

# SUPERINTENDENT'S UPDATE

- **MS Dean of Students Search Underway**
  - **Appointment Anticipated Late April / Early May**
- **Director of Finance & Operations – Michelle Cresta**
  - **Welcome**
- **FY25 Hiring**
  - **Underway**
  - **Postings - March 29 & April 5<sup>th</sup> for known vacancies**
- **SEPAC Reformed**
- **MBTS Comfort Dog Project**
- **Senior Week**

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- Thank You to Kristi Umile and all the Faculty & Student Participants for creating such a wonderful event!

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- **SEL Presentation featuring Michael Eatman**  
May 1, 2024- 6:00-7:30 p.m. (Virtual event)
- **Information session for parents of special education students entering 6th grade in the Fall:**  
Wednesday, April 3, 2024 -8:30 to 9:30 a.m. MERMHS Learning Commons
- **Understanding the New IEP: A Parent Workshop (Virtual)**  
Thursdays, April 4th and 25th at 6:00 p.m.

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- **Essex Elementary Building Project – Eligibility Period Status Report**
  - **Building Committee**
    - Essex Elementary Building Committee (ESBC) Request for participants has been posted
    - Letters of Interest Collected Through 3/22
    - Facilities Subcommittee to Review and Recommend Committee Appointments - [\*April 24<sup>th</sup> Meeting \(revised\)\*](#)
    - **SBC Charge**
- **Essex School Building Project Information Page & FAQ**
- **Feasibility Study Appropriation Votes**
  - SC – April 2<sup>nd</sup>
  - Manchester – April 24<sup>th</sup>
  - Essex – May 6<sup>th</sup>

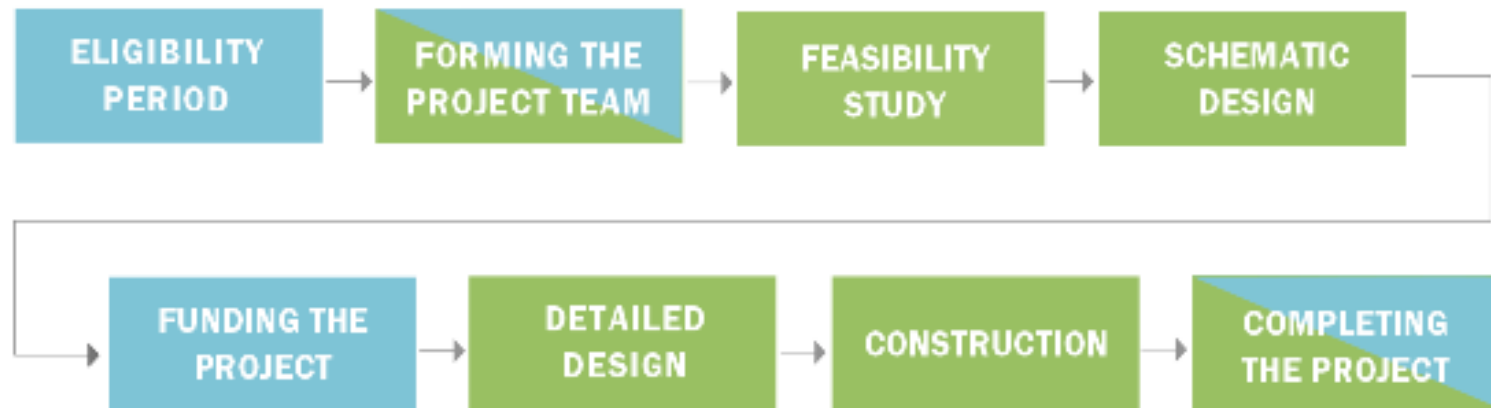
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## MSBA Building Process

*Steps primarily for:*

Districts

Construction Professionals



**Draft: Essex Elementary – Projected Timeline For Planning Purposes**

MSBA Module/Actions	Length	Potential Timeline	
<b>Module 1 - Eligibility</b>	<b>Est. 251 days</b>	<b>Wed 12/13/23</b>	<b>Wed 11/27/24</b>
<i>BOD Authorization invite to eligibility</i>	0 days	Wed 12/13/23	Wed 12/13/23
<i>Eligibility Period</i>	194 days	Fri 3/1/24	Wed 11/27/24
<i>ICC</i>	75 days	Wed 12/13/23	Tue 3/26/24
<i>SBC</i>	50 days	Wed 12/13/23	Tue 2/20/24
<i>Educational profile</i>	75 days	Wed 12/13/23	Tue 3/26/24
<i>Enrollment Projections</i>	100 days	Fri 3/1/24	Thu 7/18/24
<i>Maintenance Documents</i>	130 days	Wed 12/13/23	Tue 6/11/24
<i>Enrollment Certification</i>	130 days	Wed 12/13/23	Tue 6/11/24
<i>Local authorization of funding</i>	60 days	Wed 4/1/24	Tue 6/1/24
<i>BOD Authorization invite to F&amp;S</i>	130 days	Wed 5/29/24	Tue 11/26/24
<b>Module 2 – Forming the Project Team</b>	<b>Est. 185 days</b>	<b>Wed 11/27/24</b>	<b>Tue 8/12/25</b>
<i>Key Activities</i> <i>Hire Owners Project Manager (OPM)</i> <i>Hire Designer (Architect)</i> <i>MSBA Approvals</i>			
<b>Module 3 - Feasibility</b>	<b>Est. 202 days</b>	<b>Wed 8/13/25</b>	<b>Thu 5/21/26</b>
<i>Key Activities</i> <i>PDP (Preliminary Design Program)</i> <i>PSD (Preferred Schematic Design)</i> <i>MSBA Approvals</i>			
<b>Module 4 - Schematic</b>	<b>Est. 151 days</b>	<b>Fri 5/22/26</b>	<b>Fri 12/18/26</b>
<i>Key Activities</i> <i>Schematic Design</i> <i>MSBA Approval</i>			
<b>Module 5 - Local Actions/approvals</b>	<b>Est. 180 days</b>	<b>Mon 12/18/26</b>	<b>Fri 6/18/27</b>
<i>Final Appropriation</i> <i>Spring Town Meeting</i>			
<b>Module 6 – Detailed Design</b>			
<b>Module 7 – Construction</b>			
<b>Module 8 – Project Closeout</b>			

We Are Here

FEASIBILITY FUNDING

## **MERSD School Building Committee Mission, Charge and Responsibilities**

**Mission:** To find fiscally responsible, forward-thinking solutions for the Essex elementary school building that meet the needs of the District's current and future program needs, is mindful of future maintenance and the impact on the environment, serve the school community, and is supported by voters in Essex and Manchester, as well as the MSBA.

**Charge SBC:** The School Building Committee will carry out all phases of the MSBA building process, including feasibility, design, and construction, complying with proscribed MSBA procedures and policies, and maximizing the District's reimbursement application for renovations, additions and/or construction of a new school.

### **Responsibilities:**

1. Using the MSBA guidelines and process, determine options to address the elementary educational, enrollment, and facility needs in Essex.
2. Hire an Owner's Project Manager (OPM) and Architectural firm to complete a feasibility study of alternative proposals to meet the needs of the elementary school faculties, including the construction of a new school.
3. Work with an OPM and architectural design firm to complete the preliminary plans and specifications for additions, alterations, and/or new construction of facilities that are consistent with the projected enrollment and program needs of the elementary population in Essex.
4. Provide the School Committee with periodic updates of the work of the School Building Committee via communication of all SBC meeting minutes and through Facilities Subcommittee reports each meeting.
5. Support School Committee efforts to communicate with member towns at critical milestones.
6. Upon approval by the Town Meetings in Essex and Manchester, work with the selected OPM and architectural design firm to complete the project design and submit appropriate applications for state reimbursement of all projects as appropriate.
7. Oversee the construction phase of the Essex elementary building project.
8. Work with Towns of Essex and Manchester as well as District and MSBA, to oversee financial aspects of both projects.
9. MSBA rules specifically require the School Committee to retain all fiduciary responsibility. The Building Committee has the responsibility to review, reject, or approve payments to service providers with the final approval from the School Committee.
10. Complete other tasks as required by the project.

### **Working relationship between and School Committee and SBC**

The Manchester Essex Regional School Committee will be provided with the minutes of the School Building Committee in the same manner as their regular School Committee minutes. As each School Committee agenda provides an opportunity for subcommittee reports, questions regarding ongoing progress may be addressed there or at a subsequent SBC meeting. It is hoped that having School Committee members and members of the School Administration on the building committee will ensure timely and effective communication.

The new rules also specify that the members of the Building Committee be experienced in architecture, engineering, education, finance, and construction. The MSBA Building Committee requirements (attached) also includes a specific list of required members from both towns and District Administration. The Building Subcommittee (Facilities Subcommittee) will provide a roster of appropriate members to the SC, which will then approve and appoint.

The Building Committee will be responsible for overseeing the selection of the Owner's Project Manager, Architect, and contractor. The School Committee has the responsibility for final review and hiring of these services.