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 6, 2017
RE: Statement of Interest for Core Program – 2017
Recommendations for Invitations to Eligibility Period

The Massachusetts School Building Authority (the "MSBA") opened the 2017 Statement of Interest (the "SOI") filing period on January 6, 2017. The filing deadline for the Core Program was April 7, 2017, with 83 SOIs submitted for consideration.[1] Of the 83 SOIs submitted, 42 were designated as the priority school by the District. Beginning April 2017, 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 submission for completeness – votes, signatures and support documentation;
- Review SOI submissions and accompanying documents for content; and,
- Conduct senior study visits, if required.

As discussed with the Board during the process and most recently at the November 29, 2017 Facilities Assessment Subcommittee meeting, the MSBA has now concluded its due diligence for the 2017 SOIs, and is recommending that the Board vote to invite the 15 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 Eligibility Period with a specified effective date for commencement of the 270-day Eligibility Period. 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.

Attachment C of this memorandum lists the names of the remaining 47 Districts and 67 schools that submitted an SOI in 2017, 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 17, 2017 with 73 SOIs submitted. Invitations into the ARP were concluded at the June 28, 2017 Board of Directors meeting and 20 districts, representing 36 projects were invited into the ARP.

Recommended Invitation for Commencement of Eligibility Period on April 2, 2018

District	School	Age of Existing Building	Grade Configuration
Lawrence	Francis M. Leahy Elementary School	1922	K-5
Medfield	Dale Street Elementary School	1941	4-5
Watertown	Watertown High School	1929	9-12
Wellesley	Ernest F. Upham Elementary School	1957	K-5

Recommended Invitation for Commencement of Eligibility Period on May 1, 2018

District	School	Age of Existing Building	Grade Configuration
Andover	West Elementary School	1951	K-5
Ashland	David Mindess Elementary School	1954	3-5
Somerset	Somerset Middle School	1965	6-8
Swampscott	Hadley Elementary School	1911	K-4

Recommended Invitation for Commencement of Eligibility Period on June 1, 2018

District	School	Age of Existing Building	Grade Configuration
Groton-Dunstable Regional School District	Florence Roche School	1951	K-4
Northeast Metropolitan Regional Vocational School District	Northeast Metropolitan Regional Vocational High School	1970	9-12
Randolph	Elizabeth G. Lyons Elementary School	1953	K-5
Westwood	Paul Hanlon Elementary School	1951	K-5

Recommended Invitation for Commencement of Eligibility Period on July 2, 2018

District	School	Age of Existing Building	Grade Configuration
Boston	Carter Development School	1971	7-12
Bristol-Plymouth Regional Vocational Technical School District	Bristol-Plymouth Regional Technical School	1972	9-12
Greater Fall River Regional Vocational School District	Diman Regional Vocational Technical High School	1968	9-12

Statement of Interest ("SOI") for Core Program

Introduction

The Massachusetts School Building Authority's (the "MSBA") 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 exhaustive review of available information regarding all districts that submit an 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 school 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 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 at a subsequent winter 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 process districts follow 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 and closed in early April. 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 allowed to authorize each year varies, and is contingent upon 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. Thus, competition for an MSBA grant is very 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 sales tax collection informs the amount of the annual funding cap to which the MSBA can obligate funds for projects. The 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 filing of an electronic and print version of an SOI with the MSBA by the dates established, with MSBA staff readily available to address concerns, questions and issues during the filing period. Once the filing period has closed, MSBA staff commence 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 review 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:

- A hard copy of the SOI with the required signatures; there are two separate certifications locations in each SOI where district officials need to sign;
- A hard copy of the closed schools information with the required 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 the hard copies of the 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 compile the data necessary to assess which SOIs filed in that calendar year may be categorized as the most urgent and needy. Determining the most urgent and needy SOIs 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 2010 Needs Survey, as well as information from the Department of Elementary and Secondary Education ("DESE") website. 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 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 look at this smaller pool of submitted SOIs to assess urgency and need focusing on:

- Needs Survey rating of building condition;
- Needs Survey rating of general environment;
- Previous or ongoing project activity with the MSBA; and
- Section 8 of the 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 SOI, or if the SOI had received a senior study visit within the previous two years, a senior study visit may not be needed for that SOI. 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 determine 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 identified. 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 request 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 SOI floor plans (emergency/evacuation plans are sufficient) ahead of the MSBA's visit.

Attachment B - 2017 Statement of Interest Board Memo

DISTRICT	SCHOOL NAME	YEAR BUILT	GRADES SERVED	SCHOOL TYPE	CURRENT ENROLLMENT	BUILDING GROSS SF	MSBA CHECK SECTION 8 PRIORITIES
Ashland	David Mindess Elementary School	1954	3-5	ES	620	96,233	2, 4, 5, 7
Lawrence	Francis M. Leahy Elementary School	1922	K-5	ES	484	45,158	2, 4, 5, 7
Randolph	Elizabeth G. Lyons Elementary School	1953	K-5	ES	296	38,003	2,5, 7
Andover	West Elementary School	1951	K-5	ES	636	94,000	2,5, 7
Medfield	Dale Street Elementary School	1941	4-5	IS	369	53,029	2,5, 7
Westwood	Paul Hanlon Elementary School	1951	K-5	ES	222	30,000	2,5, 7
Swampscott	Hadley Elementary School	1911	K-4	ES	297	56,600	2,5, 7
Notheast Metropolitan Regional Vocational School District	Northeast Metropolitan Regional Vocational High School	1970	9-12	VTHS	1261	211,325	3, 5, 7
Watertown	Watertown High School	1929	9-12	HS	662	162,000	3, 5, 7
Bristol-Plymouth Regional Vocational Technical High School	Bristol-Plymouth Regional Vocational Technical High School	1972	9-12	VTHS	1303	212,000	5
Somerset	Somerset Middle School	1965	6-8	MS	616	128,400	5
Greater Fall River Regional Vocational School District	Diman Regional Vocational Technical High School	1968	9-12	VTHS	1395	295,600	5,7
Groton-Dunstable Regional School District	Florence Roche School	1951	K-4	ES	478	69,468	5,7
Boston	Carter Development School	1971	7-12	HS	29	13,583	5,7
Wellesley	Ernest F. Upham Elementary School	1957	K-5	ES	222	36,474	5, 7

Attachment C - 2017 Statement of Interest Board Memo

DISTRICT	SCHOOL NAME	MSBA CHECK SECTION 8 PRIORITIES	MSBA Due Diligence Findings
Acton-Boxborough Regional School District	Gates Elementary School	2,5,7	Not district priority, SOI under consideration by district consolidation, active district CORE project, high 2010 Needs Survey score
Acton-Boxborough Regional School District	Luther Conant Elementary School	2,5,7	Not district priority, SOI under consideration by district consolidation, active district CORE project, high 2010 Needs Survey score
Ashland	Henry E. Warren Elementary School	2,4,5	Not district priority, recommending district priority SOI
Ashland	William Pittaway Elementary School	5	Not district priority, recommending district priority SOI
Blackstone-Millville Regional School District	Blackstone-Millville Regional High School	5	Active district ARP project, high 2010 Needs Survey score
Brookline	Michael Driscoll School	5	Not disrict priority, active district CORE project, high 2010 Needs Survey score
Burlington	Burlington High School	5	Deficiences not among highest most needy-urgent
Cambridge	John M. Tobin School	4,5	Deficiences not among highest most needy-urgent
Chelmsford	Chelmsford High School	5	Deficiences not among highest most needy-urgent
Concord	Concord Middle School	5	Deficiences not among highest most needy-urgent
Dennis-Yarmouth Regional School District	N.H. Wixon Middle School	5	Not district priority, SOI under consideration by district consolidation, active district CORE project, high 2010 Needs Survey score
Dennis-Yarmouth Regional School District	Marguerite E. Small Elementary School	5	Not district priority, active district CORE project, high 2010 Needs Survey score
Dracut	Joseph A. Campbell Elementary School	5,7	Deficiences not among highest most needy-urgent
Dracut	George H. Englesby Intermediate School	5	Not district priority, high 2010 Needs Survey score
Dracut	Brookside Elementary School	5	Not district priority, high 2010 Needs Survey score
Dudley-Charlton Regional School District	Shepherd Hill Regional High School	5,7	Deficiences not among highest most needy-urgent
East Longmeadow	East Longmeadow High School	5,7	Deficiences not among highest most needy-urgent
Easton	Moreau Hall Elementary School	7	Not district priority, SOI under consideration by district consolidation, active district CORE project, high 2010 Needs Survey score
Easton	Parkview Elementary School	7	Not district priority, SOI under consideration by district consolidation, active district CORE project, high 2010 Needs Survey score
Everett	Everett High School	4	Not district priority SOI, active district CORE project, high 2010 Needs Survey score

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DISTRICT	SCHOOL NAME	MSBA CHECK SECTION 8 PRIORITIES	MSBA Due Diligence Findings
Freetown-Lakeville Regional School District	Assawompset Elementary School	5	Deficiences not among highest most needy-urgent
Haverhill	Consentino Middle School	2,5	Deficiences not among highest most needy-urgent
Hingham	William L. Foster Elementary School	5	Deficiences not among highest most needy-urgent
Hopkinton	Elmwood School	5	Not district priority, active district CORE project, high 2010 Needs Survey score
Hull	Memorial Middle School	5	Deficiences not among highest most needy-urgent
Hull	Hull High School	5	Not district priority, high 2010 Needs Survey score
Leicester	Leicester Memorial Elementary School	5,7	Not district priority, SOI under consideration by district consolidation, active district CORE project, high 2010 Needs Survey score
Leicester	Leicester Primary School	5,7	Not district priority, SOI under consideration by district consolidation, active district CORE project, high 2010 Needs Survey score
Longmeadow	Glenbrook Middle School	5,7	Deficiences not among highest most needy-urgent
Longmeadow	Williams Middle School	5	Not district priority, high 2010 Needs Survey score
Martha's Vineyard Regional School District	Martha's Vineyard Regional High School	5	Deficiences not among highest most needy-urgent
Medford	Medford Vocational Technical High School	5	Deficiences not among highest most needy-urgent
Medford	Medford High School	5	Not district priority, high 2010 Needs Survey score
Newton	Lincoln-Eliot Elementary School	5	Not district priority, active district CORE project, high 2010 Needs Survey score
Norfolk County Agricultural School District	Norfolk County Agricultural High School	5	Deficiences not among highest most needy-urgent
North Adams	Greylock Elementary School	5,7	Deficiences not among highest most needy-urgent
North Andover	North Andover Middle School	2,7	Deficiences not among highest most needy-urgent
North Attleborough	North Attleborough High School	2,3,5,7	Deficiences not among highest most needy-urgent
Peabody	Captain Samuel Brown Elementary School	2	District not ready to proceed
Peabody	William A. Welch Sr. Elementary School	5	Not district priority, active district ARP project, high 2010 Needs Survey score

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DISTRICT	SCHOOL NAME	MSBA CHECK SECTION 8 PRIORITIES	MSBA Due Diligence Findings
Peabody	John E. Burke Elementary School	5	Not district priority, active district ARP project, other district SOI in FRR category, high 2010 Needs Survey score
Peabody	Center Elementary School	5,7	Not district priority, active district ARP project, high 2010 Needs Survey score
Quincy	Squantum Elementary School	5	Not district priority, active district ARP project, active district CORE project, high 2010 Needs Survey score
Revere	Revere High School	2,5,7	Deficiences not among highest most needy-urgent
Rockland	Memorial Park Elementary School	4	Not district priority, SOI under consideration by district consolidation, active district CORE project, high 2010 Needs Survey score
Salem	Horace Mann Laboratory School	2,5	Deficiences not among highest most needy-urgent
Salem	Salem High School	5	Not district priority, high 2010 Needs Survey score
South Shore Regional Vocational Technical School District	South Shore Regional Vocational Technical High School	5	Deficiences not among highest most needy-urgent
Springfield	Homer Street Elementary School	5,7	Not district priority, SOI under consideration by district consolidation, active district ARP projects, active district CORE project
Springfield	Lincoln Elementary School	5,7	Not district priority, SOI under consideration by district consolidation, active district ARP project(s), active district CORE project(s), high 2010 Needs Survey score
Stoneham	Stoneham High School	5	Deficiences not among highest most needy-urgent
Stoughton	South Elementary School	7	Not district priority, active district ARP project, active district CORE project, high 2010 Needs Survey score
Swampscott	Swampscott Middle School	5	Not district priority, high 2010 Needs Survey score
Tyngsborough	Tyngsborough Middle School	2,5,7	Deficiences not among highest most needy-urgent
Wakefield	Wakefield Memorial High School	3,5	Deficiences not among highest most needy-urgent
Walpole	Walpole High School	5,7	Deficiences not among highest most needy-urgent
Walpole	Eleanor N. Johnson Middle School	5	Not district priority, high 2010 Needs Survey score
Walpole	Bird Middle School	5	Not district priority, other district SOI in FRR category, high 2010 Needs Survey score
Webster	Bartlett Junior/Senior High School	5	Deficiences not among highest most needy-urgent
Wellesley	John D. Hardy Elementary School	5	Not district priority, other district SOI in FRR category, high 2010 Needs Survey score

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DISTRICT	SCHOOL NAME	MSBA CHECK SECTION 8 PRIORITIES	MSBA Due Diligence Findings
Wellesley	Hunnewell Elementary School	5	Not district priority, high 2010 Needs Survey score
Westfield	Westfield Vocational Technical High School	5	Not district priority, active district CORE project
Whittier Regional Vocational Technical School District	Whittier Regional Vocational Technical High School	5,7	Deficiences not among highest most needy-urgent
Winchester	Muraco Elementary School	5	Not district priority, active district CORE project, high 2010 Needs Survey score
Winchester	Lynch Elementary School	5	Not district priority, active district CORE project, high 2010 Needs Survey score
Worcester	Burncoat Senior High School	5	MSBA's current district involvement sufficient at this time
Worcester	Worcester East Middle School	5	Not district priority, active district ARP projects, active district CORE projects, high 2010 Needs Survey score

Exhibit A

2017 SOI Invitations to Eligibility Period

District	School	Age of Existing Building	Grade Configuration	2016-2017 Enrollment	Existing Square Footage	Eligibility Period Commencement Date
Andover	West Elementary School	1951	K-5	636	94,000	May 1, 2018
Ashland	David Mindess Elementary School	1954	3-5	620	96,233	May 1, 2018
Boston	Carter Development School	1971	7-12	29	13,583	July 2, 2018
Bristol-Plymouth Regional Vocational Technical School District	Bristol-Plymouth Regional Technical School	1972	9-12	1,303	211,825	July 2, 2018
Greater Fall River Regional Vocational School District	Diman Regional Vocational Technical High School	1968	9-12	1,395	295,600	July 2, 2018
Groton-Dunstable Regional School District	Florence Roche School	1951	K-4	478	69,468	June 1, 2018
Lawrence	Francis M. Leahy Elementary School	1922	K-5	484	45,158	April 2, 2018
Medfield	Dale Street Elementary School	1941	4-5	369	53,029	April 2, 2018
Northeast Metropolitan Regional Vocational School District	Northeast Metropolitan Regional Vocational High School	1970	9-12	1,261	211,325	June 1, 2018
Randolph	Elizabeth G. Lyons Elementary School	1953	K-5	296	38,003	June 1, 2018
Somerset	Somerset Middle School	1965	6-8	616	128,400	May 1, 2018
Swampscott	Hadley Elementary School	1911	K-4	297	56,600	May 1, 2018
Watertown	Watertown High School	1929	9-12	662	165,000	April 2, 2018
Wellesley	Ernest F. Upham Elementary School	1957	K-5	222	36,500	April 2, 2018
Westwood	Paul Hanlon Elementary School	1951	K-5	222	34,280	June 1, 2018

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, noted above, that can impact the assessment of urgency and need in an SOI (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 of 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 compare 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 work with the districts to determine the optimum board meeting that the district would receive an invitation into Eligibility Period from the Board of Directors.