

Swing Space Project Plan

Updated November, 2022

Swing Space Plan

1. Background

The School Board's FY 2023-32 CIP directs the Superintendent to prepare for the FY 2025-34 CIP by

- Prioritizing the renovations of existing APS school facilities using the framework in the CIP approved June 23, 2022.
- Identifying and developing swing space, if needed, to support the renovation projects targeted to begin Fall 2026.

This project will identify and evaluate all options for providing elementary swing space options. The results will be reported in the June 2023 Arlington Facilities and Student Accommodations Plan (AFSAP). In Fall 2023 the School Board's CIP direction will define swing space options that APS should explore further.

- Facilities and Operations will use the direction to prepare detailed costs estimate for each of the approved swing space options.
- The Superintendent's proposed FY 2025-34 CIP will include at least one swing space option to compliment the renovation plan.

2. Project Scope, Objectives and Milestones

This project will identify and evaluate all options for swing space.

Task 1.

Identify a comprehensive list of swing space options by Dec. 1, 2022, including the following options:

- Repurpose an existing elementary school, redrawing boundaries
- Repurpose the Washington-Liberty Annex, when the new ACC building opens
- Rent office space or other appropriate facilities
- Create a temporary facility using relocatable classrooms on a school or county owned property
- Repurpose a community center or other County facility
- Divide an elementary school into two locations

Task 2.

Provide educational specifications for elementary swing space by Dec. 1, 2022

- Swing Space is defined as a facility that can be used by a school while its building is undergoing extensive renovations. Ideally, swing space would be used to relocate several schools one after the other and become a permanent school when no longer needed for temporary relocations.
- Use APS' Elementary School Educational Specifications for the Jefferson Site School (Fleet) as a starting point to develop the educational specifications for swing space

Swing Space Project Plan

Updated November, 2022

Task 3.

Establish the criteria that will be used to evaluate swing space options by Feb. 1, 2023

An initial list of criteria¹ includes:

- Timeline:
 - Will the swing space option be available when needed? And how long will it remain available?
 - If the swing space option will not be available by fall 2028, no further analysis will be done
- Educational Specifications and Capacity: Does it meet the requirements and how many students will the space accommodate?
- Cost: provide ballpark estimates on the costs for the following
 - Modifications to the proposed facility to meet the educational specifications for elementary swing space
 - Transportation for students to and from the facility during the renovation period (walkability, bus time, site traffic)
- Change in use: How will the swing space option impact current use of existing facility?
- Complexity of the Swing Space: Identify and describe the potential processes needed to make the space work
 - Use permit
 - County board approval
 - Community process (i.e., boundary changes, etc.)
 - Emergency Access
 - Ownership of land
 - Transportation

Task 4.

Evaluate each swing space option (Task 1), using the criteria (Task 3) and include the results for all options in the June 2023 AFSAP. Including all results provides transparency for all stakeholders.

The School Board will have an opportunity to ask any Swing Space project related questions and provide guidance during the March 23, 2023, work session.

Note: The Superintendent will ask the County Manager to consider sites based on the results of task four with estimated time frames for when those sites could become available for use.

¹ This list has been adapted from the site evaluations in the 1300 Seat process:

[https://apsva.sharepoint.com/sites/s_56/d2/CIP/1300%20Seats/Data/jpegs/Analysis%20FINAL%20\(00000002\).pdf](https://apsva.sharepoint.com/sites/s_56/d2/CIP/1300%20Seats/Data/jpegs/Analysis%20FINAL%20(00000002).pdf)

Swing Space Project Plan

Updated November, 2022

3. Representation

Table 1. Timeline for Cabinet Discussion and Representation

Work Product	Task 1. Identify a comprehensive list of swing space options	Task 2. Refine educational specifications developed from prior projects for elementary swing space	Task 3. Set the criteria that will be used to evaluate swing space options	Task 4. Evaluate each of the swing space options with ballpark cost estimates
Draft the work product <ul style="list-style-type: none"> • Requested Staff • Timeline & Commitment 	Prepare draft list of swing space options	Prepare draft Ed. Spec.	Prepare draft criteria to evaluate swing space options	Evaluate the swing space options & estimate costs
	<ul style="list-style-type: none"> • F&O • Finance & MS • School Support 	<ul style="list-style-type: none"> • F&O • Academics 	<ul style="list-style-type: none"> • F&O (inc. Transportation) • Academics 	<ul style="list-style-type: none"> • F&O • Finance & MS
	<ul style="list-style-type: none"> • 1 to 2 one-hour meetings from Oct. to Dec. 1, 2022 	<ul style="list-style-type: none"> • 2 90-minute meetings from Oct. to Nov, 2022 	<ul style="list-style-type: none"> • 1-2 one-hour meetings from Dec. 2022 to Jan. 2023 	<ul style="list-style-type: none"> • 2 to 4 one-hour meetings from Feb. to March 2023
Review and/or approve the work product <ul style="list-style-type: none"> • Requested Representatives <p>Note: materials will be sent in advance of meeting</p>	Review draft list of swing space options, identify options that may be missing from list	Approve the draft educational specs for elementary swing space	Approve the draft criteria to evaluate swing space	Review the evaluations for swing space
	<ul style="list-style-type: none"> • Cabinet • ES Principals • FAC & JFAC 	<ul style="list-style-type: none"> • ES Principals • ES School Support • DEI • Finance & MS 	<ul style="list-style-type: none"> • ES Principals • Academics • School Support (ES & PreK) • DEI 	<ul style="list-style-type: none"> • ES Principals • Academics • School Support (ES & PreK) • DEI • Finance & MS
	1 to 2 one-hour meetings from Mid Nov- Dec.1, 2022	1 one-hour meeting Mid Nov. To Dec 1, 2022	2 one-hour meetings from Jan. 2023 to Feb 2023	1 to 2 one-hour meetings in March to April 2023
School Board	School Board provides feedback on Swing Space Proposal			School Board receives Swing Space update at COW in March 2023 in advance of AFSAP

Swing Space Project Plan

Updated November, 2022

4. Public Participation

FAC and JFAC will be invited to consult on

- Task 1 - Review draft list of swing space options, identify options that may be missing from list in Nov. 2022.

IAP2² Public Participation Goal for Consult is defined as “obtain public feedback on analysis, alternatives and/or decisions.”

Other external groups should be charged with reviewing the published AFSAP and provide their feedback to the School Board on the options by Sept. 2023, ahead of the School Board voting on Direction for the FY 2025-34 CIP.

² https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum_8.5x11_Print.pdf