

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #28 (2005-2006)

**REVISED** August 22, 2005

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: APPROVAL OF LEASE FOR SPECIAL EDUCATION  
PRESCHOOL ASSESSMENT AND CARE TEAM (Second Reading)

*ASD Goal: Ensure public accountability through effective communication with students, staff, parents, community and effective consultation with community to ensure wise use of financial resources and responsible construction and maintenance of facilities.*

RECOMMENDATION:

It is recommended that the Board approve a lease for the Special Education Preschool and Assessment and CARE Team to EHESE Investments LLC in an amount not to exceed \$158,000 for a one-year period with options to renew for four (4) additional one-year periods to include annual rent adjustments.

PERTINENT FACTS:

In planning for the 2005-2006 school year, it was recognized that additional classroom space would be needed at Mt. Iliamna for the elementary behavior support classes in order to accommodate the addition of the fourth grade and increased enrollment. Elementary Education has allocated space in elementary schools for all of the preschool classes displaced from Mt. Iliamna. Adequate space was not available in designated preschool sites to incorporate all displaced programs from Mt. Iliamna. The finalization of the preschool sites was completed in late June.

Space is required for the Preschool Assessment Teams and Itinerant teams of teachers and related service personnel who have been utilizing classroom space. The Itinerant teams of teachers were utilizing classroom space at Mt. Iliamna. The type of space required for Itinerant teams of teachers is office space and does not require E-1 rating. The preschool assessment program had previously been moved from their base location at Mt. Iliamna to Chester Valley Elementary because of the lack of access for parents who need to bring their children for services and assessment. These assessment teams need to be accessible within the community due to federal Child Find requirements to conduct screening and assessment year-round. In order to accommodate these groups, the District

began reviewing any current leasing arrangements as well as classroom space that may be available. This review included additional space at the Boniface Center, holdover terms at 6th & K and the Emerald building. This review also included Kennedy Elementary, which had already been committed for use by the Army beginning this fall.

Facilities reviewed all of the District-wide classroom usage while taking into consideration the projected student population at each site for the 2005-2006 school year. Sufficient blocks of classrooms are not available in any non-military based school to house these staff members. Concurrently, the District began reviewing any current leasing arrangements that would meet E-1 occupancy rating required to house the preschool assessment team as well as reviewing any additional space that was currently available at the Mental Health Trust building where the Special Education ACT program will be moved. The previous Village Charter School site was also included in the review in mid July and meets E-1 occupancy. This space will accommodate both the assessment and Itinerant teams and was determined it would be in the best interests of both the District and the community served by these programs.

Because of the short time frame for the moves to occur prior to school start up, this essentially created a sole source lease to EHESE Investments, LLC in order to meet the E-1 code requirements as well as the timeframe in which the District required the availability of the space. This site has 8300 square feet to house these programs.

The District currently has all space leases on the same expiration timeframe in order to provide the maximum flexibility in future leasing arrangements and consolidation of District offices. In that regard, the District has an annual renewal option for this lease for a maximum term of five (5) years. This five-year term coincides with both the Administration Building as well as the Boniface Center leases. The annual renewal option allows the District the flexibility to be able to move these programs if additional classroom space should become available throughout the District through boundary changes or student enrollment changes.

Upon approval of this lease, the District will finalize the negotiations with the Lessor to include the tenant improvements required at the site, annual rate adjustment as well finalizing the lease document. The tenant improvements include paint, carpet and any wiring for phones or computers needed.

Upon further review of the Board policy, the policy allows for the District to lease real property, but provides no specific requirements. It is recommended that the Policy Subcommittee review the Board policy to determine if more

guidelines could be added to the policy to provide more clarity in the lease process.

CERTIFICATION OF FUNDS:

Fund Description:

(02) Federal Grant  
(3200) Rent-Land and Buildings

<u>Fund Source:</u>	<u>Fund</u>	<u>Account Code</u>	<u>Amount</u>
Lease Buildings	(02)	251301-3200	\$158,000

CC/JC/GV/JS/PC

Prepared by: Jerry Sjolander, Executive Director, Special Education  
Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: Jan Christensen, Assistant Superintendent, Instruction  
George Vakalis, Assistant Superintendent, Support Services