



## Business, Finance and Planning

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TO: School Committee

FROM: Liam Hurley, Assistant Superintendent/Chief Financial & Administrative Officer  
Stephanie Gilman, Director of Planning, Project Management and Sustainability  
Joshua Morse, Public Buildings Commissioner

DATE: January 22, 2024

RE: Long Range Facilities and Enrollment Planning  
Perkins Eastman Study Update - Space Utilization for Remaining 6 Elementary Schools

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On January 22, 2024, Perkins Eastman will provide an update on their work with a presentation of their findings on School Space Utilization for six elementary schools.

### **Background**

Perkins Eastman, a planning and design consultant, was hired in the spring of 2023 to conduct a School Facilities and Enrollment Planning Study to help guide short- and long-term facility planning for NPS. The study initially focused on the Underwood and Ward Elementary Schools, the two oldest schools in the district. The study then turned to the six remaining elementary schools to gather additional facilities and program information that is needed to inform long range facilities and enrollment planning discussions.

The schools included in the study are Burr, Bowen, Mason Rice, Memorial Spaulding, Peirce, and Williams. These six schools have not been renovated or replaced since 2015, and aren't currently in design to be renovated or replaced. Space utilization and building condition data for both Ward and Underwood was previously collected and documented as part of the initial work for the study.

In November, 2023, Perkins Eastman met with each principal to walk through their building and to gather and document floor plan and space use information. This information was then reviewed and analyzed to understand current space utilization, the number of seats available in each building, and how current space use compares to space guidelines that are based on the Massachusetts School Building Authority (MSBA) space standards. This space utilization data and analysis will be presented to the School Committee. A copy of the presentation is attached.

It should be noted that school building space utilization data is not static, as it can change from year to year, based on changes to enrollment numbers, special programs, and other changes.

### **Next Steps and Schedule**

The next step in the study is to gather and document building condition data for the six schools, and this work is already in progress. Once complete, this information will be analyzed, and integrated and evaluated with the space utilization data. The anticipated timeline to complete this work is noted below.

#### Study Timeline:

Oct-Nov 2023 - Gather, document and analyze space utilization for 6 schools  
Dec 2023 - Review and confirm space utilization, Begin gathering building conditions  
Jan 2024 - Complete documentation of building conditions  
Feb 2024 - Space Use and Condition Analysis and Evaluation  
Mar-Apr 2024 - Draft Report  
May 2024 - Final Report

### **Long Range Planning**

As previously outlined, the work of the study is one of the key components needed to inform discussions related to long range facilities and enrollment planning, and the update of the long range facilities plan. For reference and context, the key components include:

1. NPS Enrollment Data and Projections
2. Update of the McKibben Demographer's Report
- 3. School Space Utilization Data**
4. Neighborhood Schools and Walkability/Green Travel Option Discussion
5. Elementary School Size Discussion and Guidance
6. School Choice Discussion and Vote
7. Student Assignment Update for New Building Projects
8. Special Education Distribution of Programs and Space Needs

Updates on the Facility and Enrollment Planning Study will continue to be provided to the School Committee as the work progresses. We look forward to answering any questions you may have.