31 May 2018

John Jumpe Jr.
Director of Project Management
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

Reference: Amesbury Elementary School
Amesbury, MA

Subject: Cashman Elementary School Capacity

Dear John:

Thank you for talking to the Amesbury team on May 15, 2018 regarding the design capacity at the Cashman Elementary School. As we discussed, the District and design team have taken additional steps to determine the actual capacity of the Cashman School. We have determined that in order to deliver an equitable program across Amesbury’s elementary schools, the acceptable number of full-size general education classrooms is 19.

The District’s enrollment certification, dated March 16, 2017, stated that “utilizing the 2010 Needs Survey data, indicates the existing grade K-4 and grade K-5 enrollments of the Charles C. Cashman Elementary School capacity is approximately 480 students.” This capacity was based on a total of 24 classrooms. The Cashman Elementary school was built in 1973 as an open concept school, therefore many of the classrooms are not fully enclosed with acoustic issues and distractions of students freely passing through the spaces. Since its construction, the Cashman facility has undergone several adaptions to satisfy the changes in the educational program. However, the evolution of the educational program since 1973 and in particular the development of special educational requirements have forced the District to house many programs in inappropriate spaces.

Together with the District, we have worked to “right size” the existing Cashman facility to fit the District’s current educational program. This exercise resulted in appropriate spaces for all of the existing programs with minimal required physical construction needed. The attached floor plans, “Right Size Zone Plans,” illustrate the relocation of certain programs into more appropriate spaces. The net effect of moving the inappropriate or undersized spaces was the reduction in general education classrooms.

Utilizing the “right sized” program, DiNisco has determined how the Cashman School could be adapted to suit any of the design enrollment scenarios in conjunction with the Amesbury Elementary School to solve the PK – Grade 5 needs for the entire district. In an ideal programmatic scenario, 18 general education classrooms would remain, allowing for the appropriate spaces for all programs.

As a result of this further analysis of the grade configurations and educational needs, it is understood that Cashman may need to accommodate up to 20 classrooms. Although this would result in slight compromises, educational programs that are currently in inappropriate spaces could still be moved to improved locations. In this scenario, support spaces such as offices would likely remain in undersized or less ideal locations.
The attached School Capacity/Enrollment Configurations chart indicates the capacity at the Cashman School for each of the various grade configurations. Based on the number of students per classroom and maintaining a consistent number of sections per grade, some configurations utilize the existing Cashman facility more efficiently. The capacity at Cashman varies based on grade configuration, from 357 to 429 students. Ultimately, when the District determines its preferred enrollment configuration we will work with the District to lay out the proposed program at Cashman, similar to the “Right Size Zone Plans” that have been developed for the current program.

In response to the question regarding excess space at the Middle School, should the district determine moving 5th Grade to the elementary schools, we offer the following.

Due to space constraints at the elementary schools, the District moved the 5th grade to the Middle School in 1998. The addition of 5th grade to the Middle School resulted in some sacrifices to the existing Middle School programs. The additional space gained by moving the 5th-grade students from the Middle School would allow the Middle School to reinstate programs that were eliminated due to space constraints as well as establish a long overdue Middle School Academy as a precursor to the District’s Innovation High School. This academy setting would allow faculty to provide differentiated learning, behavior management strategies and trauma-sensitive practices for students in need by providing enhanced programming in the areas of academics, therapeutic support, and vocational training.

The Amesbury Elementary School project has the potential to improve the learning environment beyond those who attend the new or renovated Amesbury Elementary School. Once the District has determined its desired grade configuration based on the educational program, it is our goal to provide the District with an educational solution that provides the most efficient and equitable educational environment at the Amesbury and Cashman Elementary Schools.

We hope this additional information supports the district’s request for the MSBA to re-evaluate the capacity at the Cashman Elementary School as well as the proposed enrollments at the Amesbury Elementary School based upon the various grade configurations. We look forward to working with the MSBA in improving the District’s overall PK – Grade 8 facility needs.

Sincerely,

Donna DiNisco
DINISCO DESIGN

DJC/mh

cc: Gary Reese, Superintendent of Schools
   Walter Helliesen, Amesbury Elementary School Principal
   Angel Khazadian
   Caulen Finch
   Thomas Murphy
   Rob Juusola
   Tim Baker

Enclosures: Cashman Elementary School Right Size Zone Plans
            Cashman Elementary School Space Summary
            Amesbury Middle School Program Considerations
            School Capacity / Enrollment Configurations Charts
Right Size Floor Plan - Level 2 1/2

Cashman Elementary School
Amesbury MA

30 May 2018

Right Size Floor Plan - Level 2 1/2

LEGEND
CLASSROOM
SPECIAL EDUCATION
LIBRARY
ART/MUSIC
STAGE
GYMNASIUM
KITCHEN/CAFETERIA
ADMINISTRATION
BUILDING SERVICES
CIRCULATION

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T GREENHOUSE 412
### Proposed Space Summary: Elementary Schools

#### CASPAN ELEMENTARY SCHOOL

<table>
<thead>
<tr>
<th>Building Areas</th>
<th>Grossing Factor (GFA/NFA)</th>
<th>Remaining Unoccupied MEP/FP Spaces</th>
<th>Other Occupied Rooms (list separately)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classrooms</strong></td>
<td></td>
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</tr>
<tr>
<td>19 Classrooms</td>
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<tr>
<td><strong>Core Academic Spaces</strong></td>
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<tr>
<td><strong>Dining &amp; Food Service</strong></td>
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<tr>
<td><strong>Health &amp; Physical Education</strong></td>
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<tr>
<td><strong>Special Education</strong></td>
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<tr>
<td><strong>Custodial &amp; Maintenance</strong></td>
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</tr>
<tr>
<td><strong>Administration &amp; Guidance</strong></td>
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</table>
Grade 6-8 Space Utilization - First Floor Plan

Amesbury Middle School
Amesbury MA

30 May 2018

LEGEND

EXISTING PROGRAMS SHOWN IN PARENTHESES WHERE ADAPTED TO NEW PROGRAM

- CLASSROOM
- SPECIAL EDUCATION
- LIBRARY
- ART/MUSIC
- STAGE
- GYMNASIUM
- KITCHEN/CAFETERIA
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

Note: The diagram includes various spaces such as classrooms, special education, library, art/music, stage, gymnasium, library, and administration, among others, with their respective sizes and locations indicated.
**School Capacity / Enrollment Configurations**

Based upon program driven enrollment capacity at Cashman Elementary School

Based upon average of 155 students per grade

Based upon ASC Class Size policy average in the range of guidelines (see below)

Based upon the two remaining options: AES @ PK, K-5; CES @ K-5 or AES PK-2; CES 3-5

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**OPTION 2 @ 155 stu/grade (PK, K-5 AES / K-5 CES)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Int. PK</th>
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tr>
<td>APS Projected</td>
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</table>

**CES K-5**

- Total # students CES: 390
- # students/classroom: 300
- # existing classrooms: 19

**AES PK-5**

- Total # students AES: 540
- # students/classroom: 22
- # classrooms required: 29

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**OPTION 3 @ 155 stu/grade (PK-K-2 AES / 3-5 CES)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Int. PK</th>
<th>K</th>
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<th>2</th>
<th>3</th>
<th>4</th>
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<td>155</td>
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<td>930</td>
</tr>
</tbody>
</table>

**CES 3-5**

- Total # students CES: 465
- # students/classroom: 22
- # existing classrooms: 21
- Round: 21

**AES PK-2**

- Total # students AES: 465
- # classrooms required: 27

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1. Existing CES spaces dictate a maximum number of students
2. AES enrollment based upon APS projected less CES capacity

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### Amesbury School Committee Class Size guidelines

In order to determine the number of classrooms required based upon an agreed upon enrollment, the average of the class size guidelines will be used:

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>CLASS SIZE</th>
<th>AVERAGE</th>
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<tbody>
<tr>
<td>K</td>
<td>17 - 20</td>
<td>18.5 ~ 18</td>
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<tr>
<td>1 - 2</td>
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<td>20</td>
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<td>3 - 5</td>
<td>20 - 24</td>
<td>22</td>
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