Medford High School

Medford School Committee Meeting

06/15/2026



smma

LeftField

MSBA PDP Comments & Team Response Summary

- May 5, 2026: MSBA sent comments on the PDP (Preliminary Design Phase) Report
- May 19, 2026: The District, LeftField and SMMA generated responses to the comments and returned to them to the MSBA
- The MSBA provided comments in two documents
  - **Attachment A**
  - **Attachment B**

MSBA PDP Comments & Team Response Summary - Attachment A

- **Attachment A**: Contains general comments on all portions of the PDP Report, with the exception of the Proposed Space Summary.
  - Scope of the comments include requests for clarifications, additional information and acknowledgements.
    - Comments were generally made on the topics of budget, schedule, coordination between the Educational Plan and the Space Summary, and requested items or statements to include with the PSR (Preferred Schematic Report) submission.
    - As is required by the MSBA process, an updated Educational Plan must be included with the PSR Report submission that is scheduled for June 25, 2026.
      - Revisions and clarifications that are noted in the PDP Comment Responses will be incorporated into the updated Educational Plan.

The types of comments received for this project were typical of those that are received by other MSBA-grant funded projects.

MSBA PDP Comments & Team Response Summary - Attachment B

- **Attachment B**: Contains the MSBA's review of the Proposed Space Summary.
  - The scope of the comments includes comparisons to the MSBA guidelines, requests to relocate spaces to different space categories and requests for the planned utilization of spaces.
    - These comments help to clarify what the MSBA may as deem allowable square footage for reimbursement.
  - An updated Space Summary has been included as an attachment with the response to document program changes that were voted on by the SBC at the 4/27/2026 SBC Meeting.
  - The Space Summary will again be updated for the PSR Report submission on 6/25/2026, with responses to the PDP Report comments being incorporated in that forthcoming version of the Space Summary.

Changes to the Educational Plan

- Clearer distinction between Current and Proposed teaching methodologies and curriculum delivery
- Incorporation of expanded clarification for proposed curriculum delivery narratives and explanations, as requested by the MSBA
- Addition of descriptions of non-Chapter 74 Technology curriculum and program needs
    - Media and Technology, Digital Art, Scene Shop/Stage Craft, etc, as requested by MSBA
- Minor revisions to language surrounding Black Box/ Drama and Engineering/Robotics courses (non-CTE) to incorporate decisions from 4/27/26 SBC meeting

4/27/26 SBC-Approved Program Changes

Item #	Description of Proposed Change	Δ SF	Change to Ed Plan?	Efficiency / Reduction
1	Remove the science resource room; repurpose Engineering/Robotics Lab as 12th science lab	-1,440 sf	Yes	Efficiency / Reduction
2	Keep 1 all-gender toilet for Project Transition & ACCESS; remove remaining 6; add to grossing factor. Ensure direct toilet adjacencies for TLP, Curtis-Tufts, and Medford Academy.	-120 sf × 6 = -720 sf	No	Efficiency
4	Remove MEEP Evaluation Team Leader spaces (Team Chair office and conference room already provided)	-150 sf × 2 = -300 sf	No	Reduction
7	Reduce music practice rooms from 6 to 3 (75 sf each)	-75 sf × 3 = -225 sf	No	Reduction
8	Reduce Media & Tech Labs to 1,200 sf each (Computer Science classes)	-480 sf	No	Reduction
9	Keep one (1) Makerspace at 1,200 sf; rename as Innovation Lab	-240 sf	No	Efficiency
10	Remove Digital Art/Photo Lab; repurpose one of the Makerspaces for this use	-1,440 sf	No	Efficiency
11	Remove all 3 Wellness Rooms (each House has Restorative Spaces which are more appropriate for student support)	-300 sf × 3 = -900 sf	No	Efficiency / Reduction
12	Reduce Stage Craft / Scene Shop from 1,200 sf to 800 sf	-400 sf	No	Reduction
13	Remove Black Box Theater; use LGI and/or Innovation Labs	-2,000 sf	Yes	Efficiency
15	Standardize select offices to 250 sf: Superintendent, Asst. Superintendent (A&I), Asst. Superintendent (SpEd & Student Services), COO, HR Director, HS Principal, CTE Executive Director	Net -125 sf	No	Reduction
16	Reduce offices to 150 sf: Facilities Director, Director of Counseling & Behavioral Health, Communications Director, Finance Director, District Technology Director, Curtis-Tufts Director/Principal, Dean of Students, SRO, Campus Security/Monitor	Net -400 sf	No	Reduction

4/27/26 SBC-Approved Program Changes

Item #	Description of Proposed Change	Δ SF	Change to Ed Plan?	Efficiency / Reduction
17	Reduce offices to 125 sf (prioritizing conference rooms): Project Manager, Special Ed Coordinator, Accounting Manager, District Tech Asst. Director, Network Administrator, Data Analyst, Grants Manager	-175 sf (net)	No	Reduction
18	Remove CTE Co-op Office; combine with College & Career Center	-150 sf	No	Efficiency
19	Remove office space for Director of CCSR	-175 sf	No	Reduction
20	Remove House Office Admin. Assistant (spaces are co-located in main office)	-100 sf × 3 = -300 sf	No	Efficiency / Reduction
21	Keep HR (~600 sf) and Finance (~600 sf) as bullpen-style open offices; remove HR Director Admin Asst. and Asst. Director space; consolidate Payroll Supervisor and Accounts Payable into Finance bullpen; HR Supervisor into HR bullpen	Net -100 sf	No	Efficiency / Reduction
22	Remove Budget Analyst space	-150 sf	No	Reduction
23	Remove duplicate transportation space (District Transportation Office vs. Transportation Coordinator — keep one)	-150 sf	No	Efficiency
24	Create 600 sf bullpen for Academic Directors (Humanities, Math, Science, World Language, Fine Arts, PE) + 100 sf small office + 300 sf conference room; reduce hoteling to 60 sf	Net -225 sf	No	Efficiency
25	Remove individual Admin Assistant office areas; incorporate into reception areas of each space	~-1,125 sf	No	Efficiency / Reduction
26	Storage reductions: Clothing Closet −100 sf (→200 sf); Medford Family Network storage −400 sf (3 areas → 1 at 300 sf); Curriculum Storage −1,500 sf (→1,200 sf, retitled); Related Services Storage −200 sf (→800 sf)	Net -2,200 sf	No	Reduction

4/27/26 SBC-Approved Program Changes

Item #	Description of Proposed Change	Δ SF	Change to Ed Plan?	Efficiency / Reduction
1	Remove Pop-Up Shop/Gallery entirely; art space distributed intentionally throughout building	-300 sf	No	Efficiency / Reduction
2	Remove Food Pantry	-300 sf	Yes	Efficiency / Reduction
3	Reduce Early Childhood Center Multipurpose Room to 1,000 sf	-1,000 sf	No	Efficiency / Reduction
4	Reduce Stroller Parking or move to grossing factor	-150 sf	No	Efficiency / Reduction
5	Remove Central Office AV Room entirely	-650 sf	No	Reduction
6	Reduce Paraprofessional Workroom to 300 sf (per CBA daily work requirements)	-200 sf	No	Reduction
7	Remove Shared Open Office (Hoteling) — phone booths and conference rooms provide breakout options	-240 sf	No	Efficiency / Reduction

6/18/26 SBC Meeting - Efficiency Program Changes

Item #	Description of Proposed Change	Δ SF	Change to Ed Plan?	Efficiency / Reduction
	Cluster CTE Toilet Rooms for Two Adjacent Shops			
1	Metal Fab & Robotics	-130 sf	No	Efficiency
2	CCL & Carpentry	-130 sf	No	Efficiency
3	Electrical & Plumbing	-130 sf	No	Efficiency
4	Eliminate Biotechnology Dedicated Toilet Room	-60 sf	No	Efficiency
	Cluster CTE Changing Rooms for Two Adjacent Shops			
5	Metal Fab & Robotics	-170 sf	No	Efficiency
6	CCL & Carpentry	-170 sf	No	Efficiency
7	Electrical & Plumbing	-170 sf	No	Efficiency
	Eliminate Loft Storage Area - Stock Storage on Shop Floors			
8	Auto Tech, Carpentry, CCL & Metal Fab	-2,000sf	No	Efficiency
9	Reduce size of CTE Shop Related Rooms from 950 SF to 850 SF (all besides Cosmo & Business/Marketing)	-1,700 sf	No	Efficiency
	Eliminate CTE Shop Offices, Lockable Instructor Desks on Shop Floors			