

## **School Enrollment and Capacity Exploration Committee (SECE)**

**Date:** Friday, June 15, 2018

**Time:** 8:00 a.m.

**Location:** School Dept., Central Office, 525 Salem Street

**In Attendance:**

John Scenna (JS)  
Tim Doyle, School Committee (TD)  
Robert Dolan, Town Administrator (RD)  
Jane Tremblay, Superintendent of Schools (JT)  
Robert Priestly, Finance Committee (RP)  
Chris Barrett, Board of Selectmen (CB)  
Kathryn Price (KP)  
Gary Romano (GR)  
Arthur Swanson (AS)

**Not present:**

John Tomasz

**Draft**

**Public Participation:** School Committee Chair Jamie Hayman spoke to his belief of schools being full v. overcrowded. However, he wants to make sure that the school district maintains the physical plant/resources required within the buildings and grounds to adequately support education at a high level and allow it to continue to grow. There were no other members of the public present.

### **Meeting Topics**

1. Committee voted unanimously 7-0 to appoint John Scenna Chairman
2. Superintendent Jane Tremblay presented to the committee a history of the Lynnfield School Department enrollment and also led a discussion regarding how they go about estimating enrollment (slides are attached). JT also spoke at a high level to special education and the impact it has on education and space (i.e. pull out space for one on one teaching, tutoring; class size requirements integrated classes trigger; classroom size requirements from grade to grade)
3. Selectman Chris Barrett explained the mission of the committee to review existing enrollment and determine if schools have adequate space for our current children and in the years to come. He states that there is a belief amongst the community that our schools are full and do not have adequate classroom space to support the current academic model and that there could be additional issues in the future especially with proposed development in town.
4. JT and School Committee Member Tim Doyle spoke to current enrollment and classes per grade (see spreadsheet attached). TD also made note and it was reinforced by JT that the middle school has room to add additional classrooms in common areas that can be split into additional classrooms if needed. This has already been done in one area of the school and could be done in others to add up to an additional 4-6 classrooms
5. Chairman Scenna and Town Administrator Rob Dolan then addressed next steps.
  - a. Committee voted unanimously to hire a firm to conduct a demographics study that would review existing conditions and forecast out enrollment based on proposed development. Consultant would also meet with town managers, planners

and real estate to understand current market trends in house sales and the extent of proposed new development. The study would be conducted by NESDEC on recommendation from JT and school business manager (final executed proposal is attached). The study would be complete after Labor Day and the proposal includes a presentation from the firm to our committee.

b. Committee also voted to recommend that RD, Public Works and Engineering staff conduct a review of the Huckleberry Hill and Summer Street School sites for possible expansion. This would include a site plan identifying areas where additional classrooms could be added. It would also include a review of the existing septic system and whether there is capacity to add fixtures to said system.

6. Committee also requested that RD review Census reports with City Clerk to determine what is done with that information and whether any information could be gathered from said reports that could be used within this study

7. GR offered the use of his company resources at no charge

a. to conduct a survey of early pre-school aged children to determine numbers at that age. He will work with JT in creating a survey, identifying pre-school locations within town and in collecting data to share with the Committee and our demographics consultant at an upcoming meeting.

b. to poll the committee members in order to create dates most convenient for upcoming meetings. Said poll will be circulated shortly to all committee members. We are looking to see if a meeting could be held in late August to review the findings of the study mentioned in note 9 above and a second will be held after Labor Day to discuss the demographic study and formalize next steps

8. Scheduling ... the overall goal is to have this report completed and ready to present to the Board of Selectman by the end of September.



John Scenna  
Chairman, SECE

# **TOWN OF LYNNFIELD**

**Board/Committee Name: School Enrollment and Capacity Exploration Committee**

**Day/Date: Friday, June 15, 2018**

**Time of Meeting: 8:30 A.M.**

**Location: School Dept. Central Office, 525 Salem Street**

*This meeting is being recorded and transmitted via cable television.*

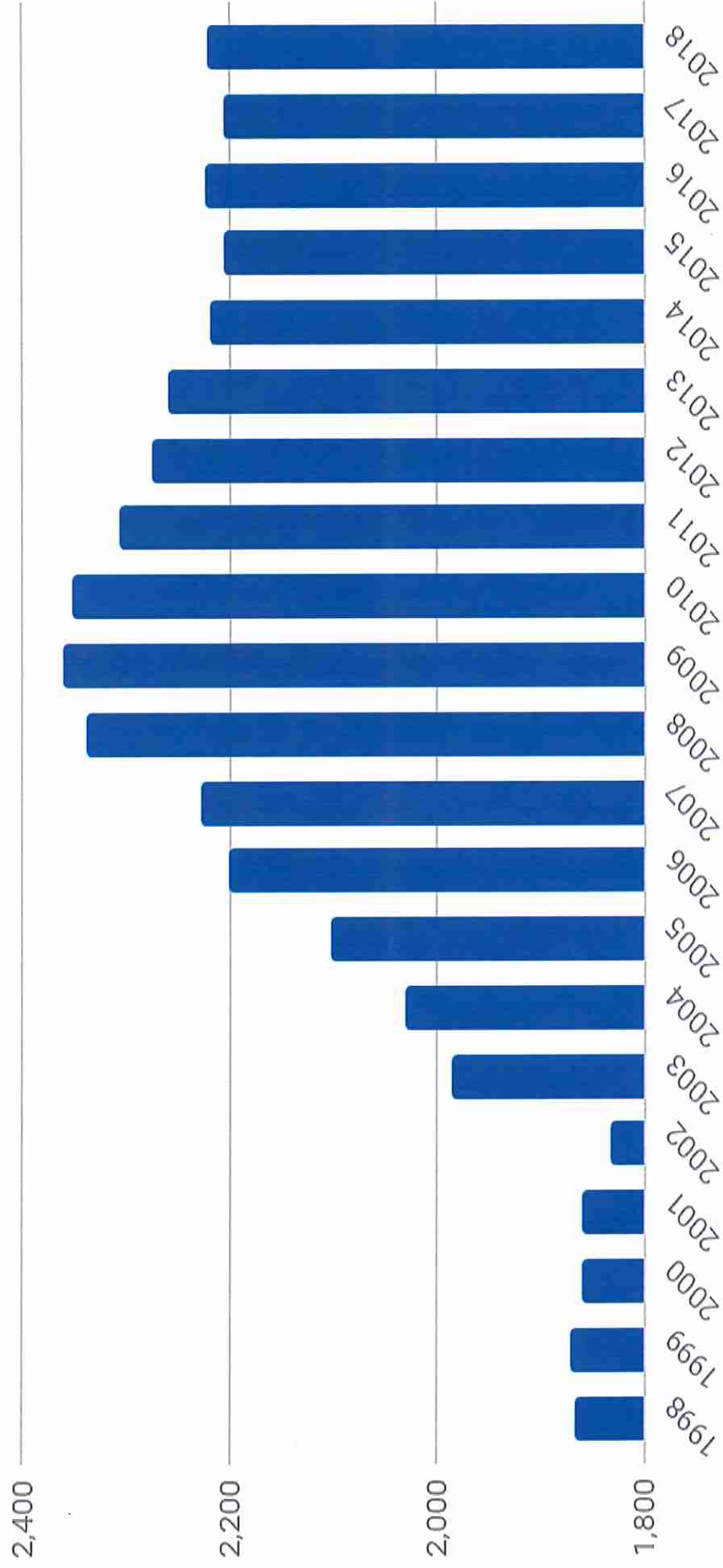
## **AGENDA**

1. Overvieww – Superintendent of Schools Tremblay
2. Public Participation - Chairman Scenna
3. Mission Overview - Selectman Barrett
4. Existing School Enrollment - School Committee Member Doyle
5. Enrollment Trends & Projections
6. Next Steps - Chairman Scenna
7. Schedule and Timeline - Chairman Scenna and Town Administrator Dolan

# **Lynnfield Public Schools Enrollment Trends**

**Mrs. Jane Tremblay  
Superintendent  
June 15, 2018**

**Total Lynnfield School Population 1998-2018**



Source: <http://profiles.doe.mass.edu/profiles/student.aspx?orgtypecode=5&fycode=2018&orgcode=01640000>



# Enrollment 2008-2009

Source: <http://profiles.doe.mass.edu/profiles/student.aspx?orgtypecode=5&fycode=2018&orgcode=01640000>

School	2008	2009	DIFFERENCE
Preschool	66	56	-10
SSS	486	491	+5
HHS	412	406	-6
LMS	715	759	+44
LHS	660	649	-11

# Enrollment 2011-2012

Source: <http://profiles.doe.mass.edu/profiles/student.aspx?orgtypecode=5&fycode=2018&orgcode=01640000>

SCHOOL	2011	2012	DIFFERENCE
Preschool	53	50	-3
SSS	463	448	-15
HHS	375	382	+7
LMS	773	778	+5
LHS	644	618	-26

# Enrollment Trends 2013-2018

Source: <http://profiles.doe.mass.edu/profiles/student.aspx?orgtypecode=5&fycode=2018&orgcode=01640000>

YEAR	ENROLLMENT	DIFFERENCE
2013	2,261	
2014	2,220	-41
2015	2,205	-15
2016	2,225	+20
2017	2,207	-18
2018	2,221	+14



# Questions

## ENROLLMENT DATA

Period Ending: May 31, 2018

Oct 1 data

## HUCKLEBERRY HILL

K	1	2	3	4	5	6	7	8	9	10	11	12	Total
15-17	18-20	21-23	24-26	27-29	30-32	33-35	36-38	39-41	42-44	45-47	48-50	51-53	54-56
183	157	184	183	164	168	173	160	172	170	145	166	159	2,171
428	413	405	387	389									

## SUMMER STREET

22	18	22	20	20									
21	19	20	20	21									
23	18	22	20	22									
25	19	21	19	20									
89	74	85	94	83									430

## MIDDLE SCHOOL

673	688	697	710	753									
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## HIGH SCHOOL

640	628	646	633	622									
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171	157	184	183	164	168	173	160	172	170	145	166	159	2,171
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Total 2,171 Elementary 858 Total Secondary 1,313

Opened 2,178 Overall Change -5

Enrolled 26 Left 32

Out of District 23 In 18

Preschool 41 40 41 41 41

**PROPOSAL/AGREEMENT**

**SUBMITTED TO  
LYNNFIELD PUBLIC SCHOOLS  
BY THE  
NEW ENGLAND SCHOOL DEVELOPMENT COUNCIL  
FOR ENHANCED ENROLLMENT PROJECTION SERVICES**

**June 2018**

**A. SCOPE OF SERVICES**

Affiliate Ten-Year Enrollment Forecast

NESDEC would develop the ten-year enrollment forecast offered to NESDEC affiliates.

Enhancement to Enrollment Projections

There is significant interest in the robust real estate market and the "student yield" of proposed residential construction. In addition to the enrollment projection services noted above, NESDEC would make contact with the Town Planner and several longtime Lynnfield realtors whose responses to our questions would better inform the long-term accuracy concerning the potential "student yield" of these proposed new projects. Based upon this review, NESDEC would provide three sets of ten-year projections:

- the first set would not include any project(s) being planned for Sagamore Golf Course
- the second set of projections would include the (approximately) 154 units at Sagamore
- the third set would include another planned Sagamore project (details regarding number and types of units to be provided by the district/municipality)

Details/total of each set of projections will be determined/agreed in conjunction with the Town Manager and NESDEC.

An on-site (daytime) presentation of this report would be made to the Lynnfield planning committee upon its completion.

**B. COST/TIME**

Total Fixed Cost: **\$3,650** (includes all discounts).

This project could be completed within four to six weeks of the signing of the Agreement (assuming we have received the requested data from the districts) or other agreed upon commencement date, contingent upon school vacation schedules; availability of school personnel, municipal officials, and other stakeholders; and availability of municipal and district documents and information.

**C. ADDITIONAL SCOPE**

Additional scope of work beyond that included in this proposal, requested by the district and agreed to in advance by NESDEC, would be performed at the rate of **\$195 per consultant hour** plus reasonable expenses.

**This price quote will remain in effect until October 1, 2018.**

**D. AUTHORIZATION TO PROCEED**

**In order to accept and approve the work described above, an authorized official signs below.**

**For the Lynnfield Public Schools:**

Signature *James Hambley* Title *Superintendent of Schools*

Date *10/27/18*

**For the New England School Development Council:**

*Arthur L. Bettencourt*  
Arthur L. Bettencourt, Ed.D. Executive Director

Date *6/28/18*