

ATTACHMENT B

MODULE 4 – SCHEMATIC DESIGN SPACE SUMMARY REVIEW

District: Town of Needham

School: Pollard Middle School

Owner's Project Manager: Henry Haff, Town of Needham with Li-Ro Hill

Designer Firm: HMFH Architects, Inc.

Submittal Due Date: June 25, 2026

Submittal Received Date: June 25, 2026

Review Date: June 25, 2026 – July 27, 2026

Reviewed by: E. Udy, V. Dagkalakou, C. Forde, C. Alles

The following comments¹ on the Schematic Design (“SD”) submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

The MSBA considers it critical that the Districts and their Designers aggressively pursue design strategies to achieve compliance with the MSBA guidelines for all proposed projects in the new program and strive to meet the gross square footage allowed per student and the core classroom space standards, as outlined in the guidelines. The MSBA also considers its stance on core classroom space critical to its mission of supporting the construction of successful school projects throughout the Commonwealth that meet current and future educational demands. The MSBA does not want to see this critical component of education suffer at the expense of larger or grander spaces that are not directly involved in the education of students.

The following review is based on a new construction project with an agreed upon design enrollment of 1,335 students in grades 6-8.

Please note that, subsequent to receiving the SD submittal, the MSBA received an updated space summary on July 7, 2026, which is the basis for the review comments below.

The MSBA review comments are as follows:

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA’s guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project’s planning process or plans and specifications.

- **Core Academic** – The District is proposing a total of 77,400 net square feet (“nsf”) which exceeds the MSBA guidelines by 9,230 nsf. The proposed area in this category has increased by 4,625 nsf since the Preferred Schematic Report (“PSR”) submittal. The District is proposing the following spaces:
 - **General Classrooms** –The District is proposing (45) 850 nsf General Classrooms totaling 38,250 nsf which is below the MSBA guidelines by (9) classrooms and 10,350 nsf. Based on the grade and team configuration for each grade, the MSBA accepts this variation to the guidelines. Additionally, in response to these review comments, please note and acknowledge that the 850 nsf is the minimum size and 950 nsf is the maximum size for a newly constructed general classroom in a middle school.
 - **Science, Technology, and Engineering (“STE”) Rooms** – The District is proposing (5) 1,080 nsf STE Rooms for grade 6, totaling 5,400 nsf, which exceeds the MSBA guidelines by (1) STE Room and 1,080 nsf. Based on the grade and team configuration for each grade, the MSBA accepts this variation to the guidelines. No further action is required.
 - **STE Storage Rooms** – The District is proposing (5) 150 nsf STE Storage Rooms, totaling 750 nsf, which exceeds the MSBA guidelines by (1) room and 270 nsf. Please note the MSBA does not object to the District including this additional square footage in the project; however, the MSBA will limit its participation to 120 nsf for each STE Storage Room totaling 600 nsf and the remaining 150 nsf exceeding guidelines will be considered ineligible for reimbursement. Please acknowledge.
 - **Science Classrooms/Labs** – The District is proposing (10) 1,440 nsf Science Classrooms/ Labs for grades 7-8, totaling 14,400 nsf, which exceeds the MSBA guidelines by (2) Science Classrooms/Labs and 2,880 nsf. Based on the grade and team configuration for each grade, the MSBA accepts this variation to the guidelines. No further action is required.
 - **Prep Rooms** – The District is proposing (10) 200 nsf Prep Rooms totaling 2,000 nsf, which exceeds the MSBA guidelines by (2) Prep Rooms and 400 nsf. Based on the grade and team configuration for each grade, the MSBA accepts this variation to the guidelines. No further action is required.
 - **Central Chemical Storage Room** – The District is proposing (1) 250 nsf Central Chemical Storage Room which exceeds the MSBA guidelines by 100 nsf. Please note the MSBA does not object to the District including this additional square footage in the project; however, the MSBA will limit its participation to 150 nsf for each Central Chemical Storage Room and the remaining 100 nsf exceeding guidelines will be considered ineligible for reimbursement. Please acknowledge.
 - **World Language Classroom** – The District is proposing (5) 850 nsf World Language Classrooms, totaling 4,250 nsf which exceeds the MSBA

guidelines. Based on the information provided, the MSBA accepts this variation to guidelines. No further action is required.

- **Project Areas in Clusters (Learning Labs)** – The District is proposing (15) 750 nsf Project Areas in Clusters, totaling 11,250 nsf which exceeds the MSBA guidelines. The information provided indicates that the District is proposing (45) 850 nsf General Classrooms that are each 100 nsf below the MSBA’s allowable maximum classroom size. Based on the size and number of the proposed General Classrooms, the MSBA will participate in up to 4,500 nsf associated with the Project Areas in Clusters, and the remaining 6,750 nsf will be considered ineligible for reimbursement. Please acknowledge.
- **English Language Learner (“ELL”) Classroom** – The District is proposing (1) 850 nsf ELL Classroom which exceeds MSBA guidelines. Based on the information provided, the MSBA accepts this variation to guidelines. No further action is required.
- **Special Education** – The District is proposing a total of 25,140 nsf which exceeds the MSBA guidelines by 11,050 nsf. The proposed area in this category has increased by 435 nsf since the PSR submittal. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (“DESE”) and that formal approval of the District’s proposed Special Education program is a prerequisite for executing a Project Funding Agreement with the MSBA. Please acknowledge.
- **Art & Music** – The District is proposing a total of 11,200 nsf which exceeds the MSBA guidelines by 6,000 nsf. The proposed area in this category has decreased by 150 nsf since the PSR submittal. Please note that square footage exceeding the MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Vocations & Technology** – The District is proposing a total of 7,200 nsf which meets the MSBA guidelines. The proposed area in this category has not changed since the PSR submittal. No further action required.
- **Health & Physical Education** – The District is proposing a total of 14,070 nsf which exceeds the MSBA guidelines by 5,670 nsf. The proposed area in this category has decreased by 930 nsf since the PSR submittal. Based on the information provided and the enrollment of 1,335 students, the MSBA will accept an additional 3,000 nsf of physical education beyond guidelines. This results in the remaining 2,670 nsf exceeding guidelines being considered ineligible for reimbursement. Please acknowledge.

Please refer to the attached memo regarding the MSBA’s policy on physical education square footage exceeding the MSBA guidelines.

- **Media Center** – The District is proposing a total of 5,050 nsf which is 3,006 nsf below the MSBA guidelines. The proposed area in this category has increased by 850 nsf since the PSR submittal. The MSBA accepts this variation to guidelines.

However, in response to these review comments, please provide a narrative that responds to MSBA's previous request that indicates assurance that the proposed square footage is sufficient for the delivery of the District's program.

- **Dining & Food Service** – The District is proposing a total of 14,568 nsf which is 758 nsf below the MSBA guidelines. The proposed area in this category has increased by 841 nsf since the PSR submittal. Based on the information provided, MSBA accepts this variation to guidelines. No further action required.
- **Medical** – The District is proposing a total of 1,405 nsf which exceeds the MSBA guidelines by 495 nsf. The proposed area in this category has increased by 25 nsf since the PSR submittal. Please note that square footage exceeding the MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Administration & Guidance** – The District is proposing a total of 6,040 nsf which exceeds the MSBA guidelines by 1,305 nsf. The proposed area in this category has increased by 22 nsf since the PSR submittal. Please note that the MSBA will participate in (1) 170 nsf School Resource Officer (“SRO”) Office; however, the remaining 1,135 nsf exceeding guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Custodial & Maintenance** – The District is proposing a total of 2,775 nsf which is 35 nsf below MSBA guidelines. The proposed area in this category has decreased by 35 nsf since the PSR submittal. Based on the information provided, the MSBA accepts this variation to guidelines. No further action required.
- **Other** – The District is proposing a total of 12,850 nsf which exceeds the MSBA guidelines. The proposed area in this category has decreased by 100 nsf since the PSR submittal. The District is proposing a total of 12,000 nsf associated with an Auditorium that includes the following spaces:
 - **Auditorium** – The District is proposing (1) 7,500 nsf Auditorium which exceeds the MSBA guidelines.
 - **Stage** – The District is proposing (1) 2,800 nsf Stage which exceeds the MSBA guidelines.
 - **Stage Storage** – The District is proposing (1) 900 nsf Stage Storage spaces which exceeds the MSBA guidelines.
 - **Dressing Rooms** – The District is proposing (2) 400 nsf Dressing Rooms totaling 800 nsf which exceeds MSBA guidelines.

As previously noted, the MSBA guidelines do not include square footage associated with auditoriums for elementary or middle school projects, and all costs associated with an auditorium will be considered ineligible for reimbursement. Please acknowledge.

For additional information, please refer to the attached [memorandum](#) which outlines MSBA's policy regarding auditorium spaces beyond those included in the guidelines.

The District is also proposing the following space:

- **Health Classroom** – The District is proposing (1) 850 nsf Health Classroom, which exceeds the MSBA guidelines. Based on the information provided, the MSBA accepts this variation to guidelines. No further action is required.
- **Total Building Net Floor Area** – The District is proposing a total of 177,698 nsf which exceeds the MSBA guidelines by 42,801 nsf. The proposed area has increased by 5,783 nsf since the PSR submittal. The MSBA accepts this variation to the guidelines; however, limits of participation are associated with the ‘Core Academic’, ‘Art & Music’, ‘Health & Physical Education’, ‘Medical’, ‘Administration & Guidance’, and ‘Other’ categories, which will be applied to the MSBA grant calculation. Please acknowledge.
- **Total Building Gross Floor Area** – The District is proposing a total of 265,572 gross square feet (“gsf”) which exceeds the MSBA guidelines by 64,575 gsf with a grossing factor of 1.49. The proposed area has increased by 7,700 gsf since the PSR submittal. The MSBA accepts this variation to the guidelines; however, limits of participation are associated with the ‘Core Academic’, ‘Art & Music’, ‘Health & Physical Education’, ‘Medical’, ‘Administration & Guidance’, and ‘Other’ categories, which will be applied to the MSBA grant calculation. Please acknowledge.

Please note that upon moving forward into subsequent phases of the proposed project, the Designer will be required to provide, with each submission, a signed, updated space summary that reflects the design and demonstrates that the design remains, except as agreed to in writing by the MSBA, in accordance with the guidelines, rules, regulations and policies of the MSBA. Should the updated space summary demonstrate changes to the previous space summary include a narrative description of the change(s) and the reason for the proposed changes to the project.