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Commissioner of Education

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
DEPARTMENT OF EDUCATION**

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March 13, 2013

Mr. Michael A. Mulheirn, Facilities Director  
Jefferson County Public Schools  
3332 Newburg Road, PO Box 34020  
Louisville, KY 40232

**Re: Jefferson County District Facilities Plan Review**

Dear Mr. Mulheirn:

We are in receipt of the information that was submitted by your district to allow this office to assist in our completion of your District Facilities Plan. The information allowed us to better understand your intentions and review the costs associated with your plan. We have several questions and observations that will be outlined herein.

- ❑ As outlined in 702 KAR 4:180 The Kentucky School Facilities Planning Manual, the cost allowed by the regulation for new constructions and additions shall be as noted in the Means Pricing Guide for the ¾ Costs. **The maximum cost for renovation would be 80% of that stated above for entire building renovation.**
- ❑ The proposed additions have been evaluated against the Model Program outlined in 702 KAR 4:180. Spaces that exceed these maximums cannot be considered for funding. **We have used the inventories provided by your Architect for this evaluation.**
- ❑ To qualify as a "major renovation", three major building systems must be replaced, the building cannot have been constructed or renovated in the last 30 years and the cost of renovation must exceed 20% of the replacement cost of the building. If it does not meet these criteria it does not qualify for renovation unless it has been damaged or some other major event that would justify work at this time. In 2008, the definition of "Major Renovation" was change in 702 KAR 4:180 to provide several exceptions to the definition; Building that are 15 years old can have consideration for replacement of; Roofs and HVAC systems. ADA Requirements and Life Safety Requirements (as outlined in the Kentucky Building Code) can be addressed at any time.

- ❑ We have also revised the DFP submitted by the district. The form has been changed to reflect the pricing outlined by 702 KAR 4:180. In addition, the templated DFP is linked to the KDE data information to allow us to update all pricing on an annual basis.
- ❑ Any space that is within 75% of the Model Program is not considered to be deficient and replacement of this space is not justified by size.

We have reviewed pricing information, the inventories sent by the district and proposed DFP that was presented to glean the intent of the district. Our review comments are noted on the attached District Facilities Plan. We will need for the Architect to provide renovation pricing as noted.

Please review this with your LPC. They shall vote on the DFP. If the LPC votes to approve the DFP it is sent to the Local Board of Education. The Board shall then vote on the DFP in a regular or special called meeting. Changes made by the LPC or local board may result in the DFP being forward to the State Board with the KDE staff recommendation not to approve the DFP. **Please record the vote totals, date of the vote and chairperson's signature on the attached District Facilities Plan Submittal Form. Once the required voting is complete, if both groups vote in favor of the Plan, contact us to schedule the public hearings.** If you have any questions or require any additional assistance, please do not hesitate to contact this office.

Sincerely,



Timothy K. Lucas, Architect

cc. Gregory C. Dunbar, Branch Manager  
Planning File  
Correspondence File

Att: Revised District Facilities Plan

**School Capacity Calculations**

Maximum class sizes provided by KRS 157.360 are as follows; Primary (24 students), Grade 4 (28 students), Grades 5-6 (29 students) and Grades 7-12 (31 students).

The maximum sizes noted are used in the establishment of a school "capacity" as defined in herein. Only the standard classrooms are used when calculating student capacity. Classrooms for special education, music, art, science, computer labs, Career and Technical Center/KY Tech Area Technology Center spaces, etc. are not used in the capacity calculation. These spaces are determined separately within the regulation based upon the number of students served in each school center.

**Elementary Schools**

Since the use of elementary school classrooms can change from year to year, based upon the number of students in each grade level, we use an approximate average of 25 students per classroom for grades K-6 for a "model" sized classroom. To determine the capacity for an elementary school, we simply multiply the number of standard classrooms by 25 students per classroom. For example, an elementary school with 20 standard "model sized" classrooms would have a capacity of 500 students (20 classrooms x 25 students/classroom = 500 students).

Since only standard classrooms are used in this calculation, it is critical that the spaces and their use be accurately noted on the building inventories prepared by the district during the District Facilities Planning process. If standard classrooms are being used for purposes other than classroom use or if the number of specialty classrooms is inflated in the inventory, these spaces will be adjusted to meet the number of spaces required in the regulation.

The "model size" for an elementary classroom shall be 800 square feet. However, an elementary classroom with 721 sf. or more will be considered to have a capacity of 25 students. A classroom with 651 to 720 sf. will have a capacity of 22 students and a classroom with 600 to 650 sf. will have a capacity of 20 students. A classroom with less than 600 sf. may not be utilized as a standard classroom, but may be considered for other uses for which its size is appropriate. [For example; an elementary school with 20 standard classrooms at 800 sf. ea. would have a capacity of 500 students (20 x 25=500). A similar school with 10 standard classrooms at 750 sf. each and 10 standard classrooms at 625 sf. ea. would have a capacity of 450 students (10 x 25)+(10 x 20)=450 students].

**Middle and High Schools**

For middle and high school only standard classrooms such as English, History, Language Arts, Languages and Math are used in the calculation of student capacity. Like elementary schools, the use of middle and high school classrooms can change from year to year.

The model size for middle and high school classrooms shall be 750 square feet. However, a middle or high school classroom with 701 sf. or more will be considered to have a “base capacity” of 25 students. A classroom with 651 to 700 sf. will have a “base capacity” of 23 students and a classroom with 563 to 650 sf. will have a “base capacity” of 21 students. A classroom with less than 563 sf. may not be utilized as a standard classroom, but may be considered for other uses for which its size is appropriate. [For example; a middle or high school with 20 standard classrooms at 750 sf. ea. would have a “base capacity” of 500 students ( $20 \times 25 = 500$ ). A similar school with 10 standard classrooms at 750 sf. ea. and 10 standard classrooms at 625 sf. ea. would have a “base capacity” of 460 students ( $10 \times 25 + (10 \times 21) = 460$  students)].

The “base capacity” is modified to reflect the unique nature of middle and high school design. It is assumed that 25% of the student time will be spent in spaces outside standard classrooms in spaces such as Special Education, Music, Art, Science Labs, Computers Labs, Career and Technical Centers/KY Tech Area Technology Centers, etc. These spaces are not used in the “base capacity” calculation.

To determine the “calculated capacity” for a middle or high school, the base capacity of standard classrooms is divided by 75% in order to account for the time spent outside standard classrooms. [For example, a middle school with a “base capacity” of 700 students will have a “calculated capacity” of 933 students ( $700 \text{ divided by } 75\% = 933$  students)].