



# MCCPS Board of Trustees

## Annual Board Retreat

Amended on June 12, 2021 at 7:34 AM EDT

### Date and Time

Saturday June 12, 2021 at 9:00 AM EDT

### Location

MCCPS  
17 Lime St  
Marblehead, MA 01970

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>9:00 AM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Karl Smith	
<b>B.</b> Call the Meeting to Order		Artie Sullivan	
<b>C.</b> Review Agenda and Expectations		Artie Sullivan	5 m
•Review of Agenda			
•Expectations for the Day			
<b>II. New Board Member</b>			<b>9:05 AM</b>
<b>A.</b> Presentation/Interview/Vote on Perspective Board Member - Will Rockwell	Vote	Karl Smith	10 m
<p>A motion to move that the Board appoint Will Rockwell as a member of the MCCPS Board of Trustees to fill a term commencing immediately upon approval by the Department of Elementary and Secondary Education and expiring three (3) years from the date of DESE approval.</p>			
<b>B.</b> Vote on Perspective Member - Part 2		Karl Smith	5 m

	Purpose	Presenter	Time
<p>A motion to move that the Board invite the newly appointed Trustee, Will Rockwell, to all Board Meetings and activities while her approval is pending with the Department of Elementary and Secondary Education. Will Rockwell will be entitled to participate as provisional Trustee and will be able to participate in all activities and discussions, except voting, until the formal approval from the Department of Elementary and Secondary Education, and will not be counted when determining a quorum.</p>			
<b>III. Board Training</b>			<b>9:20 AM</b>
<b>A. Board Training</b>	Discuss	Karl Smith	45 m
Remote Participation when Emergency Order ends, OML, requirements, meeting notices, and meeting minutes, MCCPS By-Laws			
<b>IV. Break</b>			<b>10:05 AM</b>
<b>A. Break</b>	FYI	Artie Sullivan	10 m
<b>V. Facilities Task Force</b>			<b>10:15 AM</b>
<b>A. Facility Walk-Thourgh, Discussion</b>	Discuss	Rebecca Whidden	90 m
<b>VI. Development</b>			<b>11:45 AM</b>
<b>A. Discussion on Development</b>	Discuss	Peter Cohen	30 m
<b>VII. Break</b>			<b>12:15 PM</b>
<b>A. Lunch</b>			30 m
<b>VIII. Board and HOS Goals</b>			<b>12:45 PM</b>
<b>A. Board and HOS Goals</b>	Discuss	Artie Sullivan	90 m
<ul style="list-style-type: none"> <li>• Review of Board for 20-21</li> <li>• Review of HOS for 20-21</li> <li>• Support by both the Board and HOS</li> <li>• Communication between Board and HOS</li> <li>• Strengthening on Committees</li> </ul>			
<b>B. Committee Recruitment</b>	Discuss	Karl Smith	20 m
<b>C. Selection of Board Officers and Committee Chairs for SY 21-22</b>	Vote	Artie Sullivan	20 m
<ul style="list-style-type: none"> <li>• Elect officer roles for 21/22 <ul style="list-style-type: none"> <li>◦ Vice-Chair - 2 years</li> <li>◦ Treasurer - 2 years</li> <li>◦ Clerk - 1 year</li> </ul> </li> <li>• Select Committee Chairs</li> </ul>			

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
• Committee Assignments of Board Members			

**IX. Closing Items**

**2:55 PM**

A. Adjourn Meeting	Discuss	Artie Sullivan	5 m
--------------------	---------	-------------------	-----

# Cover Sheet

## Facility Walk-Thourgh, Discussion

**Section:** V. Facilities Task Force  
**Item:** A. Facility Walk-Thourgh, Discussion  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** MCCPS\_Facility\_Plan\_Outline\_DRAFT 06122021.pdf

MARBLEHEAD COMMUNITY CHARTER PUBLIC SCHOOL

# FACILITY MASTER PLAN

Draft Outline 6/12/2021



## CONTENTS

### MASTER PLAN REPORT

1. Introduction
2. Assumptions
3. Existing Conditions
4. Community Engagement
5. Guiding Principles & Programmatic Goals
6. Space Program Metrics
7. Proposed Space Program
8. Existing Floorplan
9. Floorplan Concepts
10. Next Steps

### APPENDIX (TO COME IN FINAL DRAFT)

1. Detailed Program Spreadsheets
2. Detailed Cost Estimate Calculations
3. Precedents & Benchmarks
4. Community Engagement Notes
5. Technical Reports (as needed)

## INTRODUCTION

### Goal of This Report

- To provide an update to the Board of Trustees at the June 2021 Board Retreat about the work of the Facilities Task Force.
- The Task Force requests that the Board review and confirm/revise the assumptions underpinning this work and provide additional perspective/guidance on cost.

### Process Overview

- The Facilities Task Force was established in January 2021, and is composed of the Head of School, Director of Student Services, Board members, parents, and community members.
- The Task Force meets monthly.

### Facilities History

- The MCCPS building was constructed in 1968 and originally used as an Elks Club.
- MCCPS has occupied the structure since its founding in 1995.
- MCCPS purchased the building in 2014 for \$4.25 million.

### Construction Cost Considerations

- Most recently bid MSBA addition/renovation has a per square foot cost of \$429 (which gives a back-of-the-envelope *minimum* estimate of \$14.2M for MCCPS's existing building).
- COVID has driven material and labor costs up dramatically.

## ASSUMPTIONS

### Scope Assumptions (Board Directives)

- MCCPS to remain at 17 Lime Street.
- Enrollment to remain 230 students.
- Grades to remain 4-8.
- Building must remain operational during any renovations.
- Work within existing exterior shell.
- Incorporate warehouse space.

### Program Assumptions (Head of School Rec.)

- Non-regulation size gymnasium is acceptable; MCCPS will continue to rent elsewhere for games.
- MCCPS does not seek exact alignment with state (MSBA) standards for K-12 facilities.

### Cost Assumptions

- Costs should be phased along with construction phasing.

### Funding Assumptions

- Fundraising for this project will be a challenge so options should be as cost-effective as possible.
- Funds will come from a combination of capital campaign, construction loan, and grants.
- Black Box Theater may bring in monthly revenue from NSCT. Maker space may bring in intermittent revenue.
- Using the Warehouse space will mean a loss of approximately \$15,000-\$25,000/year.

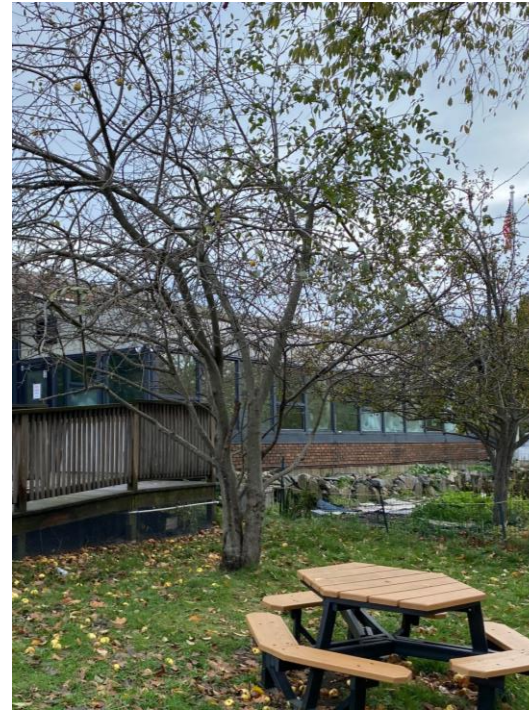


## EXISTING CONDITIONS

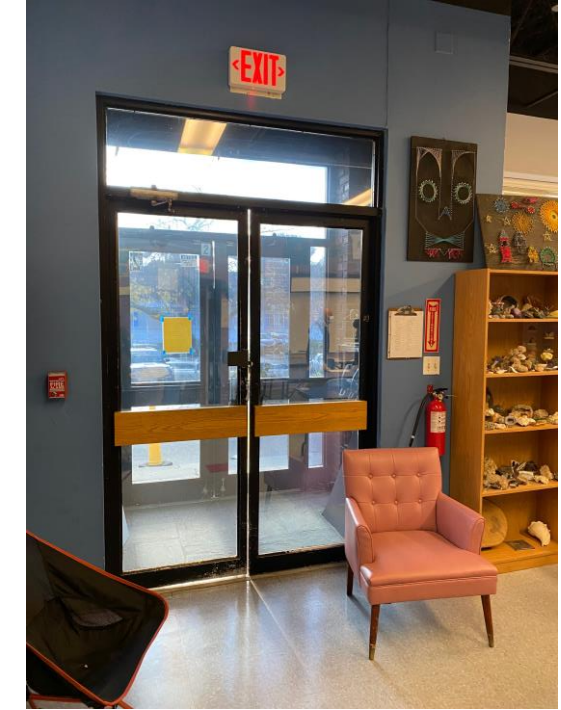
### Conditions Assessment: Building Exterior



Roof is failing and needs to be replaced as soon as possible.



Greenhouse foundation is cracked; this space should be fixed or demolished.



Many exterior doors are a security concern and may not be necessary.

## EXISTING CONDITIONS

### Conditions Assessment: Building Exterior



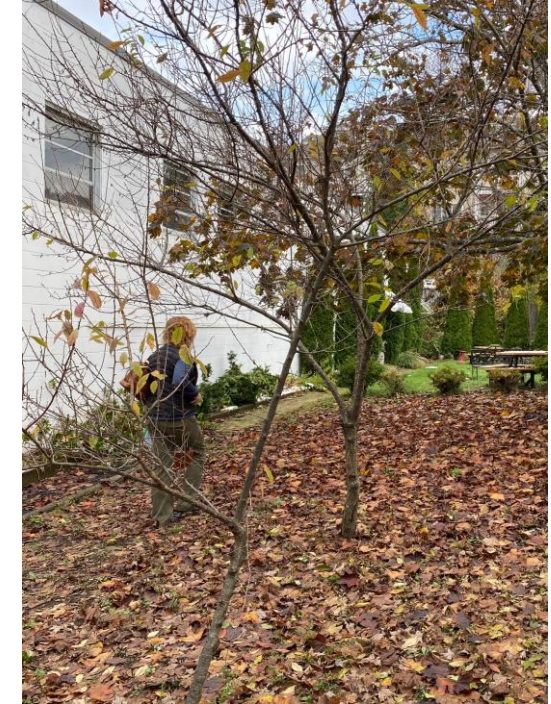
Current entry lacks curb appeal.



Entry façade has multiple stair/ramp combinations that could be consolidated.



Exterior play space open to adjacent street is a security concern.



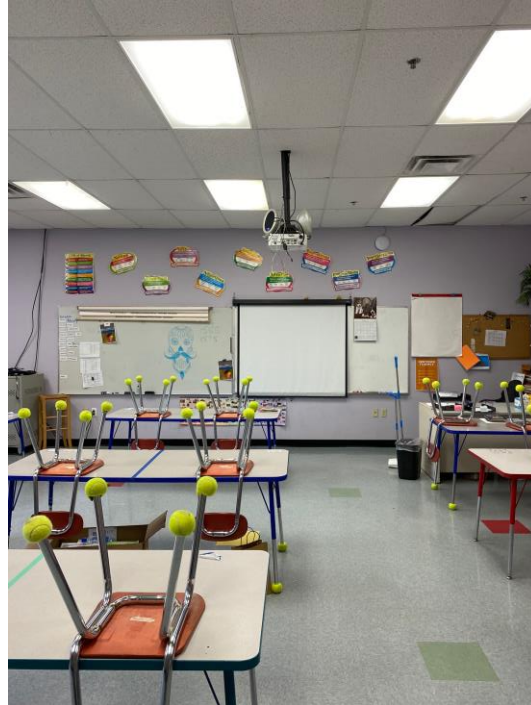
Outdoor classroom is oriented north and receives limited direct sun; not great for student gardens.

## EXISTING CONDITIONS

### Conditions Assessment: Building Interior



Warehouse is used for storage and rental tenants, not by school programs.



Grade 4 and Grade 5 classrooms have no windows.



Northern bathroom plumbing routinely fails and needs to be replaced.



Insufficient storage space for teaching materials results in crowded classrooms.

## EXISTING CONDITIONS

### Conditions Assessment: Building Interior



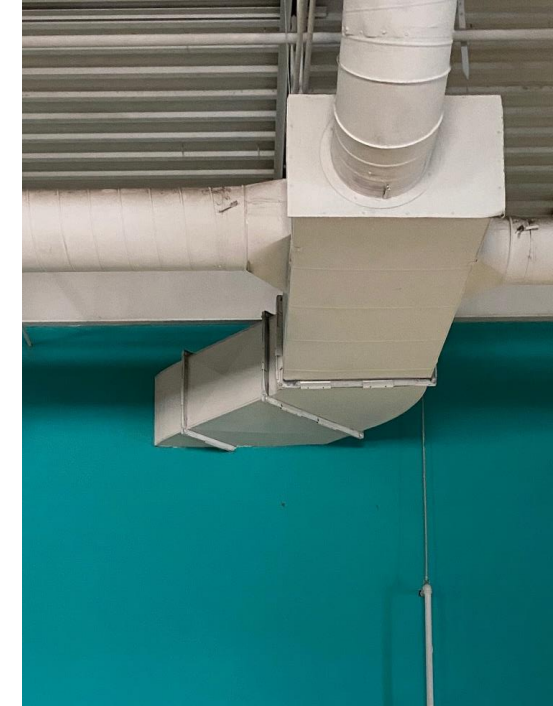
Finishes are worn and dated.



Wayfinding can be challenging; interior signage should be to code.



Insufficient and undersized spaces (classrooms, offices, etc).



Building systems need to be updated (FP, MEP).

## COMMUNITY ENGAGEMENT

### Summary of Methods

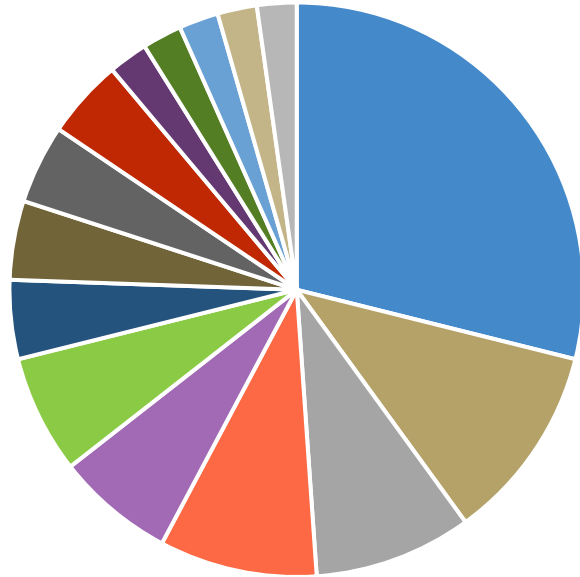
- Director of Student Services issued a survey to faculty by email.
- Head of School issued a survey to parents/guardians using Survey Monkey.
- 20 faculty members responded.
- 73 parents/guardians responded.
- Results were tabulated and are shown on the following page.

### Typical Feedback Received:

- “I’d love to see if we could redesign our current space at the same time as expanding.” – MCCPS teacher
- “More welcoming, more color, make it seem more like a school.” – MCCPS parent

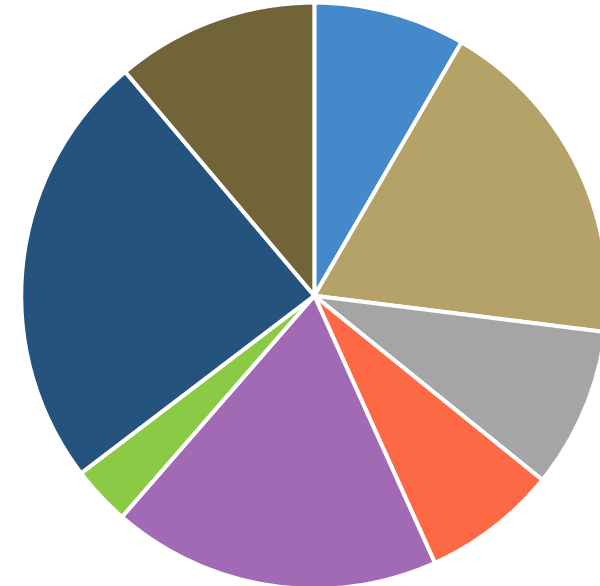
## COMMUNITY ENGAGEMENT

### Faculty Wishlist (20 Replies)



- Small Breakout Spaces
- Library / Maker Space
- Larger Music Room
- Classrooms with Windows/Skylights
- Performance Space
- Woodshop / Technical Shop
- Student Storage
- Speech Language Pathology Treatment Room
- Another Adult Bathroom
- Science Lab
- Teacher Storage
- World Language Room
- Multiple Counseling Offices
- Sinks in Hallways
- Larger Art Room

### Parent/Guardian Wishlist (73 Replies)



- Small Breakout Spaces
- Library / Maker Space
- Larger Music Room
- Classrooms with Windows/Skylights
- Black Box Theater
- Science Lab
- World Language Room
- Larger Art Room

## GUIDING PRINCIPLES & PROGRAMMATIC GOALS

### Guiding Principles

- Renovations must be highly cost-effective
- The school must remain operational throughout any proposed construction.
- Address deferred maintenance (roof, bathroom plumbing, other?)
- Address security concerns.
- Make front entry and landscaping more welcoming and colorful, with a sense of identity.
- Make interior more school-like and bright.
- Consider teacher amenity.
- Consider curb appeal.

### Programmatic Goals

- Push classrooms to building perimeter for daylight and natural ventilation.
- Add multiple multi-purpose small group rooms.
- Add a science lab.
- Add a performance space (black box theater)
- Add library.
- Enlarge art and music rooms.
- Add a meeting room.

(Note that these goals are largely consistent with those of prior subcommittees/task forces which have tackled the question of facilities).

**SPACE PROGRAM METRICS**

	<b>EXISTING CONDITIONS</b>	<b>STATE (MSBA) STANDARDS</b>	<b>VARIATION</b>
Site Area	61,420	n/a	n/a
<i>Total gross square footage (GSF)</i>	<i>33,316</i>	<i>59,768</i>	<i>-26,452</i>
<i>Total net square footage (NSF)</i>	<i>19,999 (28,146)</i>	<i>39,845</i>	<i>-11,699</i>
Academic	8,009	11,540	-3,531
Special Education	868	3,020	-2,152
Art & Music	1,119	3,125	-2,006
Library & Technology	623	4,724	-4,101
Health & PE	3,496	8,750	-5,254
Kitchen & Dining	4,239	5,325	-1,086
Staff Spaces	1,405	2,511	-1,106
Custodial & Maintenance	240	1,850	-1,610
Other	(8,147)	0	+8,147
<i>NSF per student</i>	<i>87 (122)</i>	<i>173</i>	<i>-86 (-51)</i>
<i>GSF per student</i>	<i>145</i>	<i>260</i>	<i>-115</i>

(For reference, the existing Community Room is approximately 3,000 nsf)



**SPACE PROGRAM METRICS**

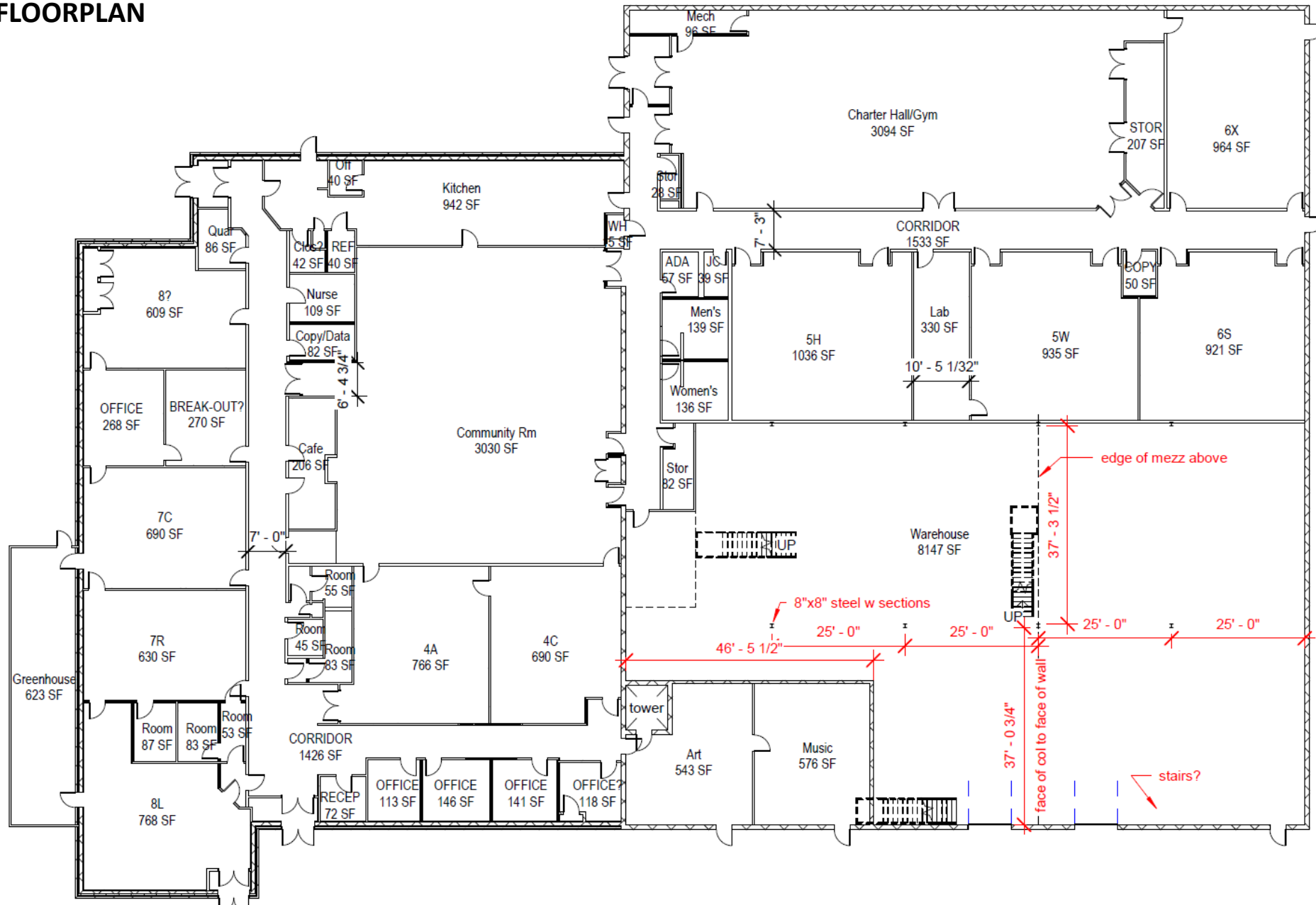
	<b>EXISTING CONDITIONS</b>	<b>(ROUGH!) PROPOSED SF</b>	<b>VARIATION</b>
Site Area	61,420	61,420	0
<i>Total gross square footage (GSF)</i>	<i>33,316</i>	<i>33,316</i>	<i>0</i>
<i>Total net square footage (NSF)</i>	<i>28,146</i>	<i>24,725</i>	<i>-3,421</i>
Academic	8,009	8,750	741
Special Education	868	1,500	632
Art & Music	1,119	3,200	2,081
Library & Technology	623	1,400	777
Health & PE	3,496	3,496	0
Kitchen & Dining	4,239	4,239	0
Staff Spaces	1,405	1,900	495
Custodial & Maintenance	240	240	0
Other	8,147	0	-8,147
<i>NSF per student</i>	<i>87 (122)</i>	<i>108</i>	<i>21 (-14)</i>
<i>GSF per student</i>	<i>145</i>	<i>145</i>	<i>0</i>

\*This reflects need for a higher grossing factor given anticipated addition of additional circulation, bathroom and other non-net spaces.

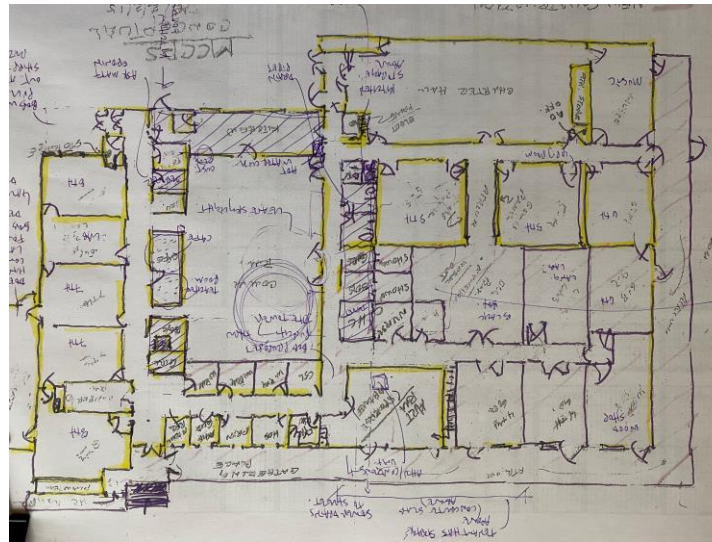
**PROPOSED SPACE PROGRAM**

	<b>QUANTITY</b>	<b>(ROUGH!) PROPOSED SF</b>	<b>TOTAL SF</b>
<b>ACADEMIC</b>			
General Classroom	10	800	8,000
Small Group Study Room	5	150	750
<b>SPECIAL EDUCATION</b>			
OT/PT	1	500	500
Resource Room	1	500	500
Speech Language Pathology	1	500	500
<b>ART &amp; MUSIC</b>			
Art Room	1	1,000	1,000
Music Room	1	1,000	1,000
Black Box Theater	1	1,200	1,200
<b>LIBRARY &amp; TECHNOLOGY</b>			
Science Lab / Maker Space	1	1,400	1,400
<b>HEALTH &amp; PE</b>			
(No change)	1	3,496	3,496
<b>KITCHEN &amp; DINING</b>			
(No change)	1	4,239	4,239
<b>STAFF SPACES</b>			
Faculty/Staff Office	8	150	1,200
Meeting Room	1	300	300
Copy Room	2	100	200
Time Room	1	100	100
Records Room	1	100	100
<b>CUSTODIAL &amp; MAINTENANCE</b>			
	1	240	240
<b>TOTAL</b>			<b>24,725</b>

# EXISTING FLOORPLAN



# FLOORPLAN CONCEPTS



## NEXT STEPS

### MCCPS Staff

- MCCPS to procure cost estimates and schedule availability for deferred maintenance work (roof, northern bathrooms repair, fire alarm system); share with Board and Board vote to commence some or all of those repairs.
- Washington Ponciano has been pointing exterior masonry walls in preparation for one or more murals.
- MCCPS may seek to procure a professional muralist for front (southern) façade and work with Dominique Dart and students for back (northern) façade.

### Facilities Task Force

- Facilities Task Force to develop two schemes: (1) phased construction to meet most or all of the programmatic goals identified by faculty and parents/guardians, and (2) what could we do with \$X (an amount of money the Board believes realistic to fundraise or borrow).
- Note that in either of the two schemes, the cost for deferred maintenance work must be included.

### Board of Trustees

- Board to select a scheme.
- Depending on scope of scheme, Board to approve MCCPS procuring professional services to develop and document it for construction.

# DISCUSSION...