

**Design Subcommittee
Concord Middle School Building Committee
Draft Meeting Minutes - December 9, 2020
Virtual Meeting conducted via Zoom**

PRESENT: Court Booth, Dawn Guarriello, Laurie Hunter, Charlie Parker, Chris Popov, Matthew Root. Justin Cameron, CMS Principal.

PRESENT FROM HILL INTERNATIONAL: Mike Carroll

PRESENT FROM SMMA: Kristen Olsen, Matt Rice,

Court Booth called the online meeting to order at 8:00 AM. He noted that the meeting was recorded.

Charlie Parker and Court Booth shared information that originated from the space analysis they conducted, continuing the discussions of the previous meeting on November 19, 2020, Two documents were shared (attached), “Review of Current CMS Space Proposal” and “A Resizing Framework.”

The size of the current (144,005 gsf) design exceeds that indicated at Town Meeting 2019, MSBA guidelines, and benchmark schools SBC has examined thus far. When compared to the Town Meeting estimate of 120,000 gsf, half of the additional space is attributable to the teaming approach and the plan for three teams per grade. For other building sizes to be considered, and in order to protect the team approach entirely, other instructional spaces (language, media, art, music and voc-tech) can be examined.

A re-sizing exercise, to achieve plus-8% over MSBA, and to demonstrate alternatives available to the SBC, was presented. Ms. Guarriello questioned if that sizing target was appropriate. Mr. Parker emphasized that achieving that specific re-sizing was not a recommendation but is intended to generate consideration and discussion. Dr. Hunter stated that she expects to look at additional design options.

One specific possible design change was presented as an example. A reduction in size from 144,005 gsf to 136,500 gsf could be achieved by eliminating classrooms dedicated to world language instruction and scheduling it in the team classrooms, changing space allocations for media, maker space, and adding a single-grade auditorium.

Ms. Karlen Reed asked the Subcommittee about public outreach to the community. Mr. Hult responded that the full Committee will discuss communication plans when the SBC gets underway December 10.

On a motion by Ms. Guarriello, seconded by Mr. Root, the meeting was adjourned at 9:05 AM.

Meeting video available at: https://concordps.zoom.us/rec/play/pZm4ebLviz9g-dmlaileHIWtio_V9nKh6ui9P_3bChKZTaabKOMs7wTRs9xd_sZP1KVlSk53V_yCZsl.e4VQKaydfoAFDI2e?continueMode=true&_x_zm_rtaid=ABfveL57SomXtjzYrjCmVA.1609289957137.7ed6f507d4612ee71a51dc6426cd3d29&_x_zm_rhtaid=596

Attachment 1

Review of Current CMS Space Proposal

What is the summary of the difference between the CMS Space Proposal and other schools?

- CMS is 20% above MSBA on overall basis
- CMS has 14.4% more space/student than eight select benchmark schools

What expectation was set with the Town for size of the CMS and what is the Committees target for square feet?

- The Article at Town Meeting to request design funding called out 120,000 square feet (the MSBA standard for 700 students) and an additional 4,000 square feet for an auditorium.
- The Committee has not established a planning target; however, the Administration has submitted a 144,005 square foot space proposal (does not include an auditorium). This proposal is 20% above the level communicated at Town Meeting.
- If we decide to pursue a design outcome that is within 8% of MSBA¹, we would need to reduce the size of the current proposal by more than 14,000 square feet to a new total of ~130,000 square feet (exclusive of auditorium which would add ~4,000 square feet).²

How do we explain effect of teaming on the CMS space variance?

There are at least two factors related to teaming which affect space requirements. First, because our teaming strategy divides the CMS student population of 700 into three teams per grade of 77 students each, the four core classrooms dedicated to each team will have a lower average of 19.4 students, requiring a total of 36 classrooms.

The second unique space requirement of Teaming is for a Team Commons area for each Team. 9 Team Commons areas at 500 sq. ft. per team is 4500 additional sq. ft.

	<u>9 Teams</u>	<u>Comments</u>
Number of core classrooms	36	4 additional classrooms vs. 'no team' strategy
Students per core classroom	19.4	Policy is 'no more than 22 students'
Additional NSF for classrooms	3675	3 at 825 and 1 at 1200 sq. ft.
Additional NSF for Team Commons	4500	500 sq. ft. per team
Total NSF	8175	
Total GSF	12263	
% of 144,005 Space Proposal	9%	

When this Teaming strategy is included in the CMS design, we are already at ~132,000 sq. ft. which would require careful management of the remaining design issues in order to achieve an outcome of 130,000 sq. ft. or 8% in excess of MSBA.

¹ Gates's variance to MSBA is 8%.

² Incremental for single grade auditorium is 2,750 sq. feet and 5,750 for two grade auditorium.

Where are the re-sizing opportunities?

1. *World Languages* is a Core Academic activity which could be moved from its dedicated, separate space to reside in the 36 core academic classrooms. This would mean that the utilization of the core block of 36 classrooms would increase and the effects of this would need to be evaluated. However, moving World Languages to the Core block would compensate partially for the effects of the increased space requirements from Nine Team strategy (addition of 4 classrooms and Teaming Commons).
2. The *Media Center/Maker Space* is in line with MSBA. However, the Media Center is a sizable space (5% of total GSF), especially when you consider that this space is in addition to the Core which includes the Teaming requirements.
3. Another contributor to the variance is *Art & Music* where the Current Proposal is nearly 2x MSBA.
4. A final contributor is *Vocations and Technology* which appears to be underutilized, based on current activity at the existing Middle Schools.

Summary of opportunities in square feet

The following is a high-level view of the opportunities for optimizing space requirements. A subset of these optimizations would enable us to achieve a 130,000 sq. ft. outcome:

Summary	
World Languages	4950
Media Center	4750
1 Art classroom	1200
1 Music classroom	1200
1 Vocations & technology classroom	1200
Total	13300
GSF	19950

Recommendation

The Committee has a responsibility to evaluate Space Plans against standards and norms for schools in Massachusetts. To that end, the Committee needs to understand whether a Plan that holds to 130,000 sq. feet is consistent with and supportive of the Administration's educational objectives. To that end, we are requesting an alternative Space Plan that addresses four listed opportunities (above) along with a review of the extent to which we can meet a 130,000 Plan without impacting the quality of our educational outcomes.

A Re-Sizing Framework

Charlie Parker
Court Booth
December 9, 2020

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High Level View of Re-Sizing Challenge

- CMS is 20% or 24,005 GSF variance to MSBA
 - 12,263 of variance required for 9 Team strategy
 - Remaining ½ of variance is 'other' spaces
- We can retain 9 Teams *and* re-size but requires review of 3 options
 - Increase utilization of core classrooms (+4 classrooms)
 - Increase utilization of Teaming Commons
 - Review 'other' spaces as possible candidates for optimization & re-sizing
- Consider Gates size as model for review of our options

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One Model for Generating Alternatives

- Assume Nine Team strategy
- ‘Core’ Classroom Block is initial focus
 - Evaluate impact of adding World Languages to core block
- Then, consider additional options to achieve **130,000 GSF**
 - Would achieve 8% variance to MSBA guideline (same as Gates)
- Finally, add option #2 for Auditorium: 6,525 GSF
- New overall target would be 136,525 GSF

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Model for 36 Core Classrooms

Jane Doe Math Teacher's 7th Grade Class Room							Total	
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Periods
Monday	Math	Math	Math	Math	Rti	WL	open	
Tuesday	Math	Math	Math	Math	open	WL	open	
Wednesday	Math	Math	Math	Math	Rti	WL	open	
Thursday	Math	Math	Math	Math	open	WL	open	
Friday	Math	Math	Math	Math	Rti	open	open	
Monday	Math	Math	Math	Math	open	WL	open	
Total periods Math	6	6	6	6				24
Total periods Rti*					3			3
Total periods WL**						5		5
Room utilized for instruction = 76%								
Room is available to Jane Doe for teaching/planning = 88%								
Number of open periods/cycle for planning in her room = 11 (1.6/day)								
Number of periods per teacher/cycle where alternate room may be required = ~1/day and max of 5/cycle								
Use 18 Small Group Reading & Prep Rooms as alternate space for these planning sessions								
* Number of Rti/cycle for 6th grade = 4/cycle vs. 3/cycle for 7th and 8th grades								
** Impact of World Languages is less than 5/cycle. 50% of teachers would have 5 WL/cycle in their core rooms; other 50% would have 4/cycle.								

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Re-Sizing from 144,005 to 136,500 GSF with Auditorium

Areas of Opportunity	Reduce Area By:	Reduce Area By:	Current Proposal
WL	4950	4950	
Maker space	1200	1200	
Media center	400	1650	
Music	1200	0	
Cafetorium/Extra Auditorium space	1600	1600	
Total NSF Reduction	9350	9400	
Total GSF Reduction (NSF*1.5)	14025	14100	
New Rightsized Total	129980	129905	144005
Var to MSBA %	8.3%	8.3%	
Auditorium -Single Grade	6525	6525	
New Grand Total	136505	136430	

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'Non-Core' Spaces for Re-Sizing Consideration

	NSF	GSF
World Languages		
WL classroom	825	1238
4950	7425	
Art & Music Classrooms		
Art classroom	1200	1800
Art classroom	1200	1800
Art classroom	1200	1800
Band	2000	3000
Music/Orchestra	1200	1800
Chorus	1200	1800
8000	12000	
Media Center		
Media Center	3500	5250
Maker Space	1200	1800
4700	7050	
Vocations & Technology		
Family & Consumer Science Lab	1200	1800
Engineering	1200	1800
2400	3600	
Prep/Small Group Reading Rms		
Prep Rooms (6)	900	1350
Small Group Reading Rooms (18)	2700	4050
3600	5400	
Administration		
Teacher's workroom	1400	2100

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