

Linda Vista Elementary School

25222 Pericia Drive • Mission Viejo CA, 92691 • (949) 830-0970 • Grades K-6

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2014-15 School Accountability Report Card Published During the 2015-16 School Year



Saddleback Valley Unified School District

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District Governing Board

Suzie Swartz
Ginny Faye Aitkens
Dolores Winchell
Dennis Walsh
Amanda Morrell

District Administration

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Superintendent
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Tammy Blakely
Assistant to the Superintendent/Director, Pupil Services
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Director, Secondary Education
Dr. Terry Petersen
Director, Elementary Education
Dr. Diane Lohrman
Director, Special Education/SELPA

School Description

Supported by the partnerships of school, home, and community, Linda Vista Elementary School promotes excellence and a commitment to learning within a safe and nurturing environment that empowers every child to succeed and reach his/her full potential. At Linda Vista, we strive to promote the growth of the whole child by building relationships, focusing on rigorous standards-based instruction, providing professional development for staff and encouraging parent involvement.

Everything we teach is important and enriching to our students, but we give our greatest focus to the foundational skills of reading, writing, and mathematics. In 2014–2015, the staff worked to understand and use the Common Core State Standards and supported students in meeting and exceeding our school wide writing goals.

During this school year, Linda Vista Elementary School has started the process of becoming an AVID Elementary school. The AVID essentials of instruction, culture, leadership and systems are the path to student success and college readiness. Student success begins at Linda Vista.

Along with these skills, we emphasize character traits such as trustworthiness, respect, responsibility, fairness, caring, and citizenship through our school wide positive behavior system, Ropes, and student council, which foster student leadership. Linda Vista is an honored recipient of the Orange County Department of Education's Outstanding PAL program. We pride ourselves in preparing Linda Vista's students to succeed in tomorrow's world.

Suzanne McMasters, Principal

About the SARC

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school at (949) 830-0970 or the district office.

2014-15 Student Enrollment by Grade Level	
Grade Level	Number of Students
Kindergarten	47
Grade 1	54
Grade 2	60
Grade 3	55
Grade 4	50
Grade 5	65
Grade 6	61
Total Enrollment	392

2014-15 Student Enrollment by Group	
Group	Percent of Total Enrollment
Black or African American	2
Asian	1.3
Filipino	1.8
Hispanic or Latino	76.3
Native Hawaiian or Pacific Islander	0.3
White	16.6
Two or More Races	1.5
Socioeconomically Disadvantaged	76.8
English Learners	62.2
Students with Disabilities	16.3

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the Basic State Priority (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials			
Linda Vista Elementary School	13-14	14-15	15-16
With Full Credential	17	16	17
Without Full Credential	0	0	0
Teaching Outside Subject Area of Competence	0	0	0
Saddleback Valley Unified School District	13-14	14-15	15-16
With Full Credential	♦	♦	1195
Without Full Credential	♦	♦	3
Teaching Outside Subject Area of Competence	♦	♦	0

Teacher Misassignments and Vacant Teacher Positions at this School			
Linda Vista Elementary School	13-14	14-15	15-16
Teachers of English Learners	0	0	0
Total Teacher Misassignments	0	0	0
Vacant Teacher Positions	0	0	0

* "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc. Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Core Academic Classes Taught by Highly Qualified Teachers

2014-15 Percent of Classes in Core Academic Subjects Core Academic Classes Taught by Highly Qualified Teachers		
Location of Classes	Taught by Highly Qualified Teachers	Not Taught by Highly Qualified Teachers
This School	100.0	0.0
Districtwide		
All Schools	100.0	0.0
High-Poverty Schools	100.0	0.0
Low-Poverty Schools	100.0	0.0

* High-poverty schools are defined as those schools with student eligibility of approximately 40 percent or more in the free and reduced price meals program. Low-poverty schools are those with student eligibility of approximately 39 percent or less in the free and reduced price meals program.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2015-16)

We choose textbooks and instructional materials that are aligned to state-adopted content standards consistent with state-adopted curriculum framework content and cycles. This report includes a list of some of the textbooks and instructional materials we use at our school. We have also reported additional facts about our textbooks called for by the Williams legislation of 2004. This report shows whether each student in each core course had sufficient textbooks or instructional materials that are consistent with the content and cycles of the state-adopted curriculum frameworks for those subjects.

Textbooks and Instructional Materials Year and month in which data were collected: October 2015	
Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption
Reading/Language Arts	<p>High Point Basics Student Book Adopted 2004</p> <p>HM Reading: A Legacy of Literature Adopted 2004</p> <p>Holt Literature and Language Arts Adopted 2004</p> <p>The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0</p>
Mathematics	<p>Math Expressions by Houghton Mifflin Harcourt Adopted 2014</p> <p>Go Math by Houghton Mifflin Harcourt Adopted 2014</p> <p>The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0</p>
Science	<p>Scott Foresman California Science K-5 Adopted 2008</p> <p>Prentice Hall CA Science Explorer Focus/Earth Science Adopted 2008</p> <p>The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0</p>
History-Social Science	<p>Reflections by Harcourt Adopted 2007</p> <p>World History, Ancient Civil./Holt, Rinehart & Winston Adopted 2007</p> <p>The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0</p>

School Facility Conditions and Planned Improvements (Most Recent Year)

The Linda Vista campus dates from 1968 and has been well maintained over the years. The facilities consist of 23 permanent classrooms in three buildings and six portable classrooms. The district childcare center uses two additional portables. All playground equipment meets new state safety standards. We recently used bond funds to improve our facilities, grounds, and equipment, including a new multiuse building consisting of three classrooms.

More facts about the condition of our school buildings are available in an online supplement to this report called for by the Williams legislation of 2004. What you will find is an assessment of more than a dozen aspects of our buildings: their structural integrity, electrical systems, heating and ventilation systems, and more. The important purpose of this assessment is to determine if our buildings and grounds are safe and in good repair. If anything needs to be repaired, this assessment identifies it and targets a date by which we commit to make those repairs. The guidelines for this assessment were written by the Office of Public School Construction (OPSC) and were brought about by the Williams legislation. You can look at the six-page Facilities Inspection Tool used for the assessment on the Web site of the OPSC.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 11-2-15

System Inspected	Repair Status				Repair Needed and Action Taken or Planned
	Good	Fair	Poor		
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X				
Interior: Interior Surfaces	X				Some carpet is old, to be replaced by contractor
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X				
Electrical: Electrical	X				
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X				
Safety: Fire Safety, Hazardous Materials	X				
Structural: Structural Damage, Roofs	X				
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X				
Overall Rating	Exemplary	Good	Fair	Poor	Our school meets most or all of the standards for good repair, established by the Office of Public School Construction. If we have any deficiencies, they are not significant. We scored between 99 and 100 percent on the 15 categories of our evaluation.
	X				

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- Statewide assessments (i.e., California Assessment of Student Performance and Progress [CAASPP], Science California Standards Tests); and
- The percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

2014-15 CAASPP Results for All Students			
Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)		
	School	District	State
ELA	33	61	44
Math	18	47	33

* Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

CAASPP Results for All Students - Three-Year Comparison									
Subject	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)								
	School			District			State		
	12-13	13-14	14-15	12-13	13-14	14-15	12-13	13-14	14-15
Science	65	52	60	81	80	79	59	60	56

* Results are for grades 5, 8, and 10. Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade Level	2014-15 Percent of Students Meeting Fitness Standards		
	4 of 6	5 of 6	6 of 6
5	25.00	21.90	32.80

* Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

2014-15 CAASPP Results by Student Group	
Group	Percent of Students Scoring at Proficient or Advanced
	Science (grades 5, 8, and 10)
All Students in the LEA	79
All Student at the School	60
Male	61
Female	59
Asian	--
Filipino	--
Hispanic or Latino	52
White	68
Two or More Races	--
Socioeconomically Disadvantaged	--
English Learners	30
Students with Disabilities	47
Foster Youth	--

* Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

School Year 2014-15 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven								
Student Group	Grade	Number of Students		Percent of Students				
		Enrolled	Tested	Tested	Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded
All Students	3	58	57	98.3	53	26	14	4
	4	51	50	98.0	50	20	16	14
	5	66	63	95.5	40	24	27	10
	6	60	60	100.0	23	30	38	7
Male	3	58	34	58.6	59	29	9	3
	4	51	26	51.0	62	23	12	4
	5	66	41	62.1	46	20	27	7
	6	60	33	55.0	30	30	36	3
Female	3	58	23	39.7	43	22	22	4
	4	51	24	47.1	38	17	21	25
	5	66	22	33.3	27	32	27	14
	6	60	27	45.0	15	30	41	11
Black or African American	3	58	1	1.7	--	--	--	--
	4	51	1	2.0	--	--	--	--
	5	66	1	1.5	--	--	--	--
	6	60	1	1.7	--	--	--	--
Asian	3	58	0	0.0	--	--	--	--
	5	66	1	1.5	--	--	--	--
Filipino	4	51	2	3.9	--	--	--	--
	5	66	1	1.5	--	--	--	--

**School Year 2014-15 CAASPP Assessment Results - English Language Arts (ELA)
Disaggregated by Student Groups, Grades Three through Eight and Eleven**

Student Group	Grade	Number of Students		Percent of Students				
		Enrolled	Tested	Tested	Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded
Hispanic or Latino	3	58	46	79.3	57	28	11	2
	4	51	41	80.4	56	24	12	7
	5	66	43	65.2	51	26	19	5
	6	60	40	66.7	28	35	35	0
White	3	58	7	12.1	--	--	--	--
	4	51	4	7.8	--	--	--	--
	5	66	15	22.7	13	27	33	27
	6	60	18	30.0	11	22	50	17
Two or More Races	3	58	3	5.2	--	--	--	--
	4	51	2	3.9	--	--	--	--
	5	66	2	3.0	--	--	--	--
	6	60	1	1.7	--	--	--	--
Socioeconomically Disadvantaged	3	58	45	77.6	58	24	11	2
	4	51	44	86.3	55	23	14	9
	5	66	40	60.6	58	18	23	3
	6	60	42	70.0	29	38	31	0
Students with Disabilities	3	58	10	17.2	--	--	--	--
	4	51	13	25.5	85	8	8	0
	5	66	13	19.7	85	8	0	8
	6	60	16	26.7	63	19	19	0
Foster Youth	3	--	--	--	--	--	--	--
	4	--	--	--	--	--	--	--
	5	--	--	--	--	--	--	--
	6	--	--	--	--	--	--	--

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy. The number of students tested includes students that did not receive a score; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using students with scores.

School Year 2014-15 CAASPP Assessment Results - Mathematics
Disaggregated by Student Groups, Grades Three through Eight and Eleven

Student Group	Grade	Number of Students		Percent of Students				
		Enrolled	Tested	Tested	Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded
All Students	3	58	57	98.3	53	32	12	4
	4	51	50	98.0	50	40	8	2
	5	66	66	100.0	52	32	14	3
	6	60	60	100.0	40	33	10	17
Male	3	58	34	58.6	56	29	12	3
	4	51	26	51.0	58	38	0	4
	5	66	43	65.2	53	26	16	5
	6	60	33	55.0	42	39	3	15
Female	3	58	23	39.7	48	35	13	4
	4	51	24	47.1	42	42	17	0
	5	66	23	34.8	48	43	9	0
	6	60	27	45.0	37	26	19	19
Black or African American	3	58	1	1.7	--	--	--	--
	4	51	1	2.0	--	--	--	--
	5	66	1	1.5	--	--	--	--
	6	60	1	1.7	--	--	--	--
Asian	3	58	0	0.0	--	--	--	--
	5	66	1	1.5	--	--	--	--
Filipino	4	51	2	3.9	--	--	--	--
	5	66	1	1.5	--	--	--	--
Hispanic or Latino	3	58	46	79.3	59	28	13	0
	4	51	41	80.4	56	39	2	2
	5	66	45	68.2	64	29	4	2
	6	60	40	66.7	50	38	10	3
White	3	58	7	12.1	--	--	--	--
	4	51	4	7.8	--	--	--	--
	5	66	16	24.2	25	31	44	0
	6	60	18	30.0	17	28	11	44
Two or More Races	3	58	3	5.2	--	--	--	--
	4	51	2	3.9	--	--	--	--
	5	66	2	3.0	--	--	--	--
	6	60	1	1.7	--	--	--	--
Socioeconomically Disadvantaged	3	58	45	77.6	56	31	11	2
	4	51	44	86.3	55	39	5	2
	5	66	43	65.2	65	28	2	5
	6	60	42	70.0	50	40	7	2

School Year 2014-15 CAASPP Assessment Results - Mathematics
Disaggregated by Student Groups, Grades Three through Eight and Eleven

Student Group	Grade	Number of Students		Percent of Students				
		Enrolled	Tested	Tested	Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded
Students with Disabilities	3	58	10	17.2	--	--	--	--
	4	51	13	25.5	77	23	0	0
	5	66	13	19.7	62	31	8	0
	6	60	16	26.7	69	13	6	13
Foster Youth	3	--	--	--	--	--	--	--
	4	--	--	--	--	--	--	--
	5	--	--	--	--	--	--	--
	6	--	--	--	--	--	--	--

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy. The number of students tested includes students that did not receive a score; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using students with scores.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the Parental Involvement State Priority (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each schoolsite.

Opportunities for Parental Involvement

Linda Vista has an active and supportive parent community. Parents volunteer extensive hours through PTA activities and committees, classroom support, lunchtime activities, and afterschool activities. Parents who work during the school day help classroom teachers by doing classroom preparatory work during evenings or weekends. Parents participate in decision making as members of SSC, ELAC, and the PTA. To find out how you can participate in school activities, please contact our office at (949) 830-0970.

State Priority: School Climate

The SARC provides the following information relevant to the School Climate State Priority (Priority 6):

- Pupil suspension rates, pupil expulsion rates; and other local measures on the sense of safety.

School Safety Plan

The safety of our students is integral to our culture and essential to promoting an optimal learning environment. Campus supervisors ensure that students behave safely and positively at recess. Our procedures include a strictly enforced visitor identification system, and detailed emergency procedures are outlined in our Safe Schools Plan, which we review and revise on an annual basis. Our plan is approved annually by our SSC. The safety plan is shared with staff, students, and the community through weekly call outs, staff meetings, and community meetings. Our emergency preparedness supplies and equipment are stored in a central location. We have two practice drills a year to reinforce the safety procedures in the event of a disaster.

Suspensions and Expulsions			
School	2012-13	2013-14	2014-15
Suspensions Rate	1.02	1.32	0.24
Expulsions Rate	0.00	0.00	0.00
District	2012-13	2013-14	2014-15
Suspensions Rate	2.89	1.89	1.70
Expulsions Rate	0.11	0.18	0.15
State	2012-13	2013-14	2014-15
Suspensions Rate	5.07	4.36	3.80
Expulsions Rate	0.13	0.10	0.09

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

2014-15 Adequate Yearly Progress Overall and by Criteria			
AYP Criteria	School	District	State
English Language Arts			
Met Participation Rate	Yes	Yes	Yes
Met Percent Proficient	N/A	N/A	N/A
Mathematics			
Met Participation Rate	Yes	Yes	Yes
Met Percent Proficient	N/A	N/A	N/A
Made AYP Overall	Yes	Yes	Yes
Met Attendance Rate	Yes	Yes	Yes
Met Graduation Rate	N/A	Yes	Yes

2015-16 Federal Intervention Program		
Indicator	School	District
Program Improvement Status	In PI	In PI
First Year of Program Improvement	2009-2010	2013-2014
Year in Program Improvement	Year 4	Year 1
Number of Schools Currently in Program Improvement	6	
Percent of Schools Currently in Program Improvement	66.7	

Average Class Size and Class Size Distribution (Elementary)												
Average Class Size				Number of Classrooms*								
				1-20			21-32			33+		
Grade	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
K	31	18	24		1		2	2	2			
1	26	31	17			1	2	2	2			
2	19	26	21	1		1	1	2	2			
3	30	19	30		1		3	2	1			
4	28	24	25		1	1	2	2	2			
5	31	30	30				2	2	2			
6	25	22	17	1	1	2		2	2	2		
Other	8			1								

Academic Counselors and Other Support Staff at this School	
Number of Full-Time Equivalent (FTE)	
Academic Counselor	
Counselor (Social/Behavioral or Career Development)	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	.4625
Psychologist	.4
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	.8
Resource Specialist	
Other	
Average Number of Students per Staff Member	
Academic Counselor	

* One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Professional Development provided for Teachers

Staff development is designed to help teachers meet achievement goals. The SSC updates our Single Plan for Student Achievement annually and establishes goals for training and curriculum that support school, district, and state goals. Our focus is to improve the achievement of significant subgroups in language arts and math. Participating in Charlotte Knox techniques allowed our teachers to be more focused by creating SMART (strategic, measurable, attainable, results-bound, and timely) goals in writing. In addition, our CCSS training has provided a systematic approach to standards-based instruction.

Through our staff, grade-level, and leadership team meetings, Linda Vista teachers review student work, analyze test data, refine curriculum, plan instruction, and then review instructional strategies and student progress through their professional learning communities. These meetings focus on curriculum and instruction, including differentiation and backwards design, a technique in which the results are considered first and the steps to reach these results are designed from the end to the beginning of the lesson.

FY 2013-14 Teacher and Administrative Salaries		
Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$30,000	\$43,165
Mid-Range Teacher Salary	\$70,870	\$68,574
Highest Teacher Salary	\$95,849	\$89,146
Average Principal Salary (ES)	\$111,534	\$111,129
Average Principal Salary (MS)	\$120,491	\$116,569
Average Principal Salary (HS)	\$128,082	\$127,448
Superintendent Salary	\$279,692	\$234,382
Percent of District Budget		
Teacher Salaries	45%	38%
Administrative Salaries	5%	5%

* For detailed information on salaries, see the CDE Certificated Salaries & Benefits webpage at www.cde.ca.gov/ds/fd/cs/.

FY 2013-14 Expenditures Per Pupil and School Site Teacher Salaries				
Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Restricted	Unrestricted	
School Site	5192.69	449.38	\$4,748	\$85,889
District	◆	◆	4743.30	\$78,959
State	◆	◆	\$5,348	\$72,971
Percent Difference: School Site/District			0.1	10.9
Percent Difference: School Site/ State			1.2	21.4

* Cells with ◆ do not require data.

Types of Services Funded

Saddleback Valley USD has identified Goals and Actions/Services to support students to be college and career ready and to demonstrate the 21st century skills of critical thinking, communication, collaboration, and creativity.

Goal 1- Improve literacy in all content areas.

Goal 2- Improve student proficiency in all subject areas: English/Language Arts, mathematics, social sciences, science, visual and performing arts, health, physical education, world languages, and career technical education.

Goal 3- Improve access to, enrollment in and completion of a rigorous course of study.

Goal 4- Increase student engagement and parent involvement.

The District has implemented the following Actions and Services to support each Goal identified above:

- * Develop and implement school site literacy goals for all students and specific goals for students in significant subgroups.
- * Expand literacy intervention programs including prevention and early systematic intervention, appropriate materials, professional development and extended learning time options; provide focused support for students in grades 4-12 at the Intermediate Level of Proficiency at all school sites.
- * Provide appropriate, current instructional materials.
- * Provide staffing to support classrooms with Literacy Coaches/Academic Coach and ELD Coach.
- * Support continued implementation of strategies for Designated and Integrated ELD.
- * Expand intervention programs for at-risk students to prepare them for "a-g" courses.
- * Expand Advancement Via Individual Determination (AVID).
- * Increase the number of "a-g" approved courses and Advanced Placement/International Baccalaureate courses.
- * Expand Counseling Services.
- * Provide parent education regarding course pathways, graduation requirements, post-secondary opportunities, current academic standards; support parent participation and involvement in parent and advisory groups.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district, the county, and the state. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.