
TO: School Committee

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DATE: November 7, 2022

RE: Update: Enrollment, Student Assignment, and Feeder Pattern Update
Underwood/Ward - Facility and Enrollment Study Scope of Services

Enrollment, Student Assignment, and Feeder Pattern Update

As the discussion of the feeder pattern change options for Bigelow and Day continues, we are providing an update on this process and to remind you of the resources available to answer questions for the School Committee and community, as well as additional opportunities to provide feedback, and an update on evaluation criteria.

Informational Resources

The district webpage, [Bigelow and Day Feeder Pattern Options](#), includes presentations, informational materials, and a Frequently Asked Questions section. The site also now includes a one-page summary document translated into several languages.

Feedback Opportunities

The School Committee has set aside time at its **Monday, November 7, 2022 meeting** to hear from families on the proposed changes.

If you cannot attend the meeting or do not wish to speak, the following are additional options to provide feedback:

- Email district staff at: npsfeeder@newton.k12.ma.us.
- Email the School Committee at: schoolcommittee@newton.k12.ma.us.

A reminder of the timeline (bolded dates are upcoming):

- Week of October 24th- faculty meetings with Bigelow, Cabot, Day, and Lincoln-Eliot
- October 28th - November 3rd - community meetings with Bigelow (in-person), Cabot (virtual), Day (in-person), and Lincoln-Eliot (virtual)
- **November 7th** - School Committee meeting to hear feedback
- **November 17th** - NPS Recommendation to School Committee on feeder pattern options
- **December 5th** - School Committee Vote on Bigelow/Day Feeder Pattern

Additionally, we are working with Principals and PTOs to schedule an in-person meeting with elementary schools to gather feedback. No date has been established at the time of this writing and any details would be forthcoming.

Evaluation Criteria

On November 17th, we will present both options through the lens of the following evaluation criteria: enrollment impact, educational and extracurricular impact, student and family impact, routes to school, and financial impact.

Underwood/Ward - Facility and Enrollment Study Scope of Services

As discussed at the October 27, 2022 School Committee meeting in the Enrollment, Student Assignment and Feeder Pattern Update, please see below the draft Scope of Services to hire a Consultant to help us address facility, educational, and enrollment challenges at Ward and Underwood elementary schools. As previously presented, both Ward and Underwood occupy buildings that are nearly 100 years old and both schools are experiencing enrollment decline that is impacting the educational experience of students.

The Mayor has allocated \$100,000 in ARPA funds to move this initiative forward. The process to select a consultant will be a Qualifications Based Selection through the city's Designer Selection Committee as required by City ordinance. The Request for Qualifications (RFQ) will be advertised through the City's Purchasing Department as part of our standard process.

A working group will be established to provide feedback and information to the consultant. The Working Group will review and discuss options and will make recommendations to the School Committee for consideration based on their review and community feedback.

Other stakeholders within the City and Schools will be consulted as needed, and parent and community meetings will be held as noted below.

The intent is to complete the Consultant selection process over the next few months and to complete the work included in the attached scope of services by December 2023.

Scope of Services
Professional Services for School Facility and Enrollment Planning

The City of Newton and Newton Public Schools are seeking the professional services needed to complete the following School Facility and Enrollment review to guide short and long term facility planning. The study will focus on Underwood and Ward Elementary Schools, the two oldest and smallest schools in the district. Both Underwood (1924) and Ward (1928) have aging infrastructure and are also experiencing declining enrollments, which is directly impacting the educational experience of students at these schools. The study will encompass and address facility, enrollment and educational concerns and challenges at these schools, and may later be expanded to include other school facilities.

Ward and Underwood Elementary Schools

1. Existing conditions analysis and pre-feasibility reports for the buildings and sites.
 2. Evaluation of historic, current, and projected enrollment.
 3. Space Use analysis and evaluation of the educational models, programs, opportunities, and challenges unique to each school, and the anticipated impacts that enrollment trends will have on the quality and breadth of education provided.
 4. Form a Ward/Underwood Working Group which will include the Principal from each school, 1 teacher/staff from each school, 1 parent from each school, 2 to 3 members from the NPS Business, Finance and Planning team, 1 School Committee member, and 1 member from the City Public Buildings Department. This working group will provide feedback and information to the consultant. Other stakeholders within the City and Schools will be consulted as needed, and parent and community meetings will be held as noted below. The Working Group will review and discuss options and will make recommendations to the School Committee for consideration based on their review and community feedback. The Working Group will meet approximately monthly during the day.
 5. Presentation of initial findings to the School Committee, Staff and School Communities
 6. Creation and evaluation of options for facility and educational programmatic solutions, which may include both short and long term solutions, to help optimize the educational experience for students and facility resources..
 7. Evaluation and recommendations with regards to district wide programs and initiatives as they relate to both schools.
 8. Evaluation and recommendations with regards to the impacts of each scenario and solution on transportation needs and transportation costs to both Newton Public Schools and families.
 9. Presentation of options to School Committee, Staff, and both School Communities to gather feedback and input on identified options. Submission of Preliminary Report documenting options and community feedback.
 10. Generation of a final executive report, including a presentation to School Committee, summarizing the options for addressing the short and long-term facility and enrollment needs, with feasibility cost estimates, opportunities, and challenges for the following scenarios and other scenarios that may be identified and deemed desirable:
 - Recommendation of short term options
- Longer Term Options including:
- Renovation of both Schools.
 - New construction for both Schools.
 - Renovation of one school and new construction of the other.
 - New construction for the Ward or Underwood Elementary School to be the new home for both schools, resulting in consolidation of the two schools.
 - Redistricting Ward and Underwood Elementary School students into other elementary schools in the district.

11. Proposed Timeline for Implementation of recommended short and long term proposals.

The intent is to complete the above scope of services by December 2023.

It is anticipated that this work will help the district submit, when appropriate, a Statement of Interest (SOI) to the Massachusetts School Building Authority, MSBA, for their Core grant program for Ward and/or Underwood Elementary Schools. This work will also be incorporated into the Long Range School Facility Plan and the Student Assignment work related to other ongoing major school building projects.

Upon completion of the above scope of services, the City of Newton and Newton Public Schools may opt to expand the scope of services to study other facilities and district enrollment opportunities and challenges in a Phase 2.