



# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chairman, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**John K. McCarthy**  
*Executive Director / Deputy CEO*

February 22, 2022

Mr. Paul F. Sagarino, Jr., Town Administrator  
Town of Burlington  
Burlington Town Hall  
29 Center Street  
Burlington, MA 01803

Re: Town of Burlington, Fox Hill Elementary School

Dear Mr. Sagarino:

I would like to thank representatives of the Town of Burlington (the “District”) for meeting with Massachusetts School Building Authority (the “MSBA”) staff on November 30, 2021, January 6, 2022, and January 26, 2022, to review enrollment projections and methodologies for the Fox Hill Elementary School project (the “Proposed Project”). As discussed, the next critical step is for the MSBA and the District to agree on an enrollment for the Fox Hill Elementary School.

The MSBA works with local communities to create affordable, sustainable, and energy efficient schools across Massachusetts. A critical early component in achieving these objectives begins with an appropriate design enrollment that positions the District to efficiently meet space capacity needs throughout potential future enrollment variations.

The MSBA uses a data driven enrollment projection methodology based on the widely accepted modified grade-to-grade cohort survival methodology (the “enrollment methodology”). The MSBA’s enrollment methodology generates a baseline enrollment projection as discussed during the November 30, 2021, enrollment meeting, and as further described on the MSBA’s website found under the ‘Building With Us’, ‘MSBA Enrollment Methodology’ section.

Based on information supplied by the District, data from sources such as the Department of Elementary and Secondary Education (“DESE”) and Department of Public Health, and discussion with the District, the MSBA has been able to create an enrollment projection for the Fox Hill Elementary School project, as follows.

The Fox Hill Elementary School presently serves the District’s grades K-5 enrollment. The MSBA understands that the District would like its feasibility study to also examine options that explore consolidation with the Pine Glen Elementary School, which also serves students in grades K-5. Accordingly, this analysis will be focused on the enrollment projections for grades K-5.

The table below illustrates the District’s K-12 enrollment during the most recent ten-year period, including enrollment for the 2021-2022 school year as reported by DESE.

School Year	K-5	6-8	9-12	Total
2012-2013	1,637	840	1,029	3,506
2013-2014	1,591	853	1,017	3,461
2014-2015	1,528	855	988	3,371
2015-2016	1,542	844	986	3,372
2016-2017	1,605	821	977	3,403
2017-2018	1,664	801	961	3,426
2018-2019	1,689	787	951	3,427
2019-2020	1,699	770	937	3,406
2020-2021	1,671	751	893	3,315
2021-2022	1,681	763	907	3,351

The total grade K-5 enrollment as reported by the District for the 2021-2022 school year was 1,681 students, which reflects a decrease of 18 students (- 1%) from the grade K-5 enrollment reported in the 2019-2020 school year, which was the maximum grade K-5 enrollment reported in the preceding ten years. Additionally, the current year’s grade K-5 enrollment reflects an increase of approximately 50 students (+ 3%) from the average grade K-5 enrollment reported during the preceding ten-year period. The MSBA understands that the District is proposing an enrollment of approximately 600 students in grades K-5 at the Fox Hill Elementary School.

With respect to future enrollments, the MSBA’s base enrollment projection indicates the District’s grade K-5 enrollment will continue to experience a declining trend through the 2031-2032 school year. In accordance with the MSBA’s Enrollment Methodology, the baseline enrollment is calculated using the ten-year average of projected enrollments. As such, the average grade K-5 base enrollment projection through the 2031-2032 school year is 1,590 students.

As a result of a sensitivity analysis performed by the MSBA on this base enrollment projection and further discussion with the District, the following adjustment has been made to the base enrollment projection:

- **Out-of-District Enrollment**
  - In order to adjust for fluctuations to the out-of-district enrollment patterns of the District’s residents over time, the MSBA has made an additional adjustment to the base enrollment projection.
  - In order to make this adjustment, the MSBA adjusted the grade-to-grade survival ratios for grades K-5 by a total of 3.3 % throughout a four-year period in the projection.
  - This adjustment added the following totals to the projected averages for the District’s proposed options as compared to the base enrollment projection:

- For the Fox Hill Elementary School, the adjustment added approximately 15 students.
- For the consolidated Fox Hill Elementary School and the Pine Glen Elementary School, the adjustment added approximately 20 students.

In order to recommend an enrollment for an appropriately sized Fox Hill Elementary School project, the MSBA reviewed use of the District's K-5 elementary schools using "school use" plans as provided by the District, discussions held on January 6, 2022 between the MSBA and the District, and additional information provided on January 18, 2022. The following non-project schools were included in the MSBA's capacity review because they also serve grades K-5: the Francis Wyman Elementary School, the Memorial Elementary School, and the Pine Glen Elementary School (the "non-project schools"). A total of 71 general classrooms, exclusive of Special Education, Art, Music, or "other" spaces were identified and multiplied by historic students per classroom (18) resulting in space for 1,278 students in the K-5 non-project schools identified above. The assumed K-5 enrollment in the non-project schools is 1,280 (rounded to the nearest five students).

The exercise above was repeated to support the District's interest in studying options that consider the consolidation of the Fox Hill Elementary School student enrollment with the Pine Glen Elementary School enrollment. The following non-project schools were included: the Francis Wyman Elementary and the Memorial Elementary, resulting in a total of 54 general classrooms, yielding space for 972 students in the K-5 non-project schools identified above, or an assumed K-5 enrollment in the non-project schools of 970 (rounded to the nearest five students).

As a result of analysis on the average base enrollment projection, the adjustment to the base projection described above, and based on the historical enrollment trends and students per classroom across the District, the MSBA recommends study enrollments for the Fox Hill Elementary School project as follows:

- Fox Hill Elementary School: 325 students, grades K-5 (1,590 students + 15 Out of District Adjustment – 1,280 spaces in non-project schools)
- Consolidated Fox Hill and Pine Glen Elementary Schools: 640 students, grades K-5 (1,590 students + 20 Out of District Adjustment – 970 spaces in non-project schools)

Please note that these recommendations for the study enrollments do not represent an affirmation by the MSBA for approval and/or funding of any of these options and are intended only to provide a framework to inform the feasibility study to be conducted as a means of determining the most cost effective and educationally sound solution to be agreed upon by the District and the MSBA.

If the Preferred Schematic is based on the consolidation of the Fox Hill and Pine Glen Elementary Schools, the District will be required to establish in the Preferred Schematic Report

the proposed future use or disposition of any facilities vacated or otherwise reprogrammed as a result of this potential project and provide a description of the changes needed to the vacated schools and sites to accommodate the proposed use including conceptual budgets, and schedules. Further, the MSBA will require a written plan from the District describing the process for determining local support for the consolidated Preferred Schematic and the potential work required to prepare the vacated school buildings for the proposed use once the proposed Fox Hill Elementary School project opens.

Please note that all other potential work beyond the cost of the preliminary analysis associated with estimating potential work required to prepare the vacated school facilities such as planning, design, fit-out, construction etc. beyond the Preferred Schematic design phase of the MSBA grant program would be considered separate from the Fox Hill Elementary School project, and therefore would require a separate procurement, separate contracts, and separate funding and authorization.

The MSBA believes that this study enrollment recommendation will position the District to efficiently meet space capacity needs throughout future enrollment variations. Please sign and return the attached certification within 21 calendar days to confirm agreement on this study enrollment. If the District feels that this study enrollment does not meet the needs of the District, please respond to this letter via e-mail to Brittany Gomes and propose three meeting/conference call times for which the District can be available to discuss enrollment.

If you have any questions regarding this matter, please do not hesitate to contact me or Brittany Gomes (Brittany.Gomes@MassSchoolBuildings.org) at 617-720-4466.

Sincerely,



Mary Pichetti  
Director of Capital Planning

Cc: Legislative Delegation  
James M. Tigges, Chair, Burlington Select Board  
Thomas Murphy, Chair, Burlington School Committee  
Dr. Eric Conti, Superintendent, Burlington Public Schools  
Robert Cunha, Director of Operations, Burlington Public Schools  
File: 10.2 Letters (Region 4)

**MASSACHUSETTS SCHOOL BUILDING AUTHORITY  
TOWN OF BURLINGTON  
FOX HILL ELEMENTARY SCHOOL  
STUDY ENROLLMENT CERTIFICATION**

As a result of a collaborative analysis with the Massachusetts School Building Authority (the "MSBA") of enrollment projections and space capacity needs for the Fox Hill Elementary School (the "Proposed Project"), the Town of Burlington hereby acknowledges and agrees that the design of alternatives, which may be evaluated as a part of the feasibility study for the Fox Hill Elementary School, shall be based in accordance with the following:

<b>Enrollment for Grades K-5, at Fox Hill Elementary School</b>	<b>Enrollment for Grades K-5, at a Consolidated Fox Hill Elementary School and Pine Glen Elementary School</b>
325 students	640 students

The Town of Burlington further acknowledges and agrees that pursuant to 963 CMR 2.00 *et seq.*, the MSBA shall determine the square feet per student space allowance and total square footage according to the enrollments noted above. The Town of Burlington acknowledges and agrees that it has no right or entitlement to any particular design enrollment, square feet per student space allowance, or total square footage and that it has no right or entitlement to a design enrollment any greater than any of the enrollments noted above, and further acknowledges and agrees that it shall not bring any claim or action, legal or equitable, against the MSBA, or any of its officers or employees, for the purpose of obtaining an increase in the design enrollment for the Proposed Project that it has acknowledged and agreed to herein. The Town of Burlington further acknowledges and agrees that, among other things, the design enrollment, square feet per student space allowance, and total square footage of the Proposed Project shall be subject to the approval of the MSBA's Board and that the final approval of a Proposed Project shall be within the sole discretion of the MSBA's Board.

The undersigned, for themselves and the Town of Burlington, hereby certify that they have read and understand the contents of this study enrollment certification and that each of the above statements is true, complete and accurate. The undersigned hereby certify that they have been duly authorized by the appropriate governmental body to execute this Certification on behalf of the Town of Burlington to bind the Town of Burlington to its terms.

Paul F. Saxon  
Chief Executive Officer

[Signature]  
Duly Authorized Representative of School Committee

2/28/2022  
Date

March 8, 2022  
Date

[Signature]  
Superintendent of Schools

3/8/22  
Date