

Wellesley Middle School – School Building Committee

December 10, 2009 – Great Hall, Wellesley Town Hall

Present: Tsagaris, Haley, Shupe, Kato, Wong, Witheford, Frank, Moran, Ketchen  
(Mr. Moran left the meeting at 7:55 am)

Also present: None.

Call to order: Meeting called to order at 7:30 am.

Citizen speak: None.

Business:

A. Middle School Scheduling Discussion:

- Ms. Tsagaris began by asking Mr. Frank to describe the process for class scheduling at the Middle School.
- Mr. Frank stated that the process begins after budget approval, when the number of FTEs becomes known. Mr. Frank described the use of the PowerSchool software program
- Mr. Haley and Mr. Ketchen asked several follow-up questions regarding PowerSchool, which Ms. Wong and Mr. Frank answered. Ms. Wong also described some of the scheduling challenges of having a large Middle School relative to peer districts, especially in relation to 8<sup>th</sup> graders, who choose their schedule in a similar manner to high school students.
- Mr. Frank stated that, in considering the utilization of space, the need for rooms in which teachers can meet, as well as other considerations, requires the sharing of several classrooms. Ms. Wong also emphasized the importance of the scheduling issue when making application to the Massachusetts School Building Authority (MSBA).
- Mr. Haley asked about the sensitivity of FTEs and other variables in maximizing space utilization. Mr. Frank and Ms. Wong stated that while it was possible to develop various sophisticated models, it was also very time-consuming.
- Mr. Haley asked if other school districts used alternative methods of modeling. Mr. Frank stated that Brookline used a hand-count approach while Needham had recently sought to use an alternate building to house 6<sup>th</sup> grade. He also attended a recent seminar, which concluded that hand-counting should remain part of the scheduling solution in schools regardless of what other methods are employed.

B. Scheduling Sub-Group Appointed:

- Ms. Tsagaris suggested that a sub-group be appointed to evaluate the various issues around scheduling.
- The Committee agreed to assign Ms. Tsagaris, Ms. Kato and Mr. Haley to the sub-group.

C. Next Meeting:

- The School Building Committee agreed that the next meeting would be held on Thursday, January 14, 2010 at 7:30 am in the Great Hall.

The meeting adjourned at 8:43 am.