



January 13, 2015

Dear ESS Team Member:

Welcome to the Educational Suitability Score Team! Your participation in this process is greatly appreciated. Here's a brief history of how the ESS came about:

In November 2013 a diverse committee of TUSD staff members was brought together to create the Educational Suitability Score (ESS) in response to the Unitary Status Plan (USP) requirements.

The committee members learned how USP called for the Facility Condition Index (FCI) and the Technology Condition Index (TCI) to be used as tools in developing a multi-year facilities plan to address the District's facilities needs while assuring improvements done equitably for all students.

- Facilities Condition Index (FCI) rates the condition of school buildings along multiple structural components.
- Technology Condition Index (TCI) rates technology and technology conditions in schools along multiple technological dimensions.
- **Educational Suitability Score (ESS) rates the degree to which the facility is suitable for the educational programs being offered.**

Being tasked to develop the third of the three defined tools, the group started by reviewing the existing TUSD Education Specification Standards. The Arizona School Facilities Board (AZSFB) Standards were reviewed. TUSD's Planning Department provided information regarding square footage and capacity calculations. The Houston School District used was the model that was the best fit for evaluating our schools here in Tucson.

Each area of concern was assigned to the committee members with the most experience in those areas. The task assigned was to create a rubric that could be used for evaluation. As a group the individual checklist were reviewed and revised. A test of the ESS tool was completed in February 2014 at two schools. Minor adjustments to the order of the components were made so that the flow for the evaluator completing the checklist would be smoother.



As this is the formal launch of this ESS data collection process, we realize questions and clarifications may will be needed. My contact information is provide below. Please direct any concerns to me. By contacting me directly, it will help assure that all teams are given the same information and will enable us to have consistency as we make improvements to the ESS.

Thank you for your willingness to join the team and participate in this first of TUSD's Educational Suitability Score evaluations!

Sincerely,

Suzanne Heathcote

Senior Project Manager

Office Phone: (520) 225-4654

Cell Phone: (520) 349-6047

sue.heathcote@tusd1.org



January 15, 2015

Dear Site Administrator:

TUSD will be initiating our first Educational Suitability Score (ESS) assessment which has been mandated by the Unitary Status Plan. This assessment will be accomplished every two years. The purpose of this evaluation is to assure that our schools have facilities that are equally conducive to the learning process. It will help identify areas in which a school may need special attention to improve the education environment. The information collected by this survey will be entered into an automated spreadsheet which will calculate the average of these scores to determine the overall rating for the site.

In an effort to accomplish this first assessment in a timely manner, we have solicited the assistance of past administrators. Attached are the list of team assignments and also a schedule of the dates that the teams will be going to each site. One half day has been scheduled to complete the evaluation for all elementary schools, K-8 schools and middle schools. A full day has been scheduled for high schools. Team assignments and the order in which the schools will be evaluated was established through a random selection process.

The teams have requested that each site administrator allow approximately 15-20 minutes to meet with them when they arrive at your site. They will need to sign out a set of your site's keys so that they can gain access to all areas. Please be prepared to provide your team with your master schedule and/or room assignments as well as your site map.

Additionally, please be prepared to answer the following questions:

- 1) Do you have a Pre-K class at your site?
- 2) Do you have any Exceptional Ed classes at your site?
- 3) Do you have Band, Music, Art, or Performing Arts classes at your site?
- 4) Are your abutting crosswalks supervised?
- 5) Is the exterior lighting at your site acceptable?
- 6) Are you doing the required safety drills? (Please be prepared to show documentation.)
- 7) Does every room have a workable intercom system?
- 8) Does your front office maintain a book identifying areas of asbestos materials throughout the campus? (Please be prepared to show book.)

Thank you for your assistance with this process. If you have any questions about this process, please feel free to contact me.

Sincerely,

Suzanne Heathcote, ESS Facilitator
Architecture & Engineering

Office: 225-4654

Cell: 349-6047

ATTACHMENTS: ESS Rubric; Team Members; Evaluation Schedule

Educational Suitability Score Training January 15-16, 2015 Agenda – Day 1

Welcome – Happy 2015!	
Introductions	5 minutes
Overview of Facilities Condition Index (FCI) and relationship to ESS	10 minutes
Review of ESS Mandate by USP Project 9 and brief description of how it was created.	10 minutes
ESS Checklist – Roundtable discussion on each section	45 minutes
Break	15 minutes
Developing the Norms – Pictures and discussion of what makes a component a “5” and what makes it a “1”	45 minutes
School Assignments per Team	30 minutes
Adjourn with reminder of time and date for follow up Training Day 2	5 minutes

Agenda – Day 2

Welcome Back	5 minutes
Review of Day 1 Training	10 minutes
Question and Answer Session on Norms	30 minutes
Break	15 minutes
Exercise – Teams to Visit Four Rooms and Score	45 minutes
Regroup to Compare & Discuss Scores	45 minutes
Review School Assignments and Schedules – Discuss logistics of Evaluations	30 minutes

Educational Suitability Score (ESS)

- Facilities Condition Index (FCI) rates the condition of school buildings along multiple structural components.
- Educational Suitability Score (ESS) rates the degree to which the facility is suitable for the educational programs being offered.
- Technology Condition Index (TCI) rates technology and technology conditions in schools along multiple technological dimensions.

These three tools will be used in multi-year planning.

P 09 – Facility Access Plan

- The ESS for each school shall evaluate: (i) the quality of the grounds, including playgrounds and playfields and other outdoor areas, and their usability for school-related activities; (ii) library condition; (iii) capacity and utilization of classrooms and other rooms used for school-related activities; (iv) textbooks and other learning resources; (v) existence and quality of special facilities and laboratories (*e.g.*, art, music, band and shop rooms, gymnasium, auditoriums, theaters, science and language labs); (vi) capacity and use of cafeteria or other eating space(s); and (vii) current fire and safety conditions, and asbestos abatement plans.

ESS Committee

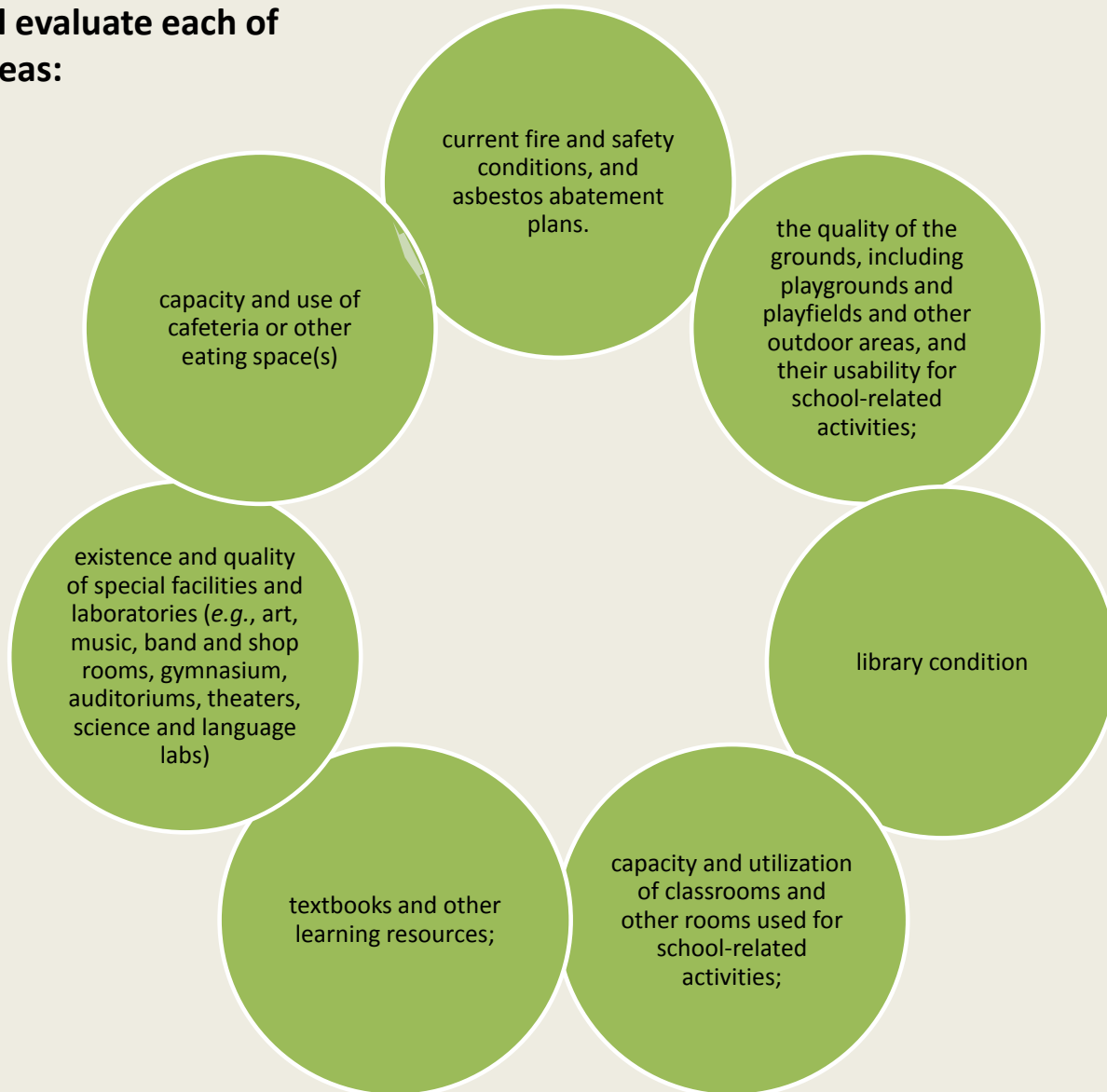
Organized
December 2013

Sue Heathcote – Committee Lead, Sr PM
Martha Taylor – Director, Advanced Learning
Amy Cislak – Asst. Principal, University High
Brian Lambert – Program Manager, Student Equity
Holly Colonna – Director, Guidance, Counseling, Prevention
Karen Ward - Counselor
Bob Kramer – Ed. Tech. Integration Specialist
Chuck McCollum – Coordinator, Career Technology Education
Karl Oxnam – Resource Teacher, Career Technology Education
Herman House – Director, Interscholastics
Red Morrow – Program Coordinator, Interscholastics
Joan Gilbert – Program Coordinator, Science
Carolyn Eldridge – Dir. Int. Elem & K8 Leadership
Joan Ashcraft – Director, Fine Arts Department
Susan Pearson – Textbook Specialist

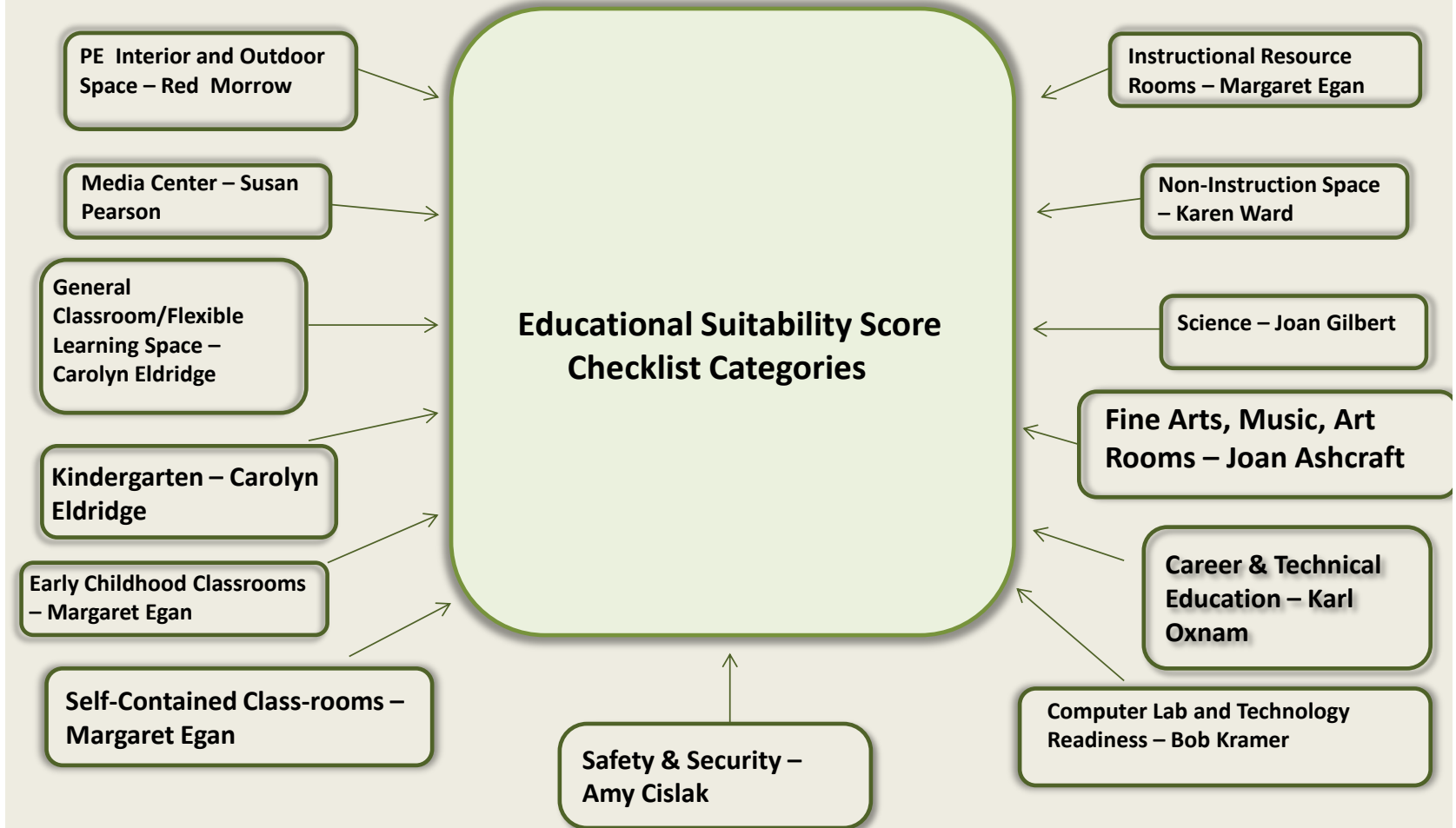
Where to begin?

- Committee briefed on background of FCI and TCI creation/format.
- Existing TUSD Ed-Spec Standards for Elementary Schools, K-8 Schools, and High Schools were examined and discussed.
- Criteria used by School Facilities Board (SFB) when reviewing schools was examined and discussed.
- Information regarding square footage and capacity that TUSD Planning uses was reviewed.
- Looked to other school districts to see what they were doing to establish Educational Suitability Score evaluation tools.

ESS shall evaluate each of these areas:



Educational Suitability – ESS Progress January – March 2014



Educational Suitability Score (ESS)

1	2	3	4	5
Poor Condition An area that is missing any one of the safety components and less than 50% of other components This area would not support or enhance the educational goals of TUSD. This score requires priority status 1 for safety issues.	Fair Condition An area that meets all of the safety components and at least 60% of other components This area would only partially support or enhance the educational goals of TUSD.	Acceptable Condition An area that meets all of the safety components and at least 75% of other components This classroom would support and/or enhance the educational goals of TUSD.	Good Condition An area that meets all of the safety components and at least 85% of other components This area would support and enhance the educational goals of TUSD.	Excellent Condition An area that meets all of the safety components and all of the other components This area fully supports and enhances the educational goals of TUSD.

Security and Supervision

Component	Description	What to Look For
Lighting	The school site should be properly lit during morning hours and after hours. SCORE: 1 2 3 4 5	Paths, parking lots, walk ways and entrances to classrooms, gyms, cafeteria and other multipurpose rooms are well lit. Bathrooms and other outdoor entrances are easily seen for the public to use during events where natural light is not available. Comments:
Fencing	The school site should be properly fenced. SCORE: 1 2 3 4 5	The school site is appropriately fenced and gated. Entrances and egresses are limited, where appropriate. Comments:

Textbooks/Learning Resources:

Component	Description	What to Look For
Textbooks	There are adequate textbooks available. SCORE: 1 2 3 4 5	Textbooks in classrooms meet the standard quantity and quality based on Board Policy. Comments:
Supplemental Materials/Kits	There are supplemental materials and instructional resources available. SCORE: 1 2 3 4 5	Supplemental materials and kits/instructional resources that compliment the curriculum are Readily available for use in all classrooms. Comments:
Library Books	There are sufficient library books available. SCORE: 1 2 3 4 5	Quantity of library books meet the standard based on student enrollment. Per R7-6-221. Equipment for Libraries and Media Centers/Research Area, there should be ten books per student. Comments:
Electronic Resources	Electronic resources are readily available. SCORE: 1 2 3 4 5	Technology is readily available to access electronic resources necessary to compliment the curriculum. Comments:
Textbook Total Points=		

DRAFT ESS Automated Score Sheet (2) [Read-Only] - Microsoft Excel																
J18																
Educational Suitability Score																
	Security Supervise	Non-Instruct Space	Early Childhood Classroom	Kinder class-room	General Class-room	Technology	Instruction Resource Room	ExEd Self Contained	Library Media Center	Science Classroom	Performing Arts	Music	Visual Art	Physical Education	ESS Score	Comments
1	TUSD															
2	ELEMENTARY SCHOOLS															
3	BANKS ES														#DIV/0!	
4	BLENMAN ES														#DIV/0!	
5	BLOOM ES														#DIV/0!	
6	BONILLAS MAGNET ES														#DIV/0!	
7	BORMAN ES														#DIV/0!	
8	BORTON ES														#DIV/0!	
9	CARRILLO ES														#DIV/0!	
10	CAVETT ES														#DIV/0!	
11	COLUER ES														#DIV/0!	
12	CRAGIN ES														#DIV/0!	
13	DAVIDSON ES														#DIV/0!	
14	DAVIS MAGNET ES														#DIV/0!	
15	DRACHMAN ES														#DIV/0!	
16	DUNHAM ES														#DIV/0!	
17	ERICKSON ES														#DIV/0!	
18	FORD ES														#DIV/0!	
19	FRUCHTHENDLER ES														#DIV/0!	
20	GALE ES														#DIV/0!	
21	GRUJALVA ES														#DIV/0!	
22	HENRY ES														#DIV/0!	
23	HOLLADAY ES														#DIV/0!	
24	HOWELL ES														#DIV/0!	
25	HUDLOW ES														#DIV/0!	
26	HUGHES ES														#DIV/0!	
27	JOHNSON PRIMARY ES														#DIV/0!	
28	KELLOND ES														#DIV/0!	
29	LAWRENCE ES														#DIV/0!	
30	LINEWEAVER ES														#DIV/0!	
31	LYNN/UROUIDES ES														#DIV/0!	
32	MALDONADO ES														#DIV/0!	
33	MANZO ES														#DIV/0!	
34	MARSHALL ES														#DIV/0!	
35	MILLER ES														#DIV/0!	
36	MISSION VIEW ES														#DIV/0!	
37	MYERS/GANOUNG ES														#DIV/0!	
38	OCHOA ES														#DIV/0!	
39	OYAMA ES														#DIV/0!	
40	RODRIGUEZ ES														#DIV/0!	
41	PRIORITY LIST	ESS														

Educational Suitability Score (ESS) Instructions

This evaluation tool has been mandated by the Unitary Status Plan (USP) and is required to be accomplished every two years.

The purpose of this evaluation is to assure that our schools have facilities that are equally conducive to the learning process. It will help to identify areas in which a school may need special attention to improve the educational environment.

A survey of each school campus will be conducted and the appropriate score for each component (1-5) will be circled on the checklist.

There is a comments section to write in any additional information that is relative to scoring or to suggest ways to improve.

Each component has a space for a cumulative score for that particular section

Should there be a section that does not apply to the site (i.e. Early Childhood Classroom, Self Contained Classroom, etc.), an average score of 2.5 will be entered for that component section total as that score will not affect the overall rating for the site.

The information provided from this survey will be entered into an automated spreadsheet which will calculate the average of these scores to determine the site's overall ESS score.

What makes a rating a “5” versus a “1”?

Team Assignments

Team 1	Team 2	Team 3	Team 4
Richard Gastellum	Vivi Watt	Frank Moraga	John Michel
Barbara Sotomayor	Dan Gastellum	Miguel Ortega	Kelly Langford
Sheila Govern			Carolyn Eldridge*

*Carolyn will join team on 2/10/15

REVISED ESS EVALUATION SCHEDULE
1/23/2015

	Team 1	Team 2	Team 3	Team 4
1/20/2015	Lynn-Urquides	Oyama	Cholla H.S.	Meredith
	McCorkle	Vesey	XXXX	Tully
1/22/2015	Pueblo H.S.	Robins K-8	Maldonado	Grijalva
	XXXXX	Blenman	Miller	White
1/27/2015	Mansfeld	Borton	Tolson	Hudlow
	Davidson	Wright	Utterback	Vail
1/29/2015	Doolen	Valencia	TAPP	Bonillas
	Lineweaver	Cavett	Kellond	Mission View
2/3/2015	Van Buskirk	Rincon HS/UHS	Gale	Myers/Ganoung
	Whitmore	XXXXX	Robison	Manzo
2/5/2015	Secrist	Catalina HS	Dodge	Pistor
	Collier	XXXX	Roberts-Naylor K-8	Davis
2/10/2015	Soleng Tom	S.W.E.C.	Palo Verde HS	Erickson
	Roskruge	Rose K-8	XXXX	Sewell
2/12/2015	Drachman	Fruchthendler	Pueblo Gardens	Carrillo
	Borman	Hughes	Cragin	Lawrence
2/17/2015	Holladay	Hollinger K-8	Bloom	Sahuaro H.S.
	Banks	Miles	Henry	XXXX
2/19/2015	Tucson HS	Steele	Sabino H.S.	Santa Rita HS
	XXXX	Johnson	XXXX	XXXX
2/24/2015	Ford	Maxwell K-8	Warren	Marshall
	Ochoa	Dietz K-8	Wheeler	Magee
*2/25/2015	Booth-Fickett K-8	Safford K-8	Gridley	Dunham
			Howell	Project More

*This evaluation day was changed from Thursday to Wednesday due to Rodeo Break.

Team Assignments

Team 1	Team 2	Team 3	Team 4
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