

# Elementary Consolidation Planning Meeting Minutes

**Gorton Library**  
**November 3, 2017**  
**3:00 PM**

Present: Lynn Dambruch, Ryan Mullen, Philip Thornton, Anthony Ferrucci, Cam Machado, Katie Duncanson, Susan Vitali, Jennifer Connolly, Bob Corrente, Mary Townsend, Denise Bilodeau, Steve O'Haire, Ginny Bolano, Gary McCoombs, Joe Coffey, Holly Lopes

## 1. Meet the Team

- Committee members introduced themselves.
- Lynn Dambruch reviewed the meeting norms.

## 2. Status Report

- Timeline of what has been done so far was reviewed:
  - September 2016 - Consolidation Report released.
  - October 2016 - Parent Forums held.
  - November 2016 - School Committee voted to close Wickes and Holden and repurpose Francis and Drum Rock.
  - Spring/Summer 2017 - Inventory/initial discard of old materials.
  - Fall 2017 - Walkthroughs of Francis and Drum Rock.

## 3. Student Numbers

- Ran student enrollment reports on 10/1/17. Still reflect the need for consolidation.
- Question asked about the accuracy of the SMMA projections. Ryan will review and report back.

## 4. District Map

- Map with consolidation changes reviewed.
  - Francis students will attend Holliman and Wyman.
  - Holden students will attend Hoxsie and Sherman.
  - Warwick Neck's boundaries will change.
  - Wickes students will attend Greenwood, Park and Scott.
  - Park/Robertson boundaries will be adjusted.
  - Cedar Hill's boundaries will be adjusted to include some of the Diamond Hill area.

## 5. Discussion Items

- a. Space Analysis (November)

- Will update number of empty rooms, number of itinerant classrooms (we don't want to touch them unless we have to), number of grade 6 classrooms, location of special education classrooms, number of new classrooms needed-post consolidation, number of itinerants-post consolidation.

b. Materials

- This summer, we did discard some old materials and books. Lynn Dambruch and Ryan Mullen will meet with Camely Machado and Kevin Oliver regarding winter discard of materials. Maintenance can probably handle moving discarded materials.

c. Staffing (December)

- We will be looking at the numbers by grade level to see how many teachers will be needed in each school.

d. Furniture Needs

- We will assess furniture needs and excess furniture. For the most part, we can utilize what we already have. Preschool will need furniture.
- Will work with Camely Machado on ordering timeline. Start bid process in February. May possibly need additional lunch tables.

e. Managing Student Transition

- Start transition in early spring. Hold orientations, tours, celebrations, team building activities, and work with PTAs/PTOs. Coordinate activities with principals. Coordinate with Jen Connolly about special education placement of programs.

f. Moving Logistics

- Setup timetable. Teachers, in closing schools, will get boxes and labels in May. Use the all-purpose rooms after the last day of school to store boxes.

g. Transportation

- Will be working with Steve O'Haire to determine busing needs and bus routes. Opening/Closing times may need to change.

#### h. Maintenance Projects

- Repurposing Francis School and work on play area. Discuss possible future construction projects. Review traffic patterns at schools. Possibility that more parents will be driving their children to school the first year.
- Jen Connolly will have to relocate the OT/PT office at Francis.

#### 6. Communication

- How do we want to communicate consolidation updates to teachers, principals, parents and students - use social media, twitter, facebook, Connect 5? Don't want to inundate people with emails. We have been good using our website to keep people updated.