facilities present any major safety or security concerns (click one)?
 - No
 - Yes, please briefly explain (text box to allow brief response)

Growth Plans (if any)

- Does your school currently school plan to expand or grow to serve a larger student population?
 - No, we do not plan to grow or expand
 - We have not made a decision regarding whether to grow or expand

- Yes, we have decided to grow or expand
 - If “yes,” how much/when? (text box to allow brief response)

Planned Projects

- Does your school have any current major facilities projects planned?
 - Yes,
 - If yes, what kind? (text box to allow brief response)
 - Estimated cost? (text box to allow brief response)
 - How do you plan to pay for any planned projects? (text box to allow brief response)
 - No, because we don't anticipate any major projects
 - No, because we haven't engaged in facilities planning yet

Facilities Planning Needs/Capacity

- Does your school currently have a near- or long-range facilities plan?
 - Yes
 - No
- Please describe the types of assistance, if any, your school might need with respect to facilities planning (please check all that apply):
 - No assistance needed
 - Needs assessment
 - Space planning
 - Market analysis
 - Design/architectural
 - Health, safety, building code, environmental compliance
 - Finance and lending
 - Maintenance and operations
 - Other (blank box)