

NEASC

Special Progress Report

Submitted by

Maynard High School

for

September 1, 2006

Special Progress Report on Facilities as Requested

Recommendation #1 Provide details and confirm completion of the science lab project planned for May 2006

As previously reported in the Two-Year Progress Report (10/1/04), a Town Meeting warrant Article #11 in May 2004 provided \$20,000 for the purpose of upgrading the science labs. This project was planned to be completed by May 2006.

The first step completed for the school year 2004-2005 was the replacement of old desks in Rooms 201 and 202 (biology labs) with new lab desks and the repair/replacement of all plumbing at both the students' and teacher demonstration stations. During the fall/winter of school 2005-2006, old lab stations were also removed in the Physics classroom/lab (Room 206) and replaced with new student lab top desks. Costly floor tile repair or replacement was avoided by the manner in which the old lab tables were removed. This allowed us to ensure that all science rooms, including chemistry (Room 203) had either new student desks or lab top desks/tables for each student.

Remaining to be done in 2005-2006 was the plumbing, electrical and gas work in the Physics and Chemistry labs. The work continued with all remaining work completed during the April 2006 school vacation week. Updated equipment for the labs has been installed, including electrical safety switches throughout the lab as well as faucets and handles for the plumbing and gas. All storage benches have been cleaned and new hardware installed for securing lab tools in the labs (Rooms 203 and 206).

I am able to report that the Science Lab Project has been completed within the projected time.

Recommendation #2 Confirm installation of lighting upgrade project

The lighting project conducted by NSTAR during the spring of 2006 was completed by 4/1/06. The project provided replacement of all lighting fixtures with energy efficient lighting fixtures, electric controls, high efficiency mechanical equipment and other energy saving strategies throughout the school building. The project also provided for energy savings estimated to be about 25%, or \$16,258, based on energy audits conducted. DM/JM Harris Co. did the work under auspices of NSTAR energy rebate program.

A sample of the additional energy efficient upgrades provided have been mechanical improvements to controls, thermostats, exhaust fans and univents.

Recommendation #3 Provide results of the confirmed operating budget for 2006-2007 including the adequacy of funding for school programs, personnel, services, facilities, equipment, technological support, materials and supplies for student learning.

The FY'07 school department operating budget was approved through the Town Meeting for \$12,079,770. This represents an increase of 2.7% over FY'06 budget that had been level or flat funded from the previous year. The budget includes funding in support of school programs, personnel, services, facilities, equipment, technological support, materials and supplies for student learning. The School Committee budget calls for growth in the areas of curriculum support of programs and technology specifically, while providing continued support in all areas of the budget. Specifically, in technology, laptop computers and mobile carts were purchased to bring more computers into the classroom. To upgrade the science department, \$10,000 was invested in equipment, especially for the Grade 9 Physics program. For the library, print collection purchases have been made, copier, fax and computers have been added, as well as shelving and space improvements. To the facilities, the expenses on the mechanical systems is at \$25,000 and work continues. Personnel staffing was maintained by filling all vacancies occurring due to retirements, leaves and reassignments. In addition, a deficiency in staffing was filled by the hiring of a librarian.

In addition to the current FY'06 budget, it is projected that 65% of any additional funds, such as a bond premium, that become available from the state will be earmarked for the education budget at a fall Town Meeting.

Recommendation #4 Confirm the thorough cleaning of locker rooms to remove all debris and clutter

Throughout the spring and summer months 2006, cleaning and disposal of debris and clutter took place. This included removing equipment that had become outdated, unused and needed for disposal. Shower stalls, student locker room lockers and caged storage areas were cleaned of all unnecessary equipment.

In addition to basic cleaning of areas not used due to their condition, plumbing improvements have been made in the locker rooms as well as the sports team room. Shower valves have been replaced. A new handicap *Bradles* sink has been installed. A new water cooler has replaced the old one. As part of the univent work, many of the ventilation fans in the locker room are working effectively and efficiently now.

However, it is recognized that the condition, space, and existing locker room equipment is a major item on the facilities study agenda.

Recommendation #5 Implement a process for the removal of clutter, outdated books and materials from classrooms

Recognizing the need for a coordinated effort by the staff, the cluttered classrooms with books and materials stacked on windowsills and unit ventilators and the organization of the department and activities storage areas could be addressed with a plan to implement the process. With the development of a “classroom deficiency” checklist form, all teachers individually and collectively as departments were instructed to remove all clutter and outdated textbooks and materials. Upon completion of the assignment, the Assistant Principal verified and approved the areas reported cleaned and organized on the checklist form. All desks, filing cabinets, book shelves, cabinets and tables as equipment within rooms was included.

The condition of the windowsills and the tops of heating units as free of all instructional materials was verified. The condition of the shelves under the sills was included. All department cabinets, filing cabinets, tables located within storage or book closets were checked. In order to ensure all organization and cleaning was completed by April 14 (beginning of Spring Vacation), the form was completed with the staff members after checking all areas to make sure reorganization was appropriately done.

Outdated books were bound for recycling, barrels were filled and several dumpster loads of old materials discarded.

Credit for the organization of this effort is given to the Assistant Principal as well as to the staff for this work effort. All recognized the need for this task, especially when much of the clutter dated back to 2000-2001 when the eighth grade was in the high school and space was shared extensively. Much of the old materials included eighth grade supplies not moved to the new middle school due to new materials purchased for the new school. This cleanout has increased storage space tremendously and improved classroom space.

Recommendation #6 Detail how the school will provide the services of a library/media specialist to meet the needs of students and faculty and to ensure the library is open both before and after school as well as during the school day

As cited in the Special Progress Report of July 1, 2005, the Assistant Superintendent and the High School Principal highly prioritized the need for a library/media specialist for the high school. In the budget process for FY’07, the addition of this position was supported and a fully certified library/media specialist has been hired for the 2006-2007 school year.

Many purchases have already been made to expand the library print collection. Reorganizing the library, use of additional space and purchase of shelving has been done. In order to ensure that the library is available to students, the aide position was maintained in staffing, so that the library/media specialist can schedule open time before

school, assistance when teaching groups of students or assisting teachers, and to make the library/media center available beyond the school day for use to support the curriculum and provide opportunity for meaningful research.

Recommendation #7 Submit firm plans, including those for funding and a timeline to fully resolve all facilities issues, including all concerns identified in the decennial evaluation report

A specific plan has been developed and initiated for dealing with the facilities issues at Maynard High School

On February 27, 2006, the School Committee voted to place a warrant article for Spring Town Meeting for \$40,000 to fund the efforts of a Public School Facilities study. To work cooperatively with the School Committee, its staff and administration and a licensed architect/engineering firm to conduct a comprehensive inspection of Maynard High School in order to prepare a report that identifies facility needs, future renovations/construction options, cost estimates and other related concerns for major capital improvements is the purpose of Article #19 passed at the Spring 2006 Town Meeting.

A School Facilities Advisory Committee was established to work with all town boards and the school staff and administration to oversee and provide assistance to the architects and engineers who will complete a facilities assessment and long range planning services for the school district.

The School Facilities Advisory Committee will meet regularly during 2006-2007. The first meeting was on July 12, 2006. Several meetings have been held during the summer.

The School Facilities Advisory Committee worked with the school administration and School Committee in the preparation of the Request for Proposal Document for the Procurement of architects/engineering services as required by Mass General Law, Chapter 149.

The firm of Tappe Associates has been selected to provide the capital assessment. Physical deficiencies will be identified and corrective measures recommended. Preliminary cost estimates will be included. Their investigation will include a review of the original construction documents as well as on-site evaluations. Once the architects/engineer work is complete, the Advisory Committee, considering as priorities health and safety concern and the NEASC evaluation report as a major source, will recommend to the School Committee the best options. This may include assistance in developing a letter of intent and application to MSBA for state assistance of major capital needs. This strategic facilities plan will identify renovation/construction needs, as well as provide future direction for maintenance of our capital assets. The result will be a comprehensive report addressing areas of concern with recommendations, proposed budget, prospective revenue sources and thoroughly addressing NESAC findings. The

Advisory Committee will then assist the School Committee to present the final plan to the voters at the May '07 Town Meeting. The School Committee will need the report prior to the May 2007 Town Meeting to assure being placed on the warrant. This will also allow them to meet the MSBA target date of July '07.

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John D. Lent, Principal

Michael Waldron, Follow-up Committee Chair