

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

EVALUATION CRITERIA SUBCOMMITTEE MEETING MINUTES

January 16, 2020

Attendance and Call to Order

The meeting was called to order at 9:20am in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: Ken Aries, John Cummings, Nancy Hyde, Tony Mullin, and Emily Parks. Nancy Hyde left the meeting at 10:38am. John Cianciarulo recorded the minutes.

Discussion Items

Recap of Previous Week's Planning Meetings

Mrs. Plotkin opened discussion to review the previous week's planning meetings.

Jason Boone, Educational Planner at Dore and Whittier, shared. Principals met to review designs. They appreciated the range of options that were developed. Planning principles surrounding small learning communities, the library, and the relationship between stage and cafeteria were shared. The Design Team has chosen to reflect those decisions in two plans and leave other options as expressed. The Design Team continues to work through those and will present to the full School Building Committee tomorrow.

Ms. Parks stated that the principals had a lot of agreement, particularly surrounding small learning communities. For the library, they preferred a hybrid approach: extended learning centers and a dedicated library/media space. For performance space, the consensus is that it be part of the cafeteria, not the gymnasium.

Mrs. Plotkin asked how the hybrid approach would work. Ms. Parks shared that, in conversations with principals, the dedicated library would have a smaller collection, as each classroom has its own classroom library. The hybrid model allows for an extended learning area that is more functional and more versatile.

Mrs. Hyde asked about the school fitting on either the Hanlon or Sheehan site. Mr. Bonfatti responded that the Design Team has not been instructed for either. As the designs are worked through, the ideal total square feet will be better identified.

Mr. Cummings asked if there was any discussion on how the schools were laid out. Is one more efficient? Mr. Boone responded that the footprints can be moved deeper into the site. All have similar solar orientations and the ability to achieve net-zero is comparable.

Discussion of Evaluation Criteria and Shortlist Process

Mrs. Plotkin introduced discussion of the evaluation criteria and shortlist process. Mr. Bonfatti shared that there are several linear design options that the educators would prefer not to move forward. The goal is to make a bigger school feel smaller.

Mrs. Hyde agreed that the District needs to explain why they would not want a school of 315 students. Chin Lin, Project Manager for Compass Project Management, responded that if the School Committee votes for consolidation, it will automatically take the smaller design off the table. It is anticipated that the School Committee will discuss the issue at its February 13 meeting.

Ms. Parks shared that any efficiencies from consolidation are from staffing, which is directly related to enrollment. What is gained is the ability to better balance classes and provide increased options to address learning needs. There are efficiencies in scheduling and meeting the needs of students. This would allow the District to schedule specials and related services more efficiently.

Mrs. Plotkin responded that the idea is to “right-size” our elementary schools.

The Subcommittee then discussed the evaluation process. Mr. Bonfatti shared examples of criteria and how to graphically represent them.

Mrs. Hyde asked if the use of the remaining building should be part of the criteria. It will need to be articulated as part of the discussion for use of the building/property.

The Subcommittee discussed the process of turning over a building to the Town and what that Committee should be. Mr. Bonfatti stated that, in the MSBA submission, it would need to state that the Town has a committee looking into options.

It was decided that criteria definitions would be drafted and placed on the evaluation worksheets.

Format of Presentation

Mrs. Plotkin introduced discussion of the format of the presentation.

Options will be presented to the School Building Committee tomorrow. A copy of the evaluation worksheet will also be shared. Mr. Lin will develop one-sentence descriptions for each category.

The Subcommittee will return on February 6 to review and evaluate.

Action Items

Approval of Subcommittee Minutes

Mr. Mullin moved to approve the subcommittee meeting minutes of January 9, 2020. Mr. Cummings seconded.

Vote: 5-0-0.

Result: Approved (Unanimous)

Approve Evaluation Criteria

The vote to approve evaluation criteria was tabled.

New Business

There was no new business.

Adjournment

Mr. Aries motioned to adjourn. Mr. Mullin seconded.

Vote: 5-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 10:43am.

List of Documents and Exhibits Used at Meeting

- Evaluation Criteria Subcommittee draft meeting minutes of January 9, 2020
- Two versions of evaluation worksheets drafted by Compass:
 - Bullet scoring key version
 - Star scoring key version