MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer
John K. McCarthy, Executive Director/Deputy Chief Executive Officer
DATE: December 4, 2019
RE: Statement of Interest for Core Program – 2019
Recommendations for Invitations to Eligibility Period

The Massachusetts School Building Authority (the "MSBA") opened the 2019 Statement of Interest (the "SOI") filing period on January 4, 2019. The filing deadline for the Core Program was April 12, 2019, with 61 SOIs submitted for consideration.[1] Of the 61 SOIs submitted, 39 were designated as the priority school by the District. Beginning in April 2019, the MSBA conducted its due diligence on the SOIs that were submitted for the Core Program, as outlined in **Attachment A**, "SOI Process Overview for Core Program", and as noted below:

- Review SOI submissions for completeness – votes, signatures and supporting documentation;
- Review SOI submissions and accompanying documents for content; and,
- Conduct senior study visits, if necessary.

As discussed with the Board during the 2019 SOI process and most recently at the November 20, 2019 Facilities Assessment Subcommittee meeting, the MSBA has now concluded its due diligence for the 2019 SOIs. MSBA staff is recommending that the Board vote to invite the eleven (11) Districts and schools listed below and found in **Attachment B** into the Eligibility Period.

Upon approval by the Board, each District and school is invited into the 270-day Eligibility Period with a specified effective date for commencement, and any approval of a potential grant for the scope of work as identified herein will not be made before July 1, 2022. As part of its due diligence, MSBA staff has discussed the Eligibility Period requirements and the specific funding timelines with Districts. The Districts are aware of the effective dates for commencement of Eligibility Period as found below and the dates for potential grant approval.

Attachment C to this memorandum lists the names of the remaining 42 Districts and 50 schools that submitted an SOI in 2019 but are not being considered for an invitation into the MSBA's grant program.

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[1]The filing deadline for the Accelerated Repair Program (the "ARP") was February 15, 2019 with 83 SOIs submitted. Invitations into the ARP were concluded at the June 26, 2019 Board of Directors meeting and 27 districts, representing 42 projects, were invited into the ARP.

Recommended Invitation for Commencement of Eligibility Period on April 1, 2020

District	School	Age of Existing Building	Grade Configuration
Hingham	William L. Foster Elementary School	1951	K-5
Wakefield	Wakefield Memorial High School	1960	9-12
Winchester	Lynch Elementary School	1961	PK-5

Recommended Invitation for Commencement of Eligibility Period on May 1, 2020

District	School	Age of Existing Building	Grade Configuration
Amherst	Fort River Elementary School	1973	K-6
North Adams	Greylock Elementary School	1953	PK-6
Maynard	Green Meadow Elementary School	1954	PK-3

Recommended Invitation for Commencement of Eligibility Period on June 1, 2020

District	School	Age of Existing Building	Grade Configuration
East Longmeadow	East Longmeadow High School	1960	9-12
Nashoba Regional School District	Nashoba Regional High School	1961	9-12
Whitman-Hanson Regional School District	Whitman Middle School	1972	6-8

Recommended Invitation for Commencement of Eligibility Period on July 1, 2020

District	School	Age of Existing Building	Grade Configuration
Tri-County Regional Vocational Technical School District	Tri-County Regional Vocational Technical High School	1977	9-12
Whittier Regional Vocational Technical School District	Whittier Regional Vocational Technical High School	1973	9-12

Attachment A – 2019 Statement of Interest Board Memo

Core Program Statement of Interest Process Overview

Introduction

The Massachusetts School Building Authority's (the "MSBA's") grant program is a non-entitlement, competitive program, and its grants are distributed by the MSBA Board of Directors based on need and urgency, as expressed by the district and validated by the MSBA. The MSBA completes an extensive review of available information for districts that submit a Statement of Interest ("SOI") for the Core Program each year. The goals of this review include:

- To determine those schools that are the most urgent and needy relative to the pool of SOI submittals filed in that year. The MSBA considers many factors when looking at the totality of the SOIs including, but not limited to, the age of the building, the amount of space per student, the current and projected enrollment, the condition of the major systems of the school, the general environment of the building and the appropriateness of the building to the educational mission;
- To collaborate with districts on the potential project that they have identified as the priority SOI if they are filing more than one SOI for that given year;
- To understand if the MSBA is currently partnering with the district on another Core Program project already underway; and,
- To understand the range of options each district faces when planning for district-wide educational facilities.

The following information provides an overview of the SOI process from initial opening of the SOI period each January until the Board of Directors votes to authorize invitations to the MSBA's grant program at a subsequent Board meeting.

The SOI Filing Period

The MSBA opens its Statement of Interest System annually for districts to file one or more SOIs for either the Core Program or the Accelerated Repair Program. The SOI is the tool districts use to identify the deficiencies and/or programmatic issues that exist in their facilities. Districts should submit one SOI per school for each school that they believe requires a project. An SOI should only be filed for a facility where a district has the ability to fund a project in the next two years. Over the last several years, the SOI system has opened in early January. SOIs are typically due for the Accelerated Repair Program in early February and for the Core Program in early April.

The MSBA has received approximately 100 to 125 SOIs for the Core Program annually. The number of invitations that the Board is able to authorize each year varies, and is contingent on a number of factors. The MSBA has to operate within its annual statutory budget cap. The number of invitations varies based on the characteristics of the pool of applicants, including the number of elementary, middle or high schools that file, total square footage of the schools, and the reimbursement rates of the districts that are invited to participate in the MSBA's grant program.

Thus, applying for an MSBA grant is competitive, and not every SOI can be invited into the grant program.

The Funding Cap

The Commonwealth irrevocably dedicated a 1% statewide sales tax, known as the School Modernization Trust fund ("SMART Fund"), to the MSBA's capital program. The state sales tax collections inform the amount of annual funding the MSBA can commit for projects. The MSBA's enabling legislation limits increases or decreases annually thereafter by the lesser of four and one half percent (4.5%) of the limit for the prior fiscal year or the percentage increase or decrease of the dedicated sales tax revenue amount over the prior fiscal year.

The SOI Due Diligence Process

The SOI process involves the district filing an electronic version of an SOI with the MSBA by the dates established. MSBA staff is readily available to address concerns, questions, and issues during the filing period. Once the filing period has closed, MSBA staff commences the due diligence process for all SOIs. This is a 4-phase process, which includes:

1. Review SOI submissions for completeness;
2. Review SOI submissions and accompanying documents for content;
3. Conduct senior study visits, if required; and
4. Recommend SOIs for invitation into Eligibility Period.

During this process, the MSBA may seek to obtain additional or clarifying information from districts. As the MSBA reviews the entire cohort of SOIs received, it will determine the appropriate level of due diligence that will be required for each SOI and will notify districts of next steps accordingly.

1. Review SOI submission for completeness:

Once the SOI system has closed, MSBA staff reviews each submission to check that all of the required materials have been received. The MSBA works with districts throughout the filing period to ensure that the SOI is complete. For all SOI submissions, the district needs to provide:

- An electronic version of the SOI with the required electronic signatures; there are two separate certifications in each SOI where district officials need to sign;
- An electronic version of the Closed Schools Certification with the required electronic signatures;
- Hard copies of the required local vote documentation that is detailed in the SOI; and
- Any supporting materials required to be submitted with the SOI.

Districts are expected to submit materials and have them post-marked on or before the due date for the Program submission deadline. The district and the MSBA should discuss in advance of the filing date any extenuating circumstances or requests for exceptions to receipt of the hard copy material.

2. Review each SOI submission and accompanying documents for content:

Once an SOI is determined to be complete, MSBA staff review the information and any additional documents submitted by the district. MSBA staff then compiles the data necessary to assess which SOIs filed in that year may be categorized as the most urgent and needy. In determining the most urgent and needy SOIs, MSBA staff relies on many different data sources. MSBA staff use over 50 data points that include the SOI, the MSBA project management system, the MSBA's enrollment tool, the MSBA's 2016 Needs Survey, and information from the Department of Elementary and Secondary Education ("DESE"). There are many factors that can impact the assessment of urgency and need in an SOI, such as increasing enrollment, overcrowding, building condition, general environment, and program deficiencies. As such, it is important to assemble as much data as possible so that staff may gain as complete of a picture of the submitted SOI as possible.

Due to the volume of SOIs submitted for the Core Program, the MSBA requests that each district identify a priority SOI for consideration. This enables the district and the MSBA to focus financial and staff resources on completing a project and ensures that an opportunity for a grant is possible for as many districts as possible. This narrows down the pool of potential projects if districts have submitted multiple schools within the district for consideration.

With its focus on the district identified SOI priority, MSBA staff then looks at this smaller pool of submitted SOIs to assess urgency and need focusing on:

- 2016 School Survey rating of building condition;
- 2016 School Survey rating of general environment;
- Previous or ongoing project activity with the MSBA; and,
- Section 8 of the MSBA's statute.

Consideration of these factors produces a smaller subset of the priority SOIs that appear to be more urgent and needy than the other SOIs submitted that year. With this assessment, a group of SOIs are identified for further consideration. This further review may or may not require a senior study visit. If the MSBA is familiar with the school facility identified in the SOI or if the SOI has already received a senior study visit within the previous two years, a senior study visit may not be needed for that SOI. If the MSBA may choose to re-visit a school within this two-year window if the SOI contains new information since the last visit.

3. Conduct Senior Study Visits, if required:

If MSBA staff determines that a senior study visit is needed to complete the due diligence process, MSBA staff, accompanied by its technical consultant, will visit the SOI facility. The senior study visit lasts approximately two hours and is an opportunity for the MSBA to further understand the issues identified in the district's SOI. MSBA staff requests that the district have someone familiar with the facilities and systems present, as well as someone who is familiar with the curriculum as it relates to the program offered. The district is requested to provide a copy of the school's floor plans (emergency/evacuation plans are sufficient) ahead of the MSBA's visit.

The senior study visit starts with a meeting to review the SOI, the MSBA process, and to hear district concerns. The discussion is followed by a tour of the main areas of the school, as well as typical general classrooms and specialty spaces.

Dependent upon the number of senior study visits that are required, this phase can take approximately 8 to 10 weeks, with visits typically scheduled from September through November.

4. Recommend SOIs for Invitation into Eligibility Period:

Once the content review and senior study visits have been completed, MSBA staff once again review the factors that can impact the assessment of urgency and need in an SOI (e.g., increasing enrollment, evidence of overcrowding, building condition, general environment and program deficiencies), to understand the total impact of all of the factors on the overall need expressed in the SOI. As the number of invitations that the MSBA can issue varies each year, and the number of SOIs received each year exceeds the MSBA's annual cap expenditure, MSBA staff compares the SOIs that were selected for further review to each other to determine a degree of urgency and need, ranging from minor to major, for each of the SOIs. MSBA staff then provide their findings to the Chief Executive Officer, Executive Director/Deputy Chief Executive Officer, the MSBA's Facilities Assessment Subcommittee, and the Board of Directors. Once the recommendations have been accepted, MSBA staff works with the districts to determine the optimum Board meeting for the district to receive an invitation into Eligibility Period from the Board of Directors.

Attachment B - 2019 Statement of Interest Board Memo

District	School Name	Year Built	Building Gross SF	School Type	Current Grade Configuration	2018-2019 DESE Enrollment	MSBA Check Section 8 Priorities
Amherst	Fort River Elementary School	1973	82,000	ES	K-6	315	5,7
East Longmeadow	East Longmeadow High School	1960	204,000	C-HS	9-12	826	3,5
Hingham	William L. Foster Elementary School	1951	73,636	ES	K-5	480	5,7
Maynard	Green Meadow Elementary School	1954	84,000	ES	PK-3	491	5,7
Nashoba Regional School District	Nashoba Regional High School	1961	188,000	C-HS	9-12	978	5,7
North Adams	Greylock Elementary School	1953	50,907	K-8	PK-6	256	5,7
Tri-County Regional Vocational Technical School District	Tri-County Regional Vocational Technical High School	1977	285,000	V-HS	9-12	1,024	5,7
Wakefield	Wakefield Memorial High School	1960	252,000	HS	9-12	992	3,5,7
Whitman-Hanson Regional School District	Whitman Middle School	1972	107,980	MS	6-8	580	5
Whittier Regional Vocational Technical School District	Whittier Regional Vocational Technical High School	1973	362,000	V-HS	9-12	1,246	5,7
Winchester	Lynch Elementary School	1961	83,300	ES	PK-5	535	2,4,5,7

Attachment C - 2019 Statement of Interest Board Memo

District	School Name	MSBA Check Section 8 Priorities	MSBA Due Diligence Findings
Acton-Boxborough Regional School District	Luther Conant Elementary School	2,5,7	Not district priority, active MSBA Core project, high "School Survey" scores
Amherst	Wildwood Elementary School	5,7	Not district priority, SOI under consideration by district - consolidation, other district SOI in FRR category, high "School Survey" score
Andover	Andover High School	4,5,7	Deficiencies not among highest within cohort of most urgent/needy, MSBA's current involvement sufficient at this time
Belchertown	Jabish Middle School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Berkley	Berkley Community School	5	Deficiencies not among highest within cohort of most urgent/needy
Berkshire Hills Regional School District	Monument Mountain Regional High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Braintree	Braintree High School	3,5,7	Not district priority, active MSBA Core projects, high "School Survey" scores
Brockton	North Junior High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Burlington	Burlington High School	5, 7	Deficiencies not among highest within cohort of most urgent/needy
Canton	William H. Galvin Middle School	4,5,7	Deficiencies not among highest within cohort of most urgent/needy
Chelmsford	Chelmsford High School	5,7	Active MSBA ARP project, high "School Survey" scores
Clinton	Clinton Middle School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Concord	Concord Middle School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Dennis-Yarmouth Regional School District	Marguerite E. Small Elementary School	5	Not district priority, active MSBA Core project, high "School Survey" score
Dracut	Joseph A. Campbell Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Dudley-Charlton Regional School District	Shepherd Hill Regional High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Freetown-Lakeville Regional School District	Assawompset Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Greater Lawrence Regional Vocational Technical School District	Greater Lawrence Regional Vocational Technical High School	7	High "School Survey" scores
Hadley	Hopkins Academy	5	High "School Survey" scores
Hamilton-Wenham Regional School District	Cutler Elementary School	2,5,7	Deficiencies not among highest within cohort of most urgent/needy
Hamilton-Wenham Regional School District	Winthrop School	5,7	Not district's priority SOI, SOI under consideration by district - consolidation, other district SOI in FRR category, high "School Survey" scores
Holliston	Holliston High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Hopkinton	Elmwood Elementary School	2,4,5,7	Deficiencies not among highest within cohort of most urgent/needy

Attachment C - 2019 Statement of Interest Board Memo

District	School Name	MSBA Check Section 8 Priorities	MSBA Due Diligence Findings
Lexington	Lexington High School	2,4,5,7	Deficiencies not among highest within cohort of most urgent/needy, MSBA's current involvement sufficient at this time
Longmeadow	Glenbrook Middle School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Longmeadow	Williams Middle School	5,7	Not district priority, other district SOI in FRR category, high "School Survey" scores
Lynn	Pickering Middle School	2,4,5,7	District would benefit from additional time
Martha's Vineyard Regional School District	Martha's Vineyard Regional High School	5,7	District would benefit from additional time
Medford	Medford High School	5	High "School Survey" scores
Mohawk Trail Regional School District	Colrain Central School	5	Deficiencies not among highest within cohort of most urgent/needy
Mohawk Trail Regional School District	Buckland-Shelburne Regional Elementary School	5	Not district's priority SOI, other district SOI in FRR category, high "School Survey" scores
Mohawk Trail Regional School District	Mohawk Trail Regional High School	5	Not district's priority SOI, other district SOI in FRR category, high "School Survey" scores
Newton	Countryside Elementary School	5,7	Not district priority, active MSBA ARP projects, active MSBA Core project, high "School Survey" scores
North Andover	North Andover Middle School	2,7	High "School Survey" scores
North Attleborough	North Attleborough High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Peabody	Center Elementary School	2,4,5,7	Not district priority, active MSBA ARP project, active MSBA CORE project, high "School Survey" scores
Peabody	Peabody High School	4,5,7	Not district priority, ARP project underway at school, active MSBA ARP project, active MSBA CORE project, high "School Survey" scores
Quincy	Squantum Elementary School	5,7	MSBA's current involvement sufficient at this time
Salem	Salem High School	5,7	High "School Survey" scores
Salem	Bates Elementary School	5	Deficiencies not among highest within cohort of most urgent/needy
Scituate	Hatherly Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Scituate	Cushing Elementary School	5,7	Not district priority, SOI under consideration by district - consolidation, other district SOI in FRR category, high "School Survey" score
South Hadley	Mosier Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
South Shore Regional Vocational Technical School District	South Shore Regional Vocational Technical High School	5,7	High "School Survey" scores
Springfield	German Gerena Community School	5,7	Not district priority SOI, active MSBA ARP projects, active MSBA Core project, high "School Survey" score
Stoughton	South Elementary School	5,7	Not district priority, active MSBA ARP projects, active MSBA Core project, high "School Survey" score

Attachment C - 2019 Statement of Interest Board Memo

District	School Name	MSBA Check Section 8 Priorities	MSBA Due Diligence Findings
Westfield	Westfield High School	3,5,7	Not district priority, active MSBA Core project, high "School Survey" Score
Westfield	Westfield Technical Academy	5,7	Not district priority, active MSBA Core project, high "School Survey" Score
Winchester	Muraco Elementary School	2,4,5,7	Not district priority, other district SOI in FRR category, high "School Survey" score
Worcester	Burncoat Senior High School	3,5,7	Not district priority, active MSBA ARP projects, active MSBA Core project, high "School Survey" score

[1]Exhibit C

2019 SOI Invitations to Eligibility Period

District	School	Age of Existing Building	Current Grade Configuration	2018-2019 DESE Enrollment	Existing Square Footage	Eligibility Period Commencement Date
[2]Amherst	Fort River Elementary School	1973	K-6	315	82,000	May 1, 2020
East Longmeadow	East Longmeadow High School	1960	9-12	826	204,000	June 1, 2020
Hingham	William L. Foster Elementary School	1951	K-5	480	73,636	April 1, 2020
[3]Maynard	Green Meadow Elementary School	1954	PK-3	491	84,000	May 1, 2020
Nashoba Regional School District	Nashoba Regional High School	1961	9-12	978	188,000	June 1, 2020
[4]North Adams	Greylock Elementary School	1953	PK-6	256	50,907	May 1, 2020
Tri-County Regional Vocational Technical School District	Tri-County Regional Vocational Technical High School	1977	9-12	1,024	285,000	July 1, 2020
Wakefield	Wakefield Memorial High School	1960	9-12	992	252,000	April 1, 2020
[5]Whitman-Hanson Regional School District	Whitman Middle School	1972	6-8	580	107,980	June 1, 2020
Whittier Regional Vocational Technical School District	Whittier Regional Vocational Technical High School	1973	9-12	1,246	362,000	July 1, 2020
Winchester	Lynch Elementary School	1961	PK-5	535	83,300	April 1, 2020

[1]Any approval of a potential grant for a scope of work as identified herein will not be made before July 1, 2022

[2]The MSBA's invitation is specific to the deficiencies as identified by the Town of Amherst in the SOI for the Fort River Elementary School and includes the study of a potential consolidation with the Wildwood Elementary School and the total student enrollment for grades K-5 and grades K-6 only

[3]The MSBA's invitation is specific to the deficiencies as identified by the Town of Maynard in the SOI for the Green Meadow Elementary School and includes the study of a potential reconfiguration for the total student enrollment of grades PK-4 only

[4]The MSBA's invitation is specific to the deficiencies as identified by the City of North Adams in the SOI for the Greylock Elementary School and includes the study of a potential consolidation with the Brayton Elementary School and the total student enrollment for grades PK-6 only

[5]The MSBA's invitation is specific to the deficiencies as identified by the Whitman-Hanson Regional School District in the SOI for the Whitman Middle School and includes the study of a potential reconfiguration for the total Town of Whitman student enrollment of grades 5-8 only