

To develop a facility assessment report, MGT gathers and analyzes both *quantitative* and *qualitative* data. The quantitative data includes facility assessments and capacity, enrollment projections, and demographic analysis. Qualitative data is gathered from conversations with district officials familiar with educational programs and facilities, as well as community input gathered through several methods. This qualitative data typically provides the “why” behind the numbers. Both forms of data are critical to the preparation of a comprehensive plan for the district that will meet the community’s needs into the future.

The overall methodology includes all the following components:

PROJECT INITIATION

MGT staff reviews the goals of the project with district staff during the project initiation meeting. Lines of communication are established, and the work plan and project schedule are reviewed and finalized.

PROGRAMMATIC REVIEW

MGT conducts extensive interviews with school district leaders and staff to develop an understanding of the educational programs being delivered from the school facilities. These discussions are used to establish facility standards by which the facilities could be evaluated for educational suitability.

ENROLLMENT PROJECTIONS

MGT prepares enrollment projections for the school district and compares these with district estimates. Understanding current and future enrollment in a district is critical: funding, staffing, and facility decisions hinge on having accurate information about enrollment. MGT gathers demographic data from several sources and prepares the projections using four different projection models. The projections reflect the current school age population trends in the county.

CAPACITY AND UTILIZATION

It is important to understand that building capacity and utilization are dependent on the educational programs offered at a given school and that capacity and utilization can change with a modification in the planned programming.

MGT works with district staff to understand the current program offerings and the current capacity and utilization numbers for each building. During the on-site review, MGT staff discussed program needs and plans with the administrative staff at each site.

Current and future utilization are calculated by dividing current and projected enrollments by the capacity of each facility. Utilization is expressed as a percentage with a preferred utilization being between 85 to 95%.

FACILITIES ASSESSMENT

Facility assessments are conducted at each school site using MGT’s BASYS® Facility Assessment software. The assessments included:

- Building Condition which evaluates the physical condition of all the building systems
- Educational Suitability or Functionality which evaluates the ability of the facility to support and enhance educational program delivery
- Grounds Condition which evaluates the physical condition of all site systems

- Technology Readiness which evaluates the level to which the building infrastructure supports information technology

Each assessment results in a score based on a 100-point scale. Scores are interpreted as shown on the following chart.

90+	New or Like New: The building and/or a majority of its systems are in very good condition and only require preventive maintenance; only a few, if any, systems have reached their expected life-cycle age. The total replacement cost of any “expired” systems is less than 10% of the current replacement value of the facility.
80-89	Good: The building and/or a majority of its systems are in good condition and only require routine maintenance; the total replacement cost of systems that have reached or exceed their expected service life (life-cycle age) is between 10 and 20% of the current replacement cost of the facility.
70-79	Fair: The building and/or some of its systems are in fair condition based on age and operations; the total replacement cost of systems that have reached or exceed their expected service life (life-cycle age) is between 20 and 30% of the current replacement cost of the facility.
60-69	Poor: The building and/or a significant number of its systems are in poor condition and require major repair, renovation, or replacement; the total replacement cost of systems that have reached or exceed their expected service life (life-cycle age) is between 30 and 40% of the current replacement cost of the facility.
BELOW 60	Unsatisfactory: The building and/or a majority of its systems should be replaced due to risk of system failure, inefficient operation and increased maintenance requirements; the total replacement cost of systems that have reached or exceed their expected service life (life-cycle age) is greater than 40% of the current replacement cost of the facility.

The scoring is structured to measure the level of deficiencies as related to the total value of the building. Consequently, scores can be used to calculate the budgets required to remediate the deficiencies identified in the assessments.

The BASYS® software produces a detailed report for each facility assessment which includes each deficiency identified. The results of the assessment were reviewed with school staff to ensure accuracy and completeness.

PUBLIC INPUT

Public input and support are important key to developing a facility assessment report that meets the priorities and needs of the community. The community engagement process includes all the below:

- A series of virtual community meetings to explain the Facility Master Planning process.
- A series of in-person community meetings to gather input from the community regarding the data compiled relevant to the facilities plan
- A survey conducted via the internet. This survey will contain the same questions asked in the in-person community meetings

The results from public input will be tabulated to guide the long-range planning.