"How to Optimize Your Floor Plan"

1. Why the annual classroom use update is critical - Budget constraints, population growth and decline, family mobility, and other factors beyond the control of San Diego Unified School District, require that the use, configuration, and makeup of District facilities be reviewed on a regular basis. The number, type, and usage of facilities should be matched to the educational needs of SDUSD and the availability of facilities and funding.

2. There are four primary sources of information IFPD relies upon to complete the annual classroom use update:
   - A mark-up of the Previous Year Floor Plan Drawing(s) showing current room uses
   - The school’s current Master Schedule (PowerSchool)
   - The school’s current Teacher-Staff Roster - Examples https://bit.ly/3dGyQh2

The latter three items are already being prepared and managed by your staff.

3. Words of wisdom to help make the update process run smoothly:
   - Make sure your Master Schedule (Power School):
     - Accurately reflects all rooms utilized for instructional purposes including room numbers, course codes/grade levels and assigned teachers
     - Reflects your actual room assignments for the current school year after any room changes have been completed
     - Is updated in PowerSchool deleting erroneous or superfluous information
   - Make sure your current year Teacher/Staff Roster:
     - Reflects up-to-date information on all rooms/assignments
     - Matches your Master Schedule for classroom assignments
     - Spells out acronyms when describing programmatic positions
   - Prepare an accurate site map of your school showing all rooms and room assignments.

4. Optimizing Space - Key points when thinking about space use at your site:
   - Differentiate between self-contained classroom assignments and support functions. Keep in mind what is authorized and un-authorized classroom use.
   - Pay particular attention to daily, weekly, and periodic scheduling when deciding room assignments. Can the space be shared without affecting instructional and support functions?
   - In-school functions should take priority over before-/afterschool functions when assigning space. If the space is required to support educational instruction, those uses should be prioritized.
   - Fit the function/activity into the appropriate, right-sized room. Minimize the use of classroom space for non-instructional purposes.
   - Think flexibility – programmatic changes happen on a regular basis.
   - Think about grade progressions – overloading lower grade enrollment can lead to space issues later.
5. Five Myths regarding the annual classroom use update:

- Your school’s Master Schedule (PowerSchool) provides all the information required – The master schedule only shows teacher assignments. Additional information is required to identify support functions, itinerant personnel, administrative functions, etc.
- Missing information means we don’t know how space is being utilized – IFPD has access to several functional databases. What is often missing is how schools are actually assigning their space, the days/times when itinerant personnel are on-site, what rooms are associated with each other for instructional/support purposes, etc.
- If you don’t utilize all available (vacant) space, you’ll somehow be penalized – Vacant space can serve many purposes. The District often reviews where vacant space exists when deciding where to place new or expanding programs. Remember, space utilization is based on the needs of enrollment and personnel assignments, not necessarily space availability.
- We are looking for rooms to place a charter school – The decision to co-locate a charter school is based upon many different factors. Space availability is actually low on the factor list. A number of other factors are examined first before room availability is actually looked at.
- The update isn’t a high priority – A detailed, accurate assessment of all spaces and space use throughout the District is critical to the decision-making process. The annual assessment is utilized in budget decisions, administrative & instructional assignments, and modernization of the District’s facility assets. How the District matches its facility assets to demographic trends is critical to being able to ensure that the appropriate facilities are best located where they are needed.

Instructional Facilities Planning
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Classroom Use Update Materials