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**BELMONT HIGH SCHOOL BUILDING COMMITTEE**

**DRAFT MEETING MINUTES**

Thursday, October 27, 2016

Homer Building Gallery

7:30 AM

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BELMONT, MA

2017 JAN 12 PM 2:37

**Meeting #8**

*Committee Members Attending:*

Chair Lovallo; Members: Sami Baghdady, David Kale, John Phelan, Tom Caputo, Gerry Boyle, Pat Brusch, Dan Richards, Phyllis Marshall, Bob McLaughlin, Joe DeStefano, Joel Mooney, Diane Miller, Chris Messer, and Jamie Shea

*Members Absent:* Phil Ruggiero

**I. Call to Order**

The meeting was called to order at 7:35 a.m. by Chair Lovallo. He noted that this is the last scheduled meeting.

**II. Minutes of Previous Meetings**

*Mr. McLaughlin moved:* To approve the Minutes of 9/29/16.

The motion passed unanimously, by those in attendance at the meeting.

**III. District Enrollment Update**

Superintendent Phelan began by informing the committee that the October 1 enrollment number is 4,408 students (in October of 2011 the number was 3,900). There were 105 new students this year. He reviewed the future year projections, noting that Belmont will hit those numbers. In October 2019, the enrollment number is expected to be 4,705, but does not include the children from the Cushing or Uplands developments. There could be up to 79 students, across the district, entering Belmont schools from the Uplands.

Superintendent Phelan discussed that the increase in enrollment also impacts the need for ELL services. He noted the SPED impact (LABBB, out-of-district placements) as well. He reviewed where modular classrooms were added this year (three added at BHS, six at CMS, and the Burbank relocated a computer lab) to create classroom space.

Superintendent Phelan then referenced an October 11 enrollment letter from the MSBA. The agreed-upon enrollment number is 1,470 for a 9-12 configuration; he made the distinction between design enrollment and capacity enrollment. The MSBA accepted the three configuration options (9-12, 8-12, 7-12).

**IV. MSBA Feasibility Study Agreement**

Superintendent Phelan stated that Town Counsel is reviewing the details of the official notification point person as well as the official signatory on certain documents. The question focuses around who has the official legal authority to sign documents. The MSBA will likely notify Belmont by next

week. Ms. Brusich reviewed what happened (concerning the documents) during the Wellington Building Committee's tenure. Ms. Marshall briefly reviewed the process that Town Counsel is engaging in.

## **V. Treasurer's Report**

Ms. Marshall stated that there is one invoice from McKibben concerning the enrollment data study. The next step would be for the committee to authorize action on paying the bill, if it feels the work is complete. She then reviewed the process by which invoices have been paid in the past, and put forth an adjusted process.

*Ms. Marshall moved:* That the invoices receiving favorable action by a majority of the duly appointed members of the BHSBC be approved for payment in the amount specified by vote as authorized by signatures of the following Committee Officers:

William Lovallo, Chair

Gerald Boyle, Secretary

Phyllis Marshall, Treasurer

The motion passed unanimously.

Superintendent Phelan reviewed that the McKibben work is complete and that McKibben will review the data with the School Committee.

*Mr. Messer moved:* To approve the McKibben invoice of \$5,000.

The motion passed unanimously.

## **VI. MSBA Next Steps**

Chair Lovallo noted that Module Two is next. He reviewed what is involved with Module Two – which includes building the team of professionals. The MSBA will notify Belmont when they are ready to begin this next phase. A small group may meet with the MSBA to become familiar with what Module Two involves.

## **VII. Community Outreach Updates**

Chair Lovallo reviewed that there have been articles in print media, as well as a show at the Belmont Media Center (with the Superintendent and Ms. Jamie Shea). Ms. Shea also gave a presentation at a recent CMS PTO meeting; she noted some of the highlights of the PTO meeting.

## **VIII. Public Relations (Web Page, Other Media Outlets)**

Mr. Messer explained that the communications piece is important to the committee's work. The communication to the community needs to be both factual and transparent. He said the committee may want to enlist professional help in crafting the message for the outreach efforts. In fact, he reached out to O'Neill and Associates. He read an objective around effective communication, which focused on one platform with a common language. The information needs to be disseminated in a professional and accurate manner.

Chair Lovallo added that this message needs to be crafted in such a way that it is *understood* by the community. Also, it should be concise and absorbable. It needs to be done well and the committee

may want to explore the option of enlisting professional help. OPMs, he said, will help with this endeavor, but they do not specialize in it.

Mr. Caputo agreed that the Public Relations conversation is in an important one and he added that the communication should be two-way. The message needs to be clear and consistent, but the committee also needs to receive feedback from the community. He met with the former Winchester Superintendent who stressed that a case can be built for the new building as the messages are being crafted. The override proponents are willing to get involved, he said, when the time is right. Several BHSBC members noted that the citizen "advocacy group" will need to remain separate from the BHSBC. Mr. Caputo said that, while this is true, the committee can be a part of the advocacy messaging.

Mr. Kale added that, at this time, a one-page letter summarizing what happened in Module One is ready to be disseminated. Ms. Bruschi stated, for full disclosure, that her daughter is employed by O'Neill and Associates. She added that the advocacy group is not necessarily a debt exclusion group in the beginning. They evolve into that, but they could assist in information dissemination during the early phases (via PTO/PTAs, etc.). There are many people in Belmont who are experienced in helping with messaging and with debt exclusion (or override) advocacy. The need (for a new building) is clearly there, she said, but the steep price will make this challenging for many citizens.

Mr. Mooney stated that the messaging becomes a "brand". This is a long-term, far-reaching project and that the committee may need some professional assistance in formulating its brand. Mr. Richards agreed that the "branding" will need to be clear and consistent across the many stakeholders (e.g., parents, teachers, residents, etc.) who are involved. Once the configurations are released (7-12, 8-12, etc.), different stakeholders may get attached to one configuration over another.

The committee continued to discuss several of the points raised by Mr. Messer.

Superintendent Phelan noted that there are "milestone events" (for example: enrollment, configuration designs, feasibility, debt exclusion, construction, etc.) that can be mapped out over the next few years, during this process. The committee, he stressed, needs to be ahead of the milestones. The communication should precede the completion of the events.

Ms. Shea offered to meet with key individuals, from the community, about organizing a PR campaign.

Ms. Bruschi underscored the point that, from a legal perspective, the BHSBC needs to be separate from the debt exclusion group. This committee, however, can publically support the project.

Mr. Kale will work out a one-page summary draft (of what has been done thus far). Ms. Marshall said that this type of work could fall under one of the "working groups" – see agenda item X below.

## **IX. Project Assistant**

Chair Lovallo stated that this project is big and complex; there will likely be a need to hire an assistant to follow up on all of the myriad details. Mr. Boyle agreed that there will be an overwhelming amount of details that will need to be attended to on this project. Chair Lovallo said that the "assistant" would have experience understanding school design, school construction, etc. He explained a model where a paid employee could be utilized, separate from the OPM. Ms. Bruschi noted that, during the Wellington, having someone from the building department (Mr. Ara Yogurtian), was very helpful

during the design and construction phases.

Mr. Kale requested that it would be useful if a list of job responsibilities could be created for this potential position, as it encompasses a broad scope of areas.

#### **X. Working Groups**

Chair Lovallo discussed potential working groups: design, OPM Procurement, construction, media, Designer Procurement, legal matters, athletics, etc. The individual working groups would periodically come back to the full committee with summary reports. Mr. Boyle invited committee members to contact him if they have an interest in one of these groups. The issue will be revisited at the next meeting.

#### **XI. Next Meeting:**

Thursday, December 1, 2016 at 7:30 a.m.

#### **XII. New Business/Other**

There was none.

#### **XIII. Adjournment**

The meeting was adjourned at 9:10 a.m. by Mr. McLaughlin.

#### **Related Meeting Documents**

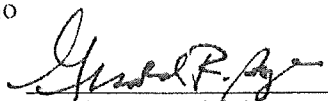
All documents presented at this meeting are available at the Committee's web page under "Eligibility Period Documents": <http://www.belmont-ma.gov/belmont-high-school-building-committee/pages/eligibility-period-documents>:

1. Motion to authorize invoice payment procedure
2. Sample invoice payment document
3. McKibben Invoice #2016-36
4. Superintendent's Enrollment Presentation to School Committee

Respectfully submitted by:

Lisa Gibalerio

Approved:

  
Gerald R. Boyle, Secretary

12/8/16  
Date



*Town of Belmont*  
**Belmont High School Building Committee**

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William Lovallo, Chair  
John Phelan  
Daniel Richards  
Sami Baghdady  
David Kale

Gerald Boyle, Secretary  
Phyllis Marshall, Treasurer  
Thomas Caputo  
Jamie Shea  
Robert McLaughlin  
Chris Messer

Patricia Brusch  
Phillip Ruggiero  
Diane Miller  
Joel Mooney  
Joseph DeStefano

Moved that invoices receiving favorable action by a majority of the duly appointed members of the Belmont High School Building Committee be approved for payment in the amount specified by vote as authorized by signatures of the following Committee Officers:

William Lovallo, Chair  
Gerald Boyle, Secretary  
Phyllis Marshall, Treasurer



*Town of Belmont*  
**Belmont High School Building Committee**

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Thomas Caputo  
Jamie Shea  
Robert McLaughlin  
Chris Messer

Patricia Brusch  
Phillip Ruggiero  
Diane Miller  
Joel Mooney  
Joseph DeStefano

Payment in the amount of \$ \_\_\_\_\_ to be paid to \_\_\_\_\_ in accordance  
with the vote of the Belmont High School Building Committee on \_\_\_\_\_, 2016.

\_\_\_\_\_  
William Lovallo, Chair

\_\_\_\_\_  
Gerald Boyle, Secretary

\_\_\_\_\_  
Phyllis Marshall, Treasurer

\_\_\_\_\_  
Date

# McKibben Demographic Research

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**Invoice 2016-36**

**Sold to:** Belmont Public Schools  
Town Administrators Office  
Town of Belmont  
P.O. Box 56  
Belmont MA, 02478

**Contact:** Mr. John P. Phelan, Superintendent

**P.O. Number:** 00020029

**Requisition Number:** 10056

**Date:** 17 October 2016

**Project:** Population estimate for the year 2015 and population forecasts for the years 2020 and 2025 by age, sex, and total population for the four elementary, one middle school one high school attendance area of the Belmont Public Schools.

Enrollment forecasts by grade for the years 2016-2017 to 2025-2026 inclusive, for the four elementary, one middle school one high school attendance area of the Belmont Public Schools.

One executive summary describing the methodology, assumptions, and historical patterns used in the calculations of the forecasts; and the results of the forecasts, as well as the primary implications. The demographic profile, population pyramids and key census variables will also be provided.

Provide revised enrollment forecasts for the years 2017-18 to 2026-27 within 2 weeks of receiving the 2016 October 1 enrollment by grade and by school.

Population and enrollment forecasts expanded from 10 years to 20 years at no additional cost to the town or school district.

**Amount due:** \$ 5,000

# BELMONT PUBLIC SCHOOLS

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**Enrollment Presentation**

**School Committee**

**October 11, 2016**



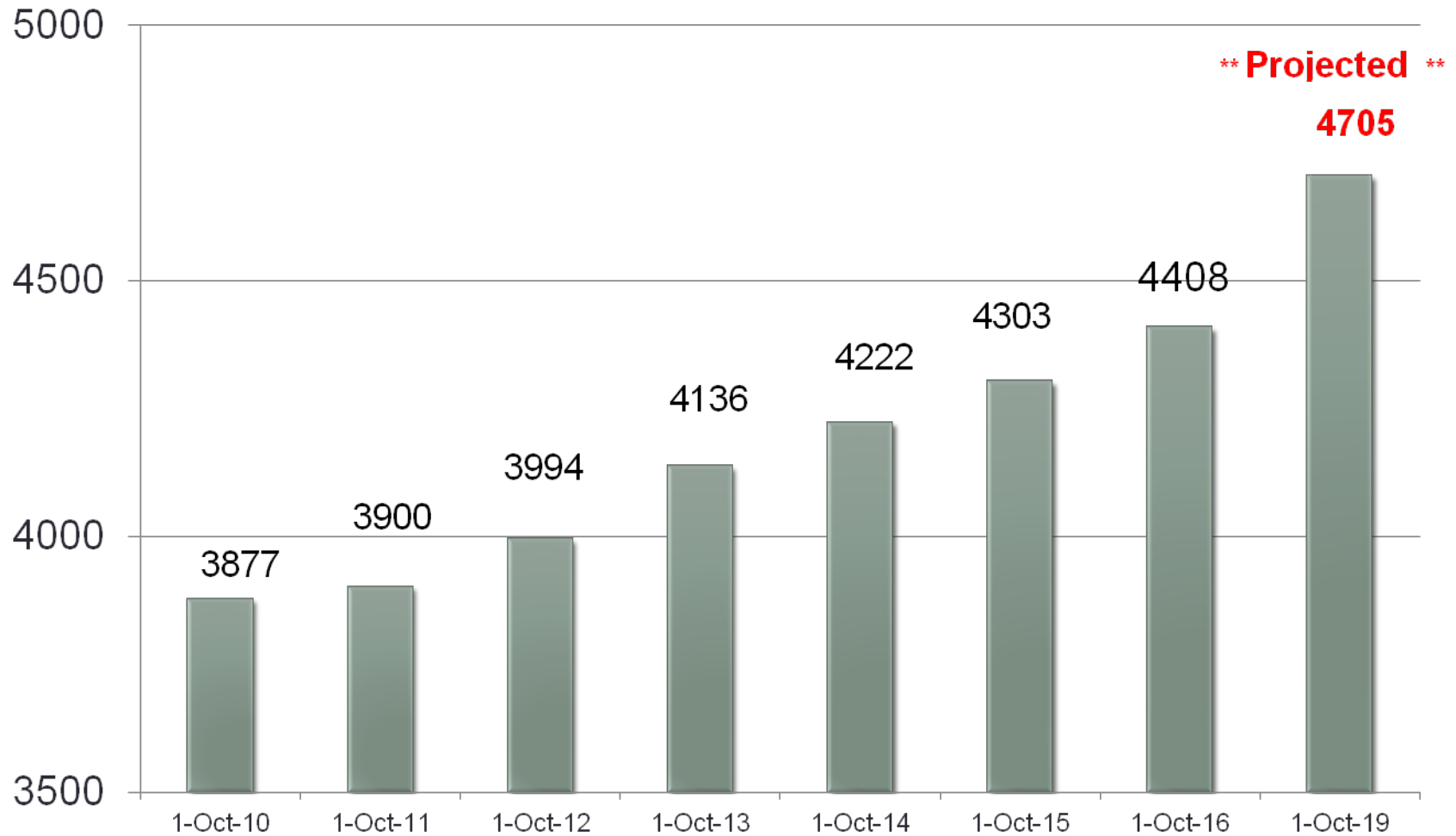
# Enrollment – District Wide

## Aggregate Increase over 5 Year Period

	Oct. 1, 2011	Oct. 1, 2012	Oct. 1, 2013	Oct. 1, 2014	Oct. 1, 2015	Oct. 1, 2016
BPS K-12 Enrollment	3900	3994	4136	4222	4303	4408
		94	142	86	81	105
			Increase, 2011 to 2016			508

# BPS K-12 Enrollment

## From October 1, 2010 to October 1, 2016



# Enrollment – District Wide

Aggregate Increase over 5 Year Period & Projection over the next 4Year Period

	Oct. 1, 2011	Oct. 1, 2012	Oct. 1, 2013	Oct. 1, 2014	Oct. 1, 2015	Oct. 1 2016		Oct. 1, 2019
BPS K-12 Enrollment	3900	3994	4136	4222	4303	4408		**4705
		94	142	86	81	105		
			<i>Increase, 2011 to 2016</i>				508	

The average five year increase is 101 students per year which gives the current projection of 4705. This does not take into effect the two Town of Belmont building projects (Uplands and Cushing Village) coming “online” in the Fall of 2017.

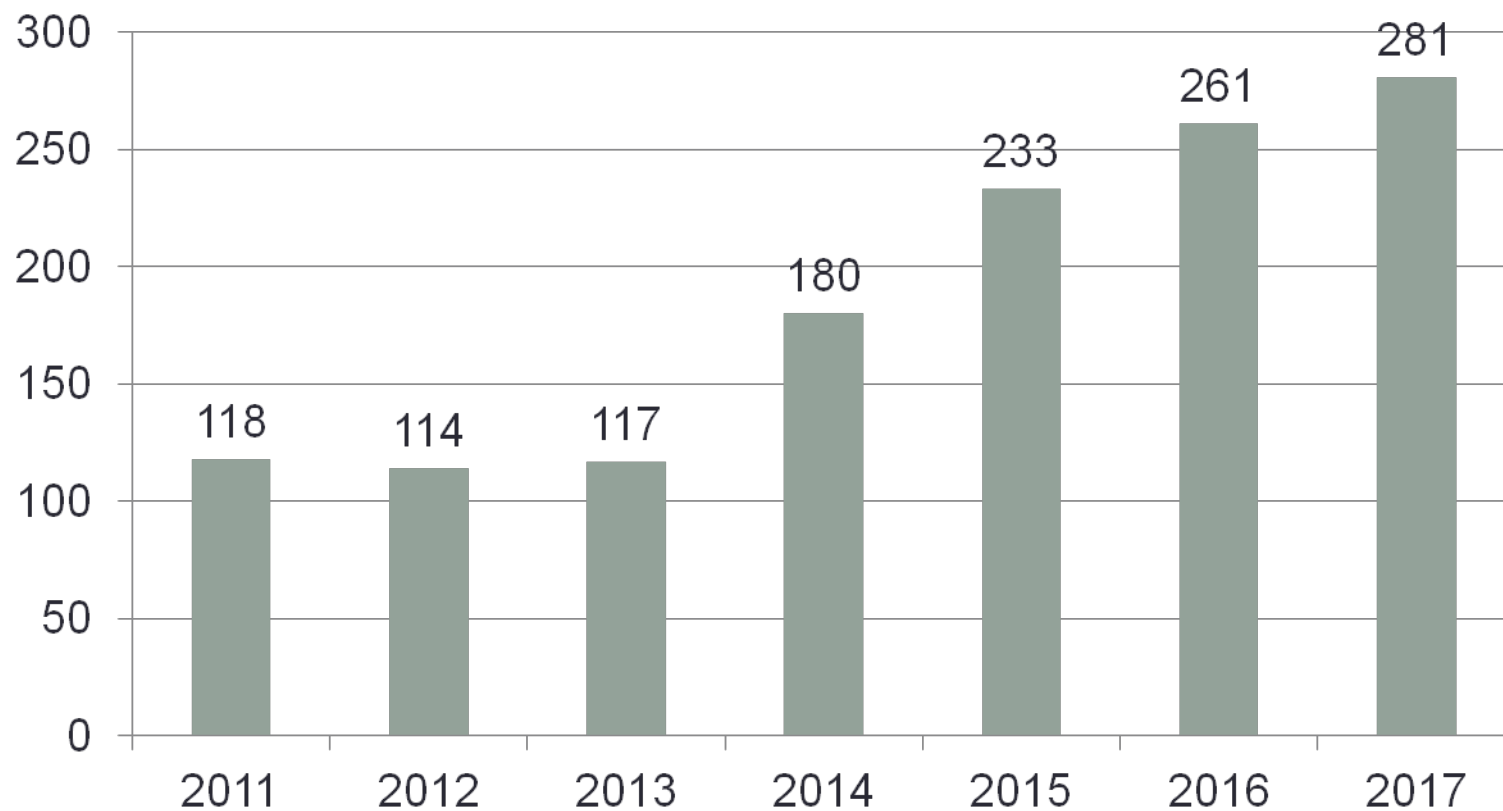
# Student Services Enrollment

Two sub categories of students that we have seen an increase in enrollment are:

1. *Students who are non- English speaking (ELL)*
2. *Students on IEPs who receive their services through out of district schools (OOD)*

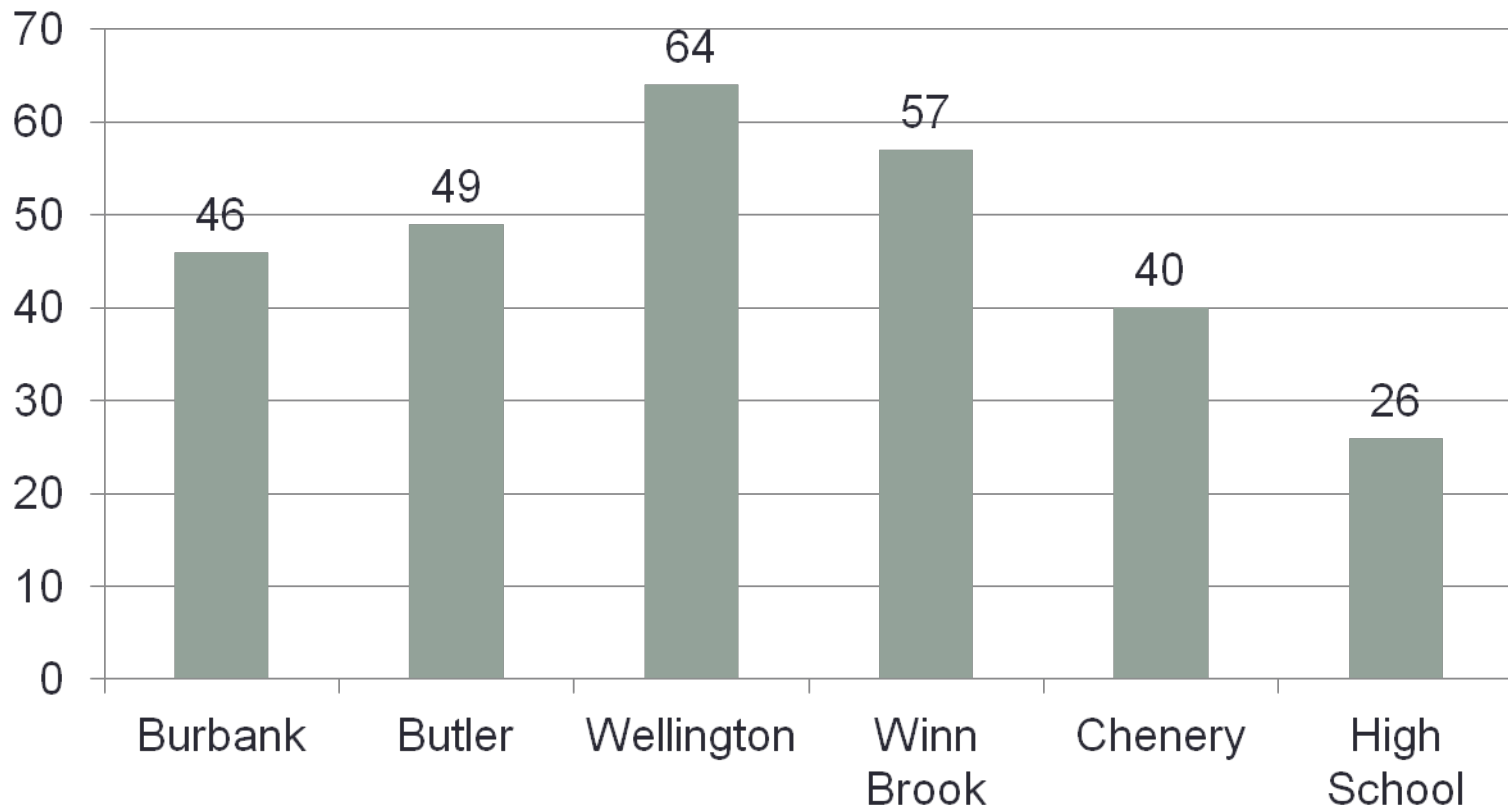
# EL Enrollment, FY11-FY17

## ELL Students – October 1 Enrollment



# EL Enrollment by School

EL Students – October 1, 2017



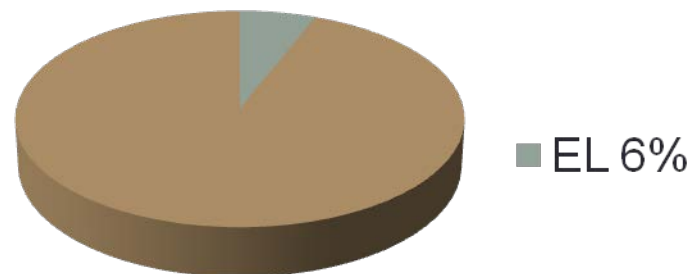
# EL Population Increase

Our rate of increase is slowing

- From FY13 to FY14, our EL student population increased by **72%**
- From FY14 to FY15, our EL population increased by **29%**
- **This year, our K-12 EL population increased by 8%**

Our size in proportion to the student body is steady

% EL Students Belmont  
FY17



# Out of District Students

- 1. Current Enrollment
- 2. 2015-16 Monthly Enrollment
- 3. Five Year Historical Trend





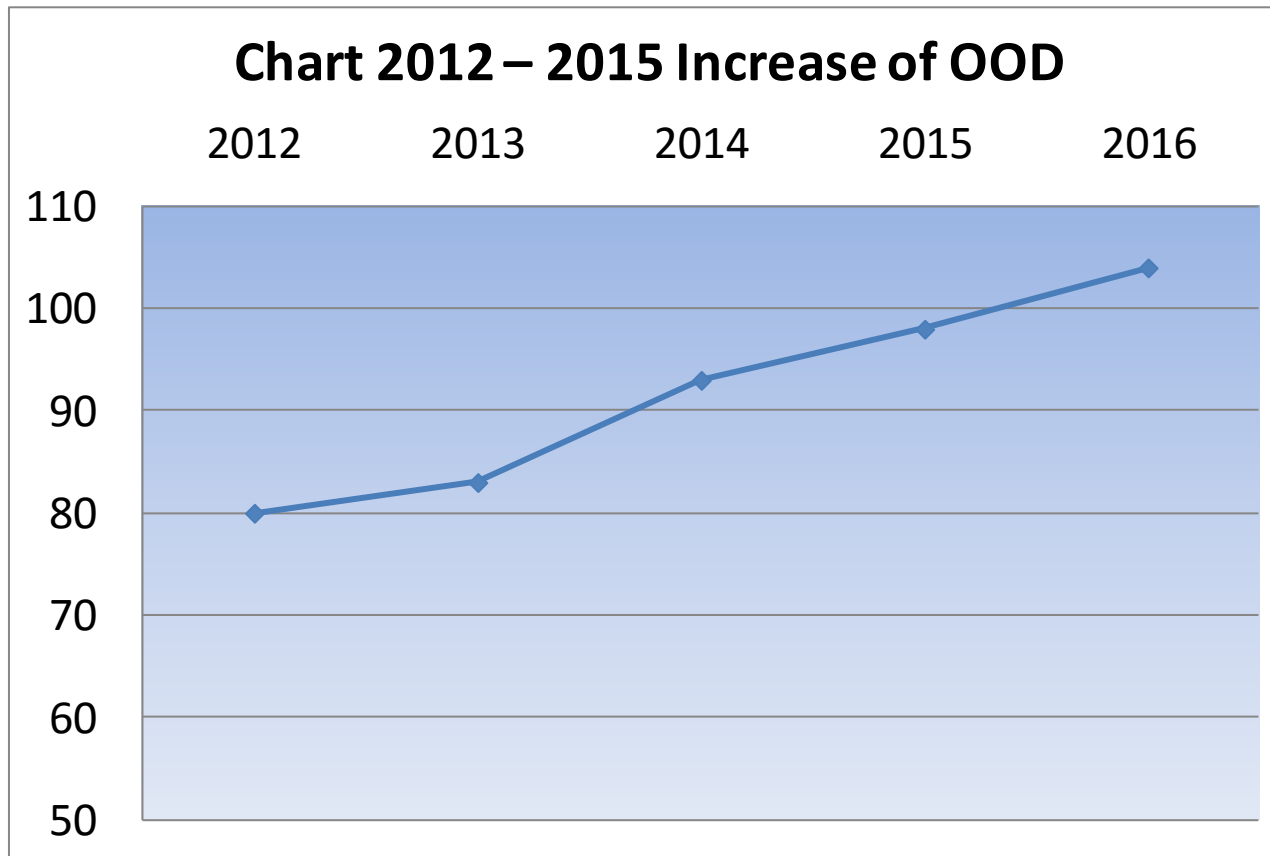
# Belmont Public Schools

## 2015 – 2016 Monthly OOD Student Placements

Type	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
LABBB-served in Belmont	14	14	14	14	14	14	14	14	14	14
LABBB-served elsewhere	28	28	28	27	27	29	30	30	30	30
Collaborative (MA Public)	13	15	15	15	15	15	15	15	14	15
Mass Public Schools	1	1	1	1	1	1	1	1	1	1
Private Placement	41	40	40	42	42	40	41	41	38	39
<b>Total</b>	<b>97</b>	<b>98</b>	<b>98</b>	<b>99</b>	<b>99</b>	<b>99</b>	<b>101</b>	<b>101</b>	<b>97</b>	<b>99</b>

Belmont Public Schools  
OOD Student Placements  
October 1 2012-2016

2012	2013	2014	2015	2016
80	83	93	98	104



# Current Enrollment Implications

## School Level

### BHS

- 3 additional modular classrooms added for 2016/17 SY
- 6 modular classrooms in total at BHS

### CMS

- 6 modular classrooms added this year to be occupied in November
- No space for meeting and or small group instruction

### Elementary

- Burbank has reallocated space from a computer lab to a grade 2 classroom for the 2016/17 SY

## District Wide

- One additional bus was added to the fleet in response to the strains put on the system due to increase in enrollment .
- Mandated services increased. We needed to add one special educator to CMS and one ELL teacher to service our children district-wide for the 2016/17 SY. This also has impacted several areas of the budget, the space needed, and the schedule for providing these services.
- Continued impact of operating budget from lines that support text, materials and supplies to the potential need for additional teaching positions.