



**Raymond Design Associates, Inc.**

60 LedgeWood Place, Rockland, Massachusetts 02370  
Telephone 781-561-5270

February 25, 2021

Ms. Stephanie Gilman  
Director of Planning, Project Management & Sustainability  
100 Walnut Street  
Newton, MA 02460

Mr. Josh Morse  
Public Buildings Commissioner  
52 Elliot Street  
Newton Highlands, MA 02461

Re: Interim Needs Assessment Report  
Horace Mann Elementary School

Ms. Gilman and Mr. Morse:

We are writing to provide you with an interim report documenting the design services that we have completed over the past two years at the Horace Mann Elementary School (formerly the Carr Elementary School), located at 225 Nevada Street, in Newton.

Raymond Design Associates (RDA) holds two contracts for designer services at Horace Mann. These contracts were issued as part of the City's desire to convert a previous renovation of the Carr Elementary School (for use as short term temporary swing space during the construction of various other elementary school projects) into a permanent home for the Horace Mann School.

**WORK TO DATE**

**Exhibit 1** documents the floor plan and site plan layouts of the Carr Elementary School as it was renovated to serve as short-term 'temporary swing space' in 2013. The square footage and programmatic space uses are indicated on the floor plans.

In changing its use from 'temporary swing space' to 'permanent' space for the Horace Mann Elementary School, the City recognized that there were both immediate and long-range space and programmatic needs that needed to be addressed to bring the school into closer alignment with MSBA and City of Newton standards.

RDA was initially engaged to address the immediate needs via its existing 'on-call' contract with the City. Under this contract we have provided design and construction administration services for multiple renovation projects at Horace Mann.

These 'on-call' assignments have included:

April Vacation 2019

- Expansion of second floor Classroom 211 from 613 square feet to 775 square feet by 'right-sizing' the adjacent SPED Learning Center (Rm 210) from 528 square feet to 369 square feet.

Summer 2019

- Expansion of first floor Classroom 141 from 858 square feet to 1,012 square feet. This space was originally to be used as an Art classroom but was instead used as a Kindergarten classroom.
- Subdivision of the After-School Program space adjacent to the Cafeteria for use as the DAD Afterschool Office and Staff Room.

December 2019 – August 2020

- Expansion of second floor Classroom 202 from 723 square feet to 870 square feet.
- Creation of a Safe Room on the second floor.
- The installation of two modular classrooms and exterior connectors between the modular classrooms and the main building. This added two 919 square foot Classrooms and two 415 square foot Small Group spaces to the school, allowing for the subsequent Summer 2020 expansion of five undersized classrooms within the main building.
- Acoustical Upgrades at All Classrooms, the Cafeteria, and the Music Room.

Having addressed the immediate programmatic and space need priorities at Horace Mann outlined above via our on-call contract, RDA was awarded a separate design services contract in February 2020 to plan for the school's long-range needs. As the first part of this multi-phase contract, RDA was tasked with helping to assist the School Department in identifying Horace Mann's long-range space needs and then identifying further short term improvements that could be completed during the Summer of 2020 within the context of a long-range build-out plan. The goal of this work was to increase the size of as many additional classrooms as was possible with the understanding that they would serve the long range needs of the school and would not have to be undone or reconfigured at a later date as part of future long-range additions and/or renovations.

This planning work took place between the latter half of February and the end of April 2020. During this time, RDA worked with District and Public Buildings staff to develop a long range space program and to explore and refine multiple long-range addition/renovation planning options to meet that space program. Once satisfied that an appropriate conceptual long-range plan had been developed for space inside the existing school, RDA was then authorized to provide further design services under our 'on-call' contract for renovations to be constructed during the Summer of 2020. These included:

Summer 2020

- The expansion of two undersized first floor Classrooms (116 and 117) from 724 and 773 square feet respectively to 950 and 970 square feet respectively by relocating the Literacy/Book Room.
- The expansion of two undersized second floor Classrooms (212 and 214) from 789 and 763 square feet respectively to 950 and 960 square feet respectively by right-sizing the 737 square foot 'break out and OT/Speech space that had been a small classroom into a 370 square foot OT/Speech small group room.

- The expansion of an undersized 734 square foot Kindergarten Classroom (102) on the first floor to 895 square feet by incorporating an adjacent Art Storage Room and Safe Room.
- The repurposing of the Teaching Supply Room on the first floor into a 222 square foot Breakout Room that will double as a Safe Space.
- The installation of new accessible sinks at four locations along the second floor corridor, providing water for all second floor classrooms that had not previously been outfitted with sinks during the 2013 work (as had classrooms on the first floor).
- The replacement of two drinking fountains at the second floor corridor with accessible drinking fountain/bottle filler stations.

These improvements have been successfully completed. **Exhibit 2** documents the plan layout of the Horace Mann School as it currently exists, subsequent to all of the improvements outlined above.

The current square footage and programmatic space uses are indicated on the floor plans and are also documented as the existing conditions portion of the Proposed Space Summary for the conceptual long range plan in **Exhibit 4**. To date, the City has significantly expanded eight undersized classrooms within the existing school and added two additional modular classrooms as part of these short term improvements.

### **CONCEPTUAL LONG-RANGE PLAN**

As noted above, RDA was able to complete a conceptual long-range plan based upon its preliminary work with the District and Public Buildings staff prior to having our services placed on hold in late April 2020 due to the unknown impacts of the Covid-19 pandemic on the City. **Exhibit 3** includes conceptual site and floor plans that the planning team believes will meet the long-range needs of the school, at least as identified to date. The corresponding square footage and programmatic space uses within the conceptual long-range plan are also documented in **Exhibit 4** - the Proposed Space Summary. The space program and conceptual plans are based on a K-5 design enrollment of 396 students, which translates into an 18 classroom school with 3 classrooms per grade.

In summary, the proposed conceptual long-range plan as presented here calls for increasing the gross square footage of the existing 50,232 square foot school by approximately 22,210 square feet, an increase of 44%. This increased square footage is currently proposed to be split between two additions at the northwest end of the school.

The larger of the two additions is a two-story, 21,270 square foot structure housing six new Classrooms, a new Gymnasium, multiple Small Group and support rooms, and a new Kitchen to support what will be a new Cafetorium with Stage that will be created within the existing gymnasium. The elevation of the Ground Floor addition would align with the elevation of the existing Ground Floor currently housing the existing Gymnasium and Music Classroom. Of the six new classrooms, three would be new 1,200 square foot Kindergarten Classrooms with bathrooms and the other three would house Grade 1 Classrooms. A separate Kindergarten playground, remote from the Grade 1-5 playgrounds, could be located adjacent to the new classrooms, at the lower tier of the terraced site.

The new Gymnasium is proposed to be 4,500 square feet, approximately 725 square feet larger than the existing gym, and the aforementioned new Kitchen will serve what will be a new 2,934 square foot Cafetorium (with stage) to be constructed within the existing Gymnasium. And finally, this addition will contain a new daylit stairway connection to the classrooms on the first floor above.

A second, and smaller addition would be located at the Ground Floor as well, below the existing entry terrace leading to the Gymnasium lobby at the front of the school. It would house a relocated After School Program Office and large toilet rooms to support the classrooms and student assembly spaces, as well as community use of the proposed new Gymnasium and Cafetorium to be located within the reconfigured existing Gymnasium. The relocation of the After School Program Office to the Ground Floor level will allow the program to most easily make use of the new Gymnasium and Cafetorium facilities.

The existing Music Classroom on the Ground Floor will remain in its existing space, which is adequately sized and is in close proximity to the proposed new Cafetorium, allowing for easier access to the new Stage for practice and performances.

The elevation of the upper level of the addition will align with the elevation of the existing first floor of Horace Mann. It will contain three Grade 1 Classrooms at 950 square feet each, a Breakout Room, and three other support spaces, housing Literacy, Sensory, and a Safe Space.

The front door of the school will remain in its present location, overseen by the existing Administrative Suite.

Additional reconfigurations and renovations will be incorporated into the layout of the existing First Floor. When complete, the First Floor of the existing building will house six large classrooms for Grades 2 and 3 (three for each grade). Three existing Classrooms, including two that were expanded in the Summer of 2020, will remain 'as-is'. Three others will be increased in size. One of these classrooms will be enlarged by capturing space currently housing a stairwell that is redundant from a code perspective and can be eliminated. As such, all six classrooms on the first floor will be between 900 and 1,000 square feet.

A large number of SPED and other support spaces will be scattered throughout the first floor. These have been colored in green on the attached plans, and include spaces for use as Breakout Rooms, a suite shared by the School Psychologist/Social Worker/Intervention Specialist, BCBA/Safe Space, the SPED Team Chair, the Literacy Program, and the ELL program.

The Administrative Suite will be expanded slightly to accommodate an office for a second administrator or for use as a conference room. In this case it is labeled as an Assistant Principal's office. Administrative Storage, a Workroom, a Conference Room, and a Staff Dining/Workroom would all be located across the corridor from the Main Office.

The Nurse's Suite will remain in its current location, making use of its dedicated toilet room and convenient access to the front lobby.

The existing Cafeteria on the First Floor will be reconfigured into the school's new Media Center. This two-story high 1,850 square foot space will be a prominent space within the school, located directly inside the main entrance as a highly-visible symbol of Horace Mann's active learning community. It will be double the size of the existing Media Center.

Additional reconfigurations and renovations will also be incorporated into the layout of the existing Second Floor. The Second Floor of the existing building will house six large classrooms for Grades 4 and 5 (three for each grade). Four existing Classrooms, including two that were expanded in the

Summer of 2020 will remain 'as-is'. Two others will be increased in size. The square footage of these upper elementary classrooms will range between 870 and 976 square feet.

As with the first floor, a number of support spaces are also included within the Second Floor of the existing building. These include a full-size Self-Contained SPED or special program Classroom with a dedicated toilet room, two Breakout Spaces, a Safe Room, and an office shared by the Math Coach/Metco Counselor, an OT/Speech Room, and a Learning Center shared with an Inclusion Facilitator.

Staff spaces on the Second Floor will include a Work Room, a Teacher Storage Room, and a Lactation Room.

Under this Conceptual Long-Range Plan, the two existing Modular Classrooms would be removed, thereby restoring a previously available area on the upper tier of the site for parking and/or hard surface play area. Vehicular access to this parking area would remain off of Linwood Avenue.

Given that the proposed addition straddles the existing (and sparingly-used) lower tier of the site and the steep slope that separates the two tiers, it would only impact a very small portion of the existing playground and playfields on the upper tier of the site. Emergency and maintenance access to these play areas on the upper tier will continue to exist via the driveway off of California Street. From a logistical perspective during construction, this access drive would also provide safe and segregated access to staging areas at the lower tier, next to the addition.

Access for kitchen deliveries and trash removal could potentially be created by way of a new driveway along the northwest side of the existing Gymnasium, ramping down from street level to the Ground Floor of the addition, with access to and from Nevada Street.

Please feel free to call should you have any questions regarding this interim status report. Otherwise, we look forward to continuing our services when the City is in a position to move the Horace Mann project forward.

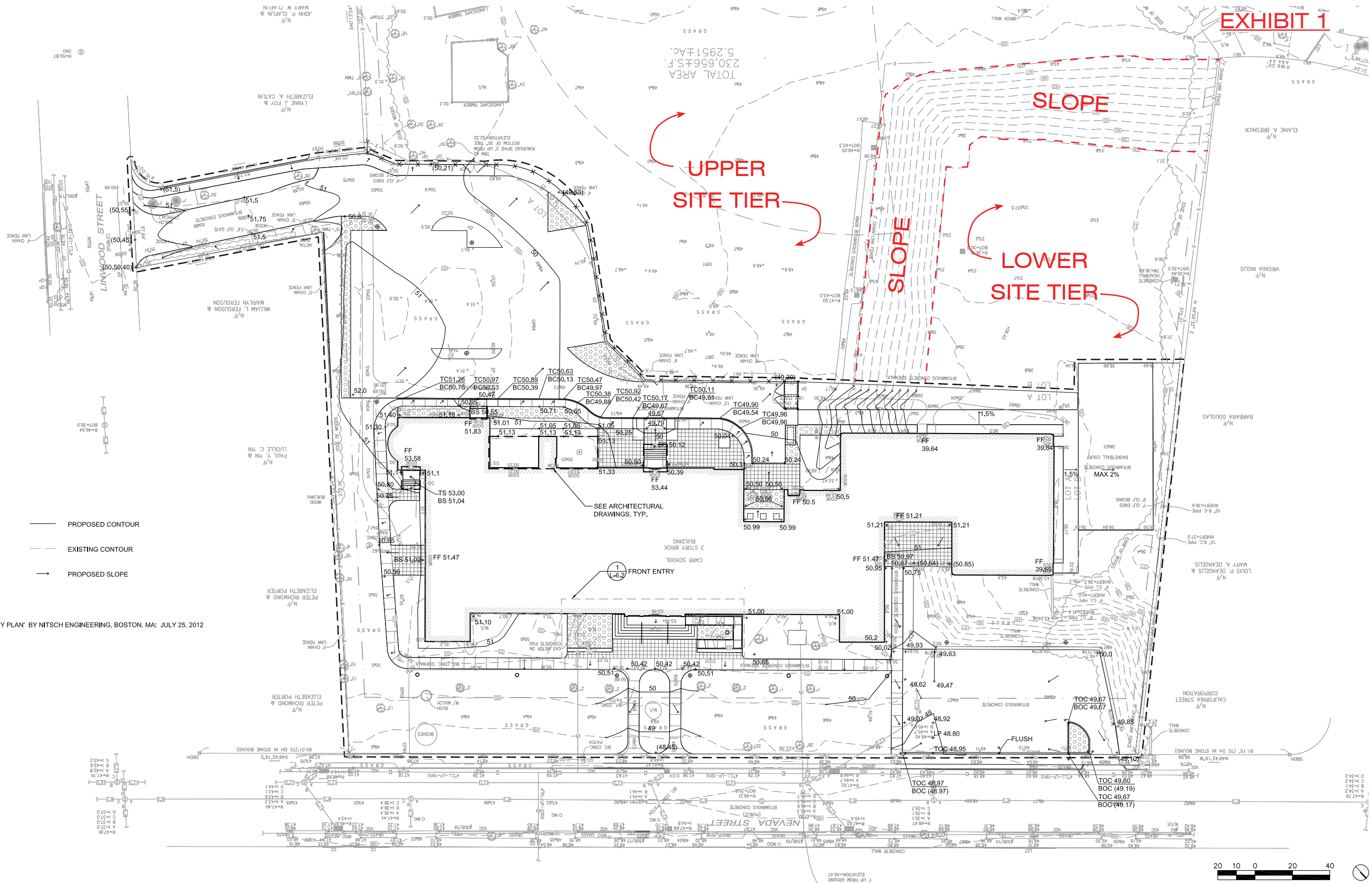
Sincerely Yours,  
**Raymond Design Associates, Inc.**



Gene S. Raymond Jr., AIA, LEED AP  
President

**Attachments:**

- Exhibit 1 - 2013 Carr Elem School Swing Space Site and Floor Plans
- Exhibit 2 - September 2020 Horace Mann Elem School Floor Plans
- Exhibit 3 - Conceptual Long-Term Site and Floor Plans
- Exhibit 4 - Space Summary



- LEGEND**
- + 53.44 PROPOSED ELEVATION
  - x (53.44) EXISTING ELEVATION
  - ↻ MATCH ELEVATION
  - PROPOSED CONTOUR
  - - - EXISTING CONTOUR
  - PROPOSED SLOPE

**NOTES:**  
 1. FOR EXISTING CONDITIONS SEE 'TOPOGRAPHY PLAN' BY NITSCH ENGINEERING, BOSTON, MA; JULY 25, 2012



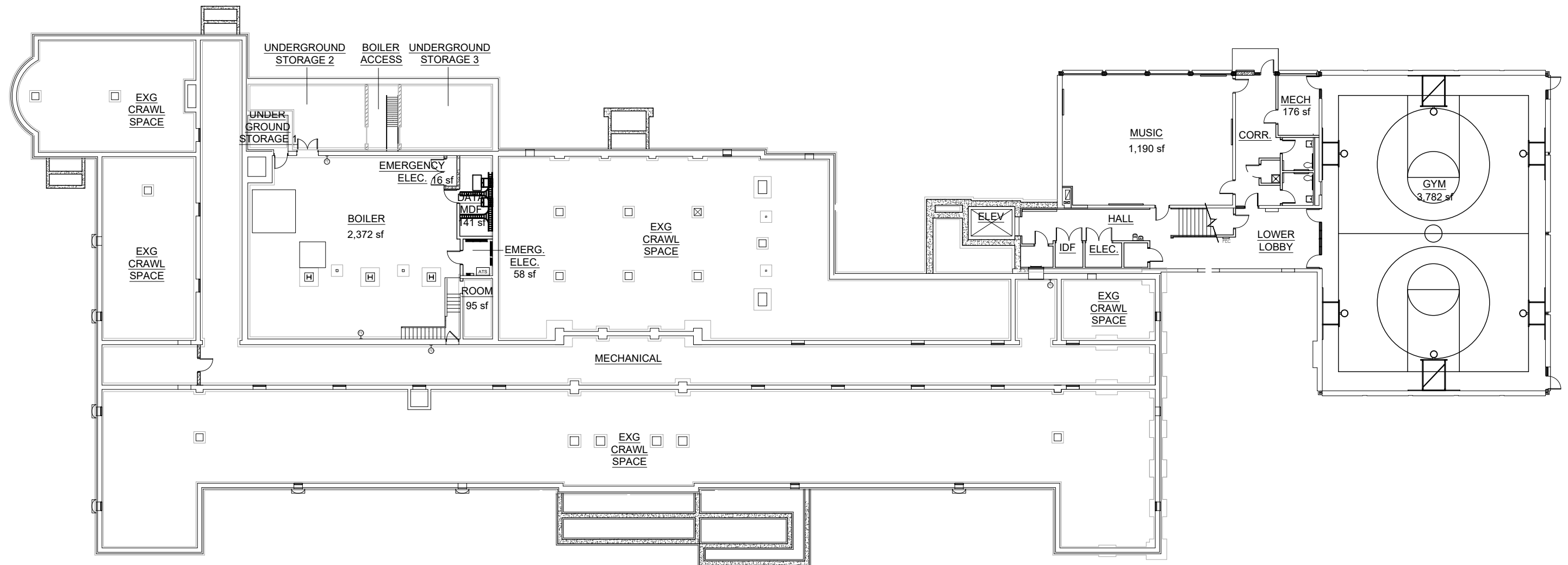
Turowski2 Architecture  
 P.O. Box 1290  
 313 Wareham Road  
 Marion, MA 02738  
 508.758.9777 phone  
 508.748.2444 fax  
 www.t2architecture.com

**EXISTING SITE PLAN  
 (AS DEVELOPMENT FOR  
 SWING SPACE USE)**

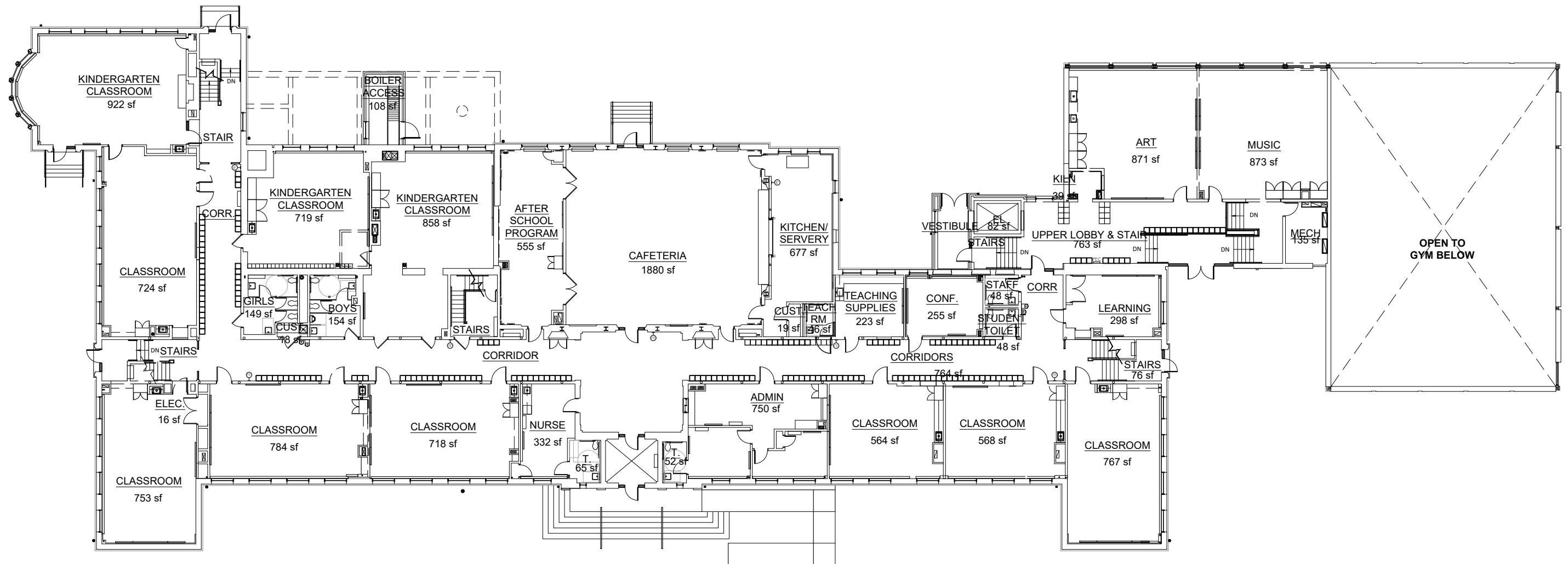
**HORACE MANN ELEMENTARY SCHOOL  
 2013 RENOVATIONS FOR USE AS SWING SPACE**

MAY 1, 2020

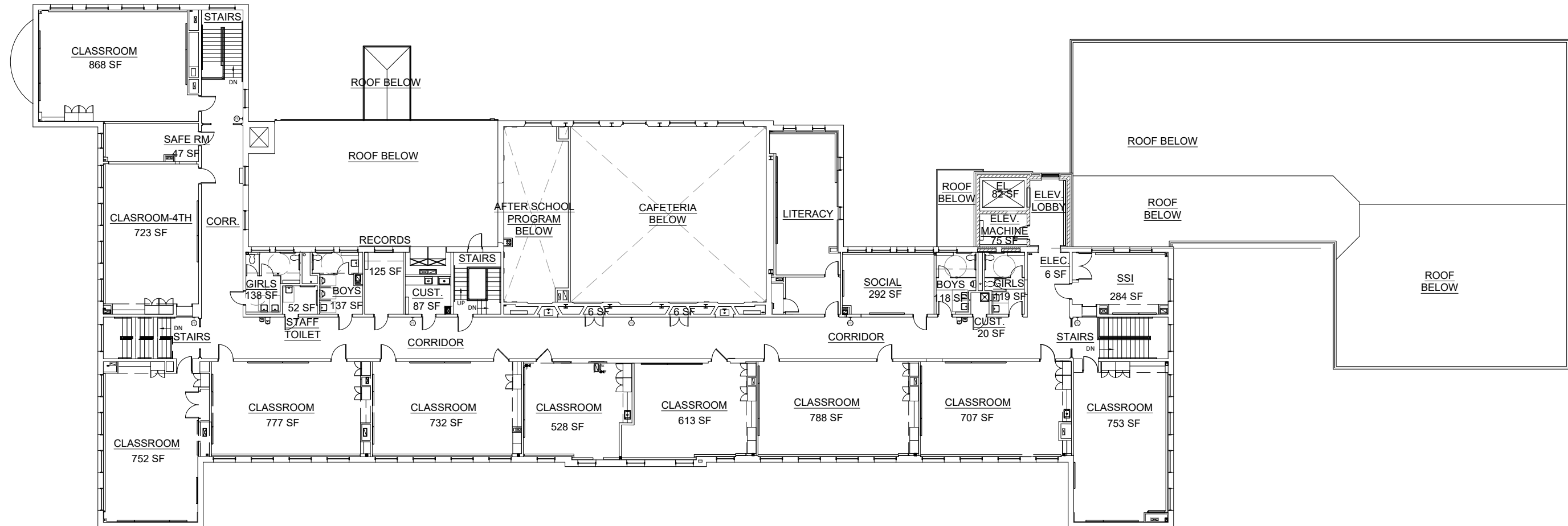
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**EXHIBIT 1**



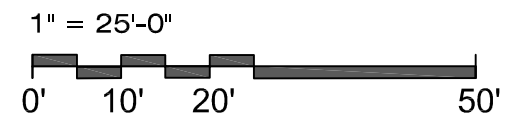
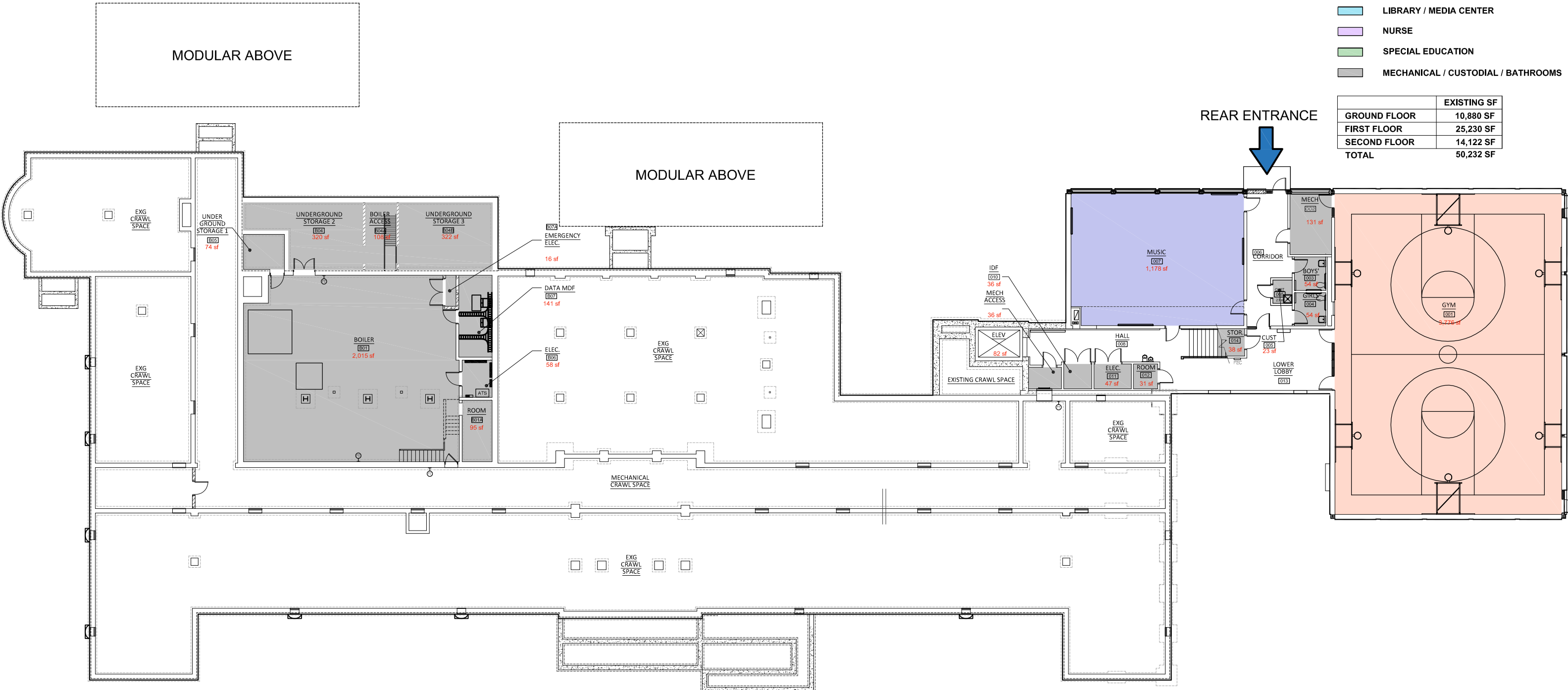




**DEPARTMENT LEGEND**

- ADMINISTRATION
- ART & MUSIC
- CAFETERIA & KITCHEN
- K CLASSROOMS
- 1st - 5th GRADE CLASSROOMS
- GYMNASIUM / LOCKER ROOMS / PE STORAGE / PE OFFICE
- LIBRARY / MEDIA CENTER
- NURSE
- SPECIAL EDUCATION
- MECHANICAL / CUSTODIAL / BATHROOMS

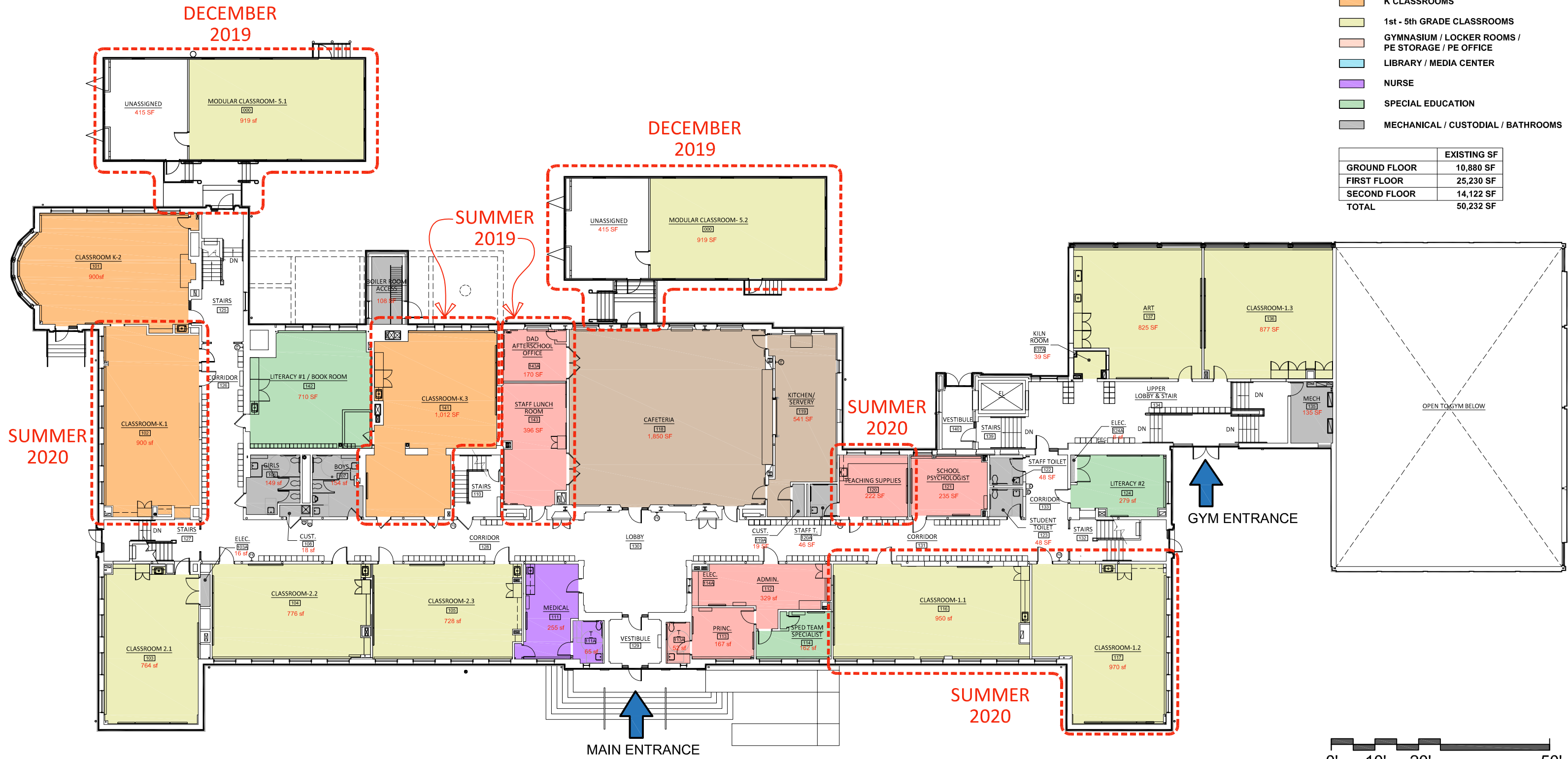
	EXISTING SF
GROUND FLOOR	10,880 SF
FIRST FLOOR	25,230 SF
SECOND FLOOR	14,122 SF
<b>TOTAL</b>	<b>50,232 SF</b>



DEPARTMENT LEGEND

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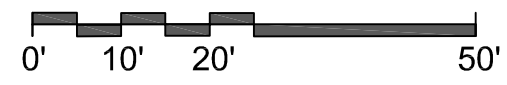
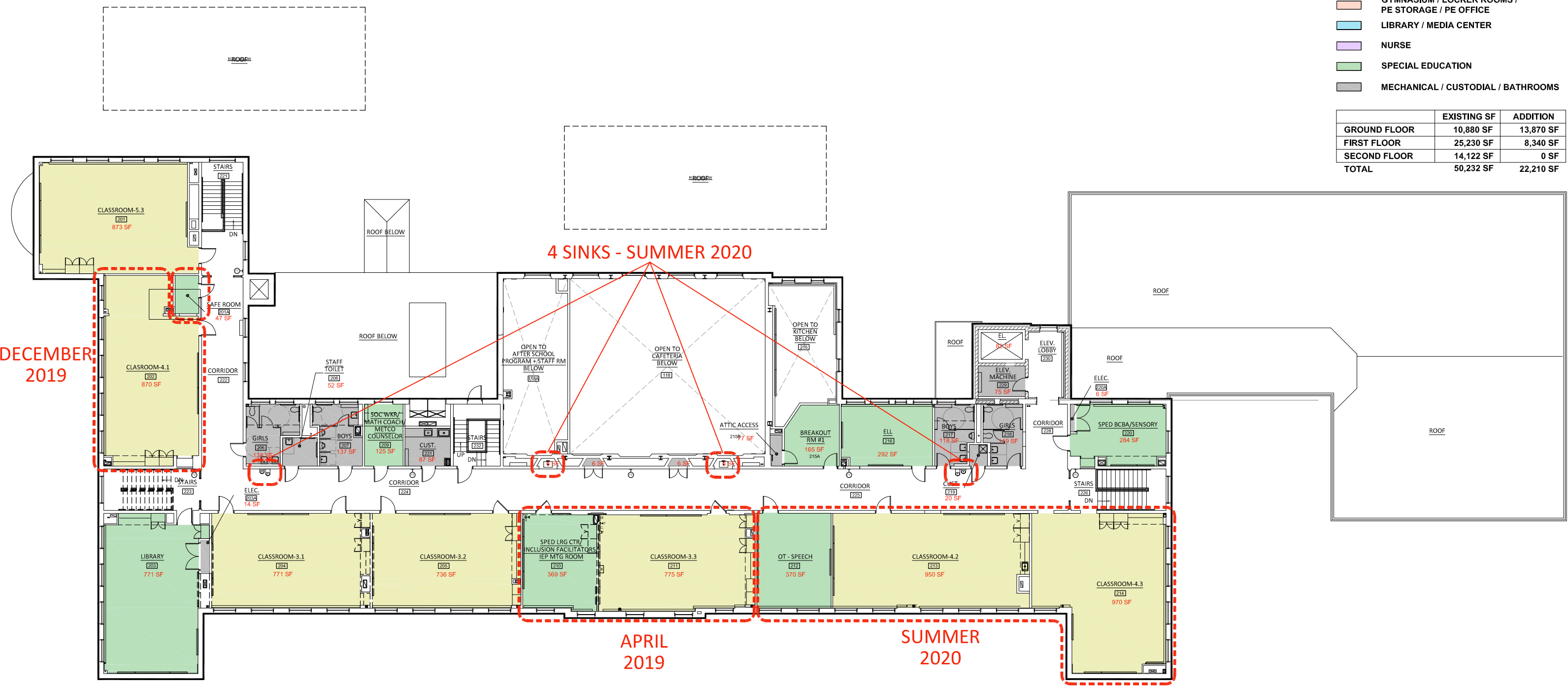
FIRST FLOOR PLAN

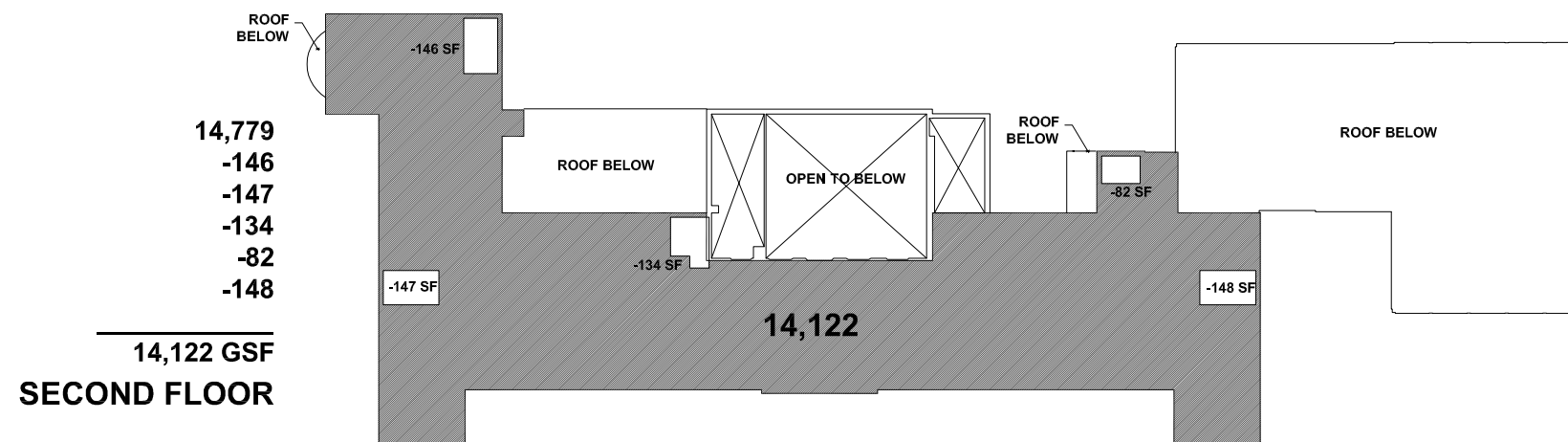
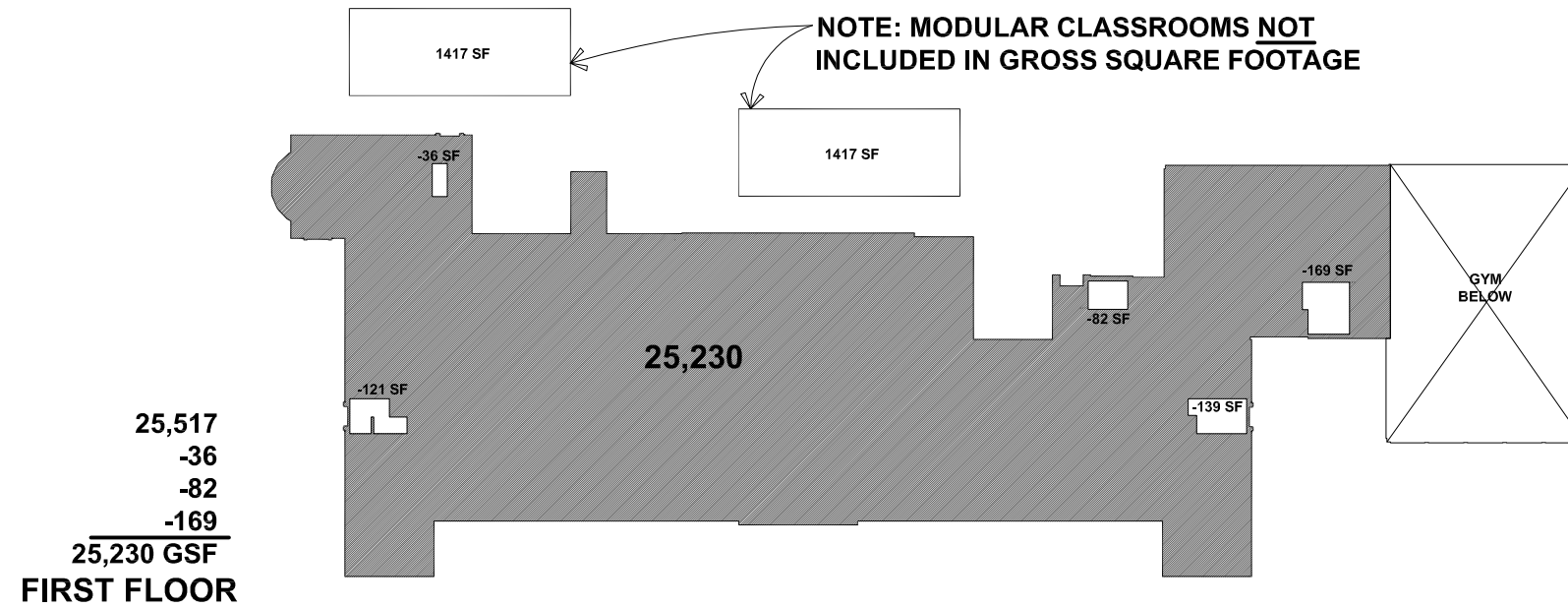
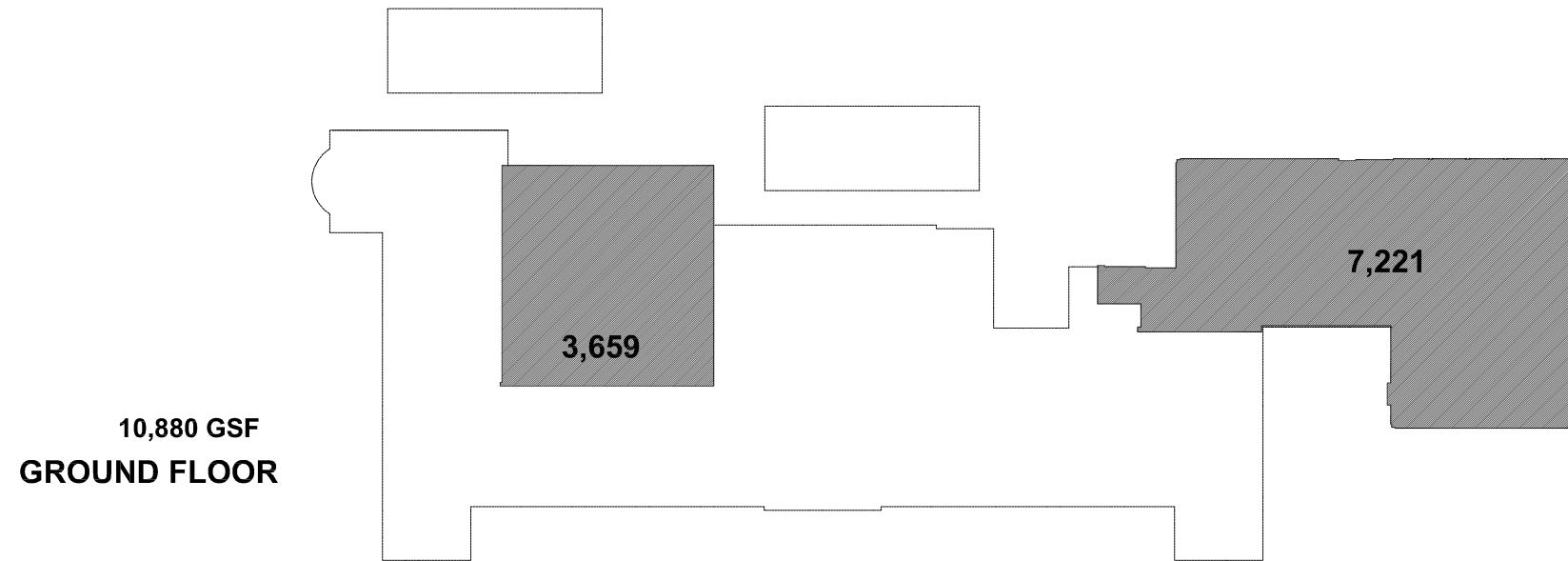
HORACE MANN ELEMENTARY SCHOOL  
 EXISTING CONDITIONS AS OF SEPTEMBER 2020  
 NOVEMBER 11, 2020

DEPARTMENT LEGEND

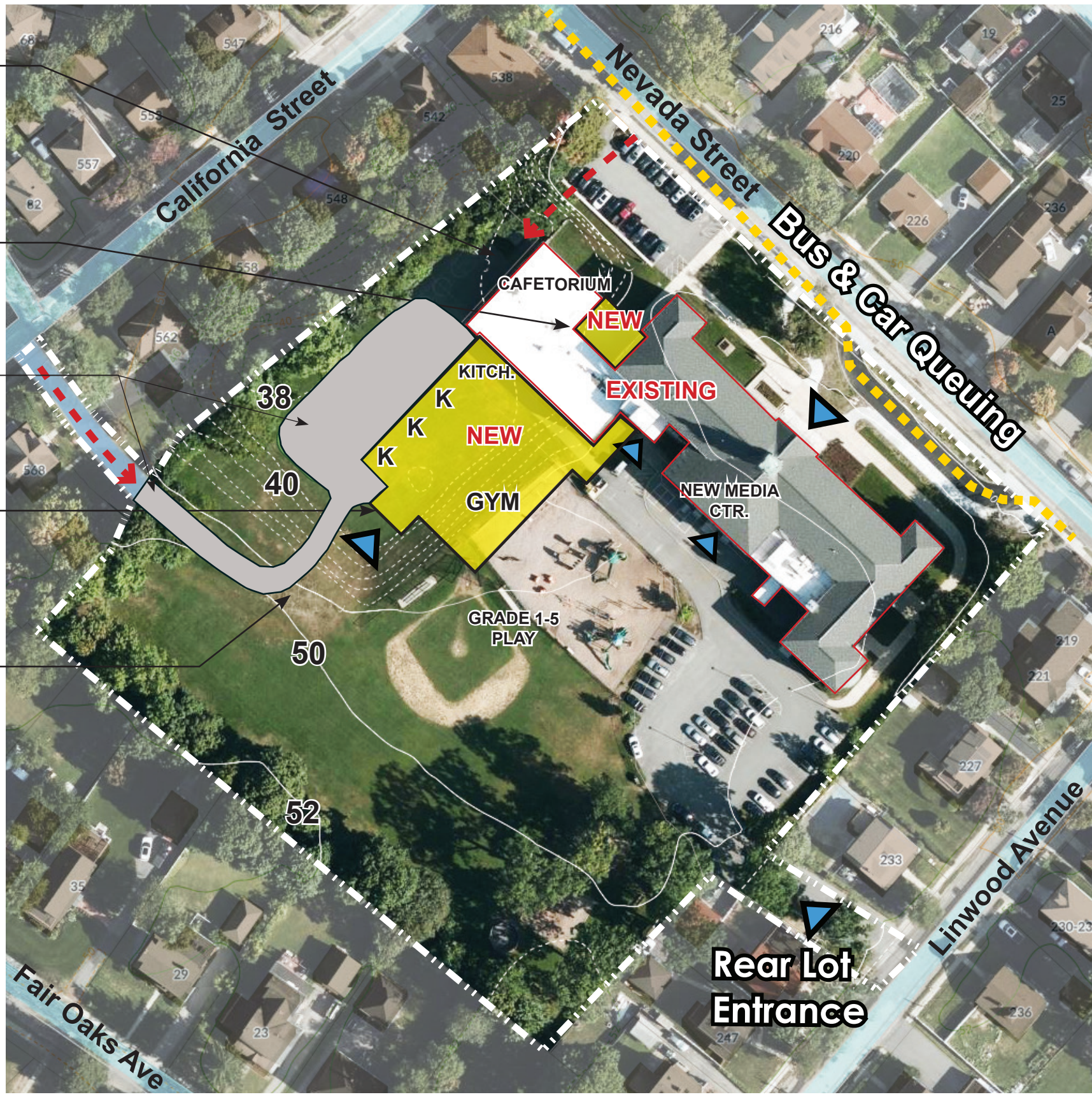
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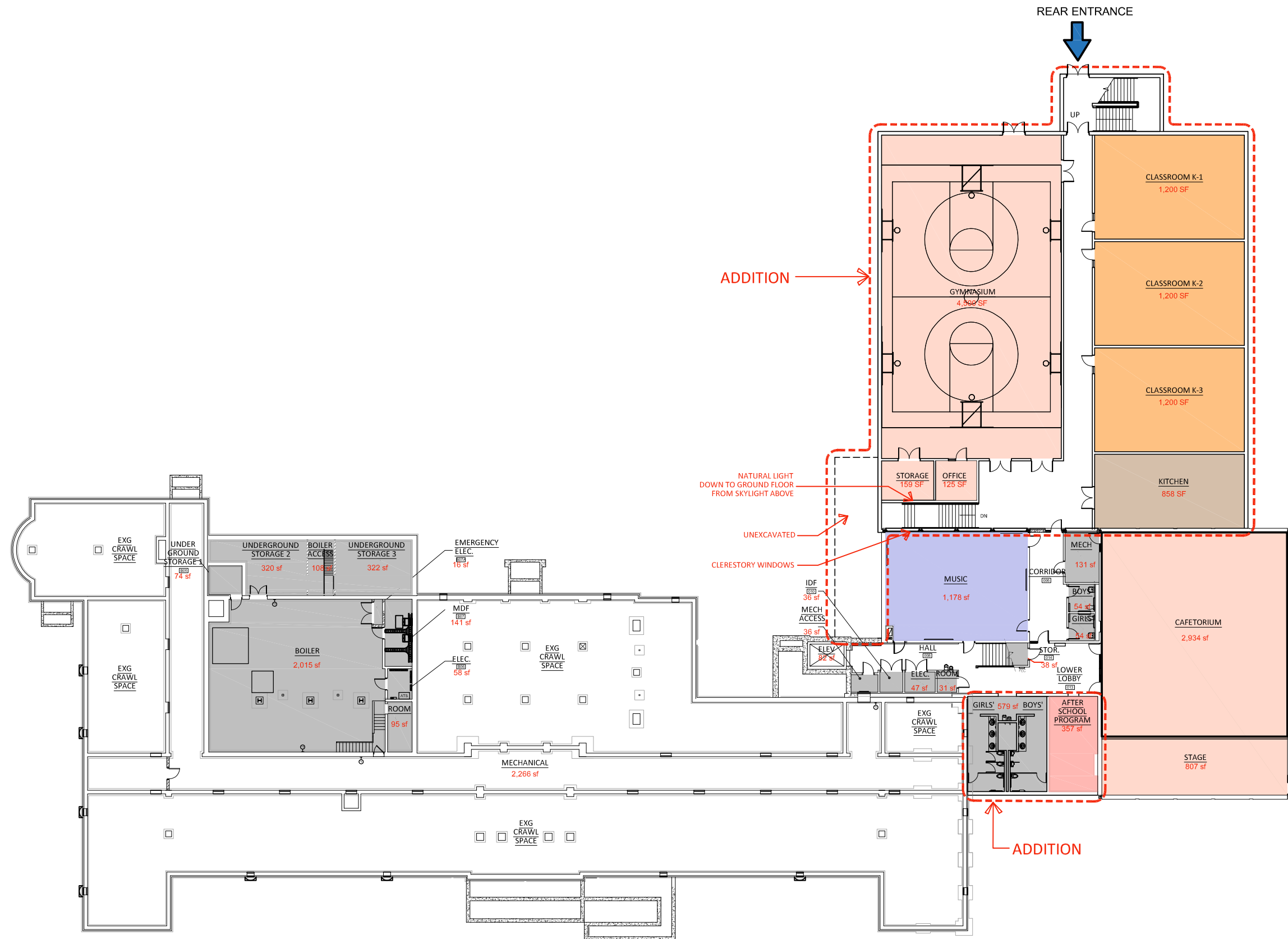
	EXISTING SF	ADDITION
GROUND FLOOR	10,880 SF	13,870 SF
FIRST FLOOR	25,230 SF	8,340 SF
SECOND FLOOR	14,122 SF	0 SF
TOTAL	50,232 SF	22,210 SF





- POTENTIAL FIRE ACCESS
- NEW GROUND FLOOR ADDITION + RECONSTRUCT TERRACE AT FIRST FLOOR LEVEL
- DELIVERIES
- NEW 2 STORY ADDITION (GROUND + FIRST FLOOR)
- PROVIDE A 1:20 SIDEWALK BETWEEN UPPER AND LOWER TIERS (SEE DRAWING L-4)

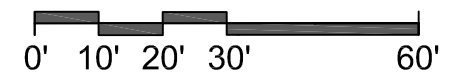




DEPARTMENT LEGEND

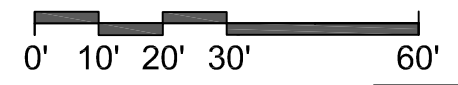
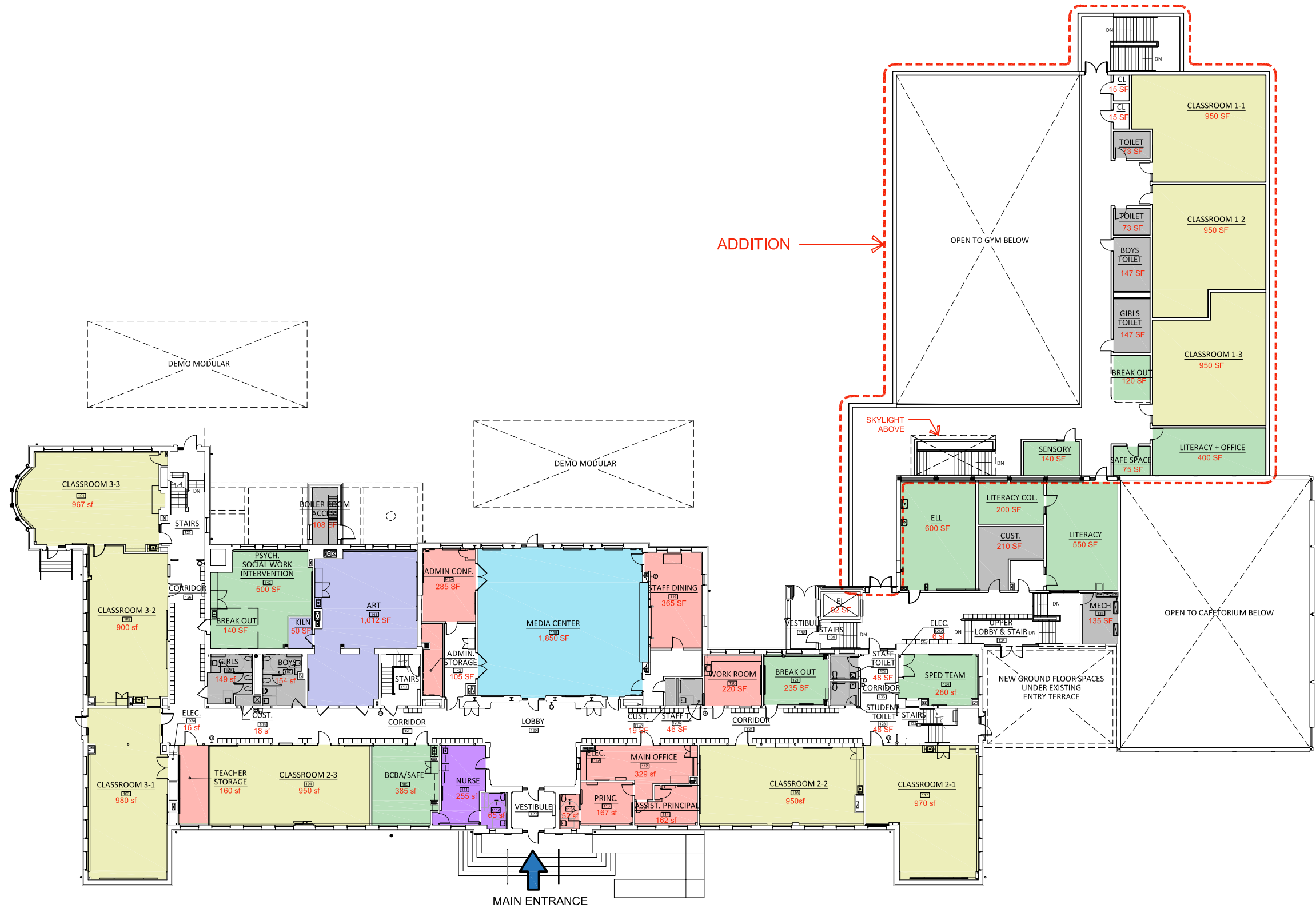
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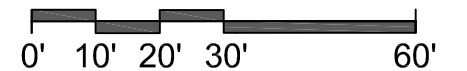
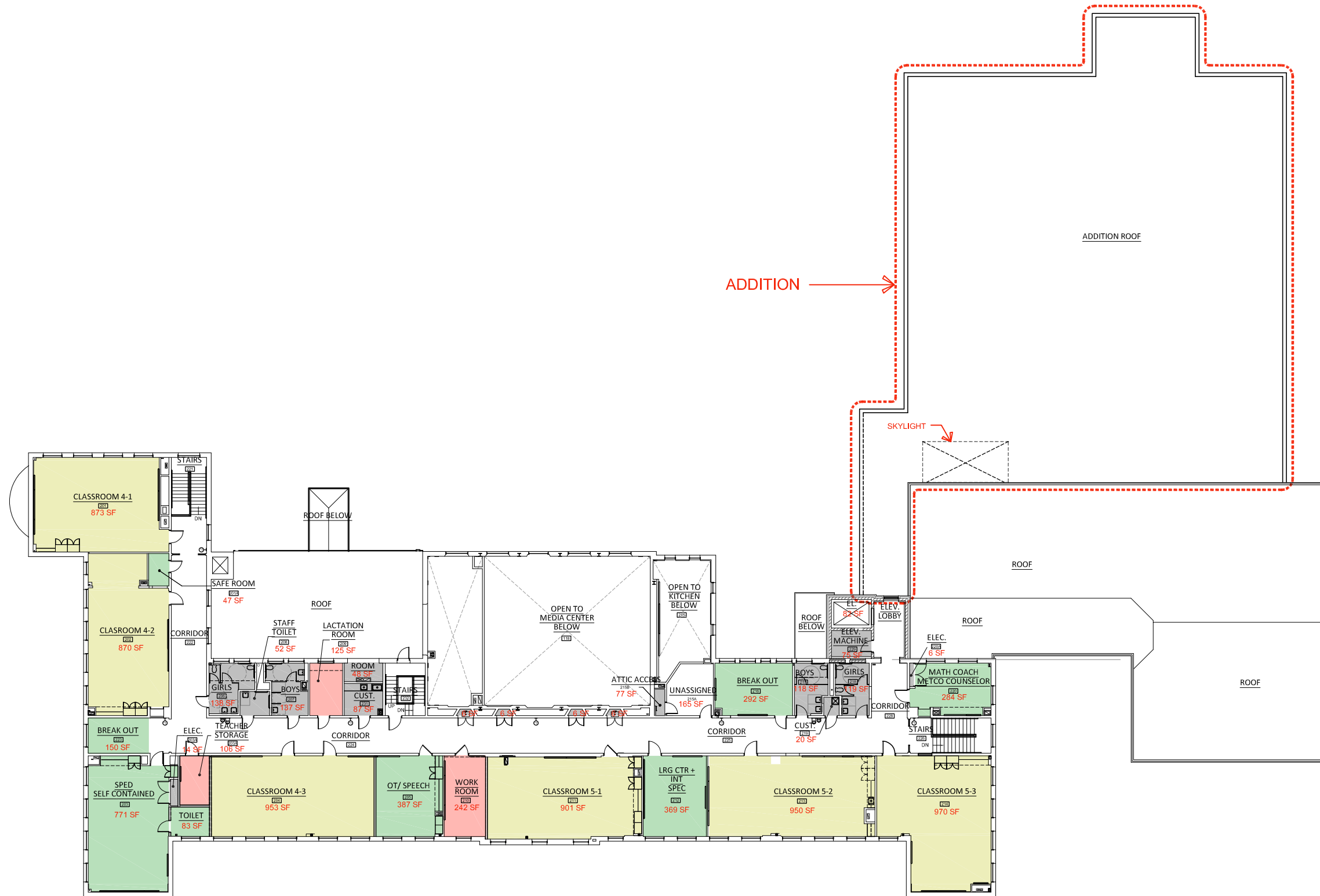




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<b>TOTAL</b>	<b>50,232 SF</b>	<b>22,210 SF</b>





# Proposed Space Summary- Elementary Schools

<b>Horace Mann</b>			
Existing Conditions (as of Sept 2020)			
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals
Health Instructor's Office w/ Shower & Toilet			
<b>MEDIA CENTER</b>			<b>771</b>
Media Center / Reading Room (Rm 203)	771	1	771
<b>DINING &amp; FOOD SERVICE</b>			<b>2,787</b>
Cafeteria / Dining	1,850	1	1,850
Stage			
Chair / Table / Equipment Storage			
Kitchen	541	1	541
Staff Lunch Room	396	1	396
<b>MEDICAL</b>			<b>320</b>
Medical Suite Toilet	65	1	65
Nurses' Office / Waiting Room	255	1	255
Examination Room / Resting			
<b>ADMINISTRATION &amp; GUIDANCE</b>			<b>1,005</b>
General Office / Waiting Room / Toilet			
Teachers' Mail and Time Room			
Duplicating Room / Teaching Supply Rm	222	1	222
Records Room/Admin Storage			
Principal's Office w/ conf	167	1	167
Principal's toilet	52	1	52
Principal's Secretary / Waiting	329	1	329
Assistant Principal's Office / Conf rm			
Supervisory / Spare Office			
Conference Room			
Guidance Office / School Psychologist	235	1	235
Guidance Storeroom			
Teachers' Work Room 1st flr			
Teachers' Work Room 2nd flr			
Teacher Storage			
Teacher Storage			
Lactation Room			
<b>CUSTODIAL &amp; MAINTENANCE</b>			<b>177</b>
Custodian's Office			
Custodian's Workshop			
Custodian's Storage			
Recycling Room / Trash			
Receiving and General Supply Storeroom			
Network / Telecom Room	177	1	177
<b>OTHER</b>			<b>1,000</b>
Other (specify)			
DAD Afterschool Room	170	1	170
Storage in Modulars / Teaching Supplies	415	2	830
<b>Total Building Net Floor Area (NFA)</b>	Including Modular's:		<b>30,424</b>

PROPOSED								
Existing to Remain/Renovated			New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
		0	125	1	125	125	1	125
		<b>1,850</b>			<b>0</b>			<b>1,850</b>
1,850	1	1,850			0	1,850	1	1,850
		<b>4,106</b>			<b>858</b>			<b>4,964</b>
2,934	1	2,934			0	2,934	1	2,934
807	1	807			0	807	1	807
		0			0	0	0	0
		0	858	1	858	858	1	858
365	1	365			0	365	1	365
		<b>320</b>			<b>0</b>			<b>320</b>
65	1	65			0	65	1	65
255	1	255			0	255	1	255
		0			0	0	0	0
		<b>1,953</b>			<b>0</b>			<b>1,953</b>
		0			0	0	0	0
		0			0	0	0	0
		0			0	0	0	0
105	1	105			0	105	1	105
167	1	167			0	167	1	167
52	1	52			0	52	1	52
329	1	329			0	329	1	329
162	1	162			0	162	1	162
		0			0	0	0	0
285	1	285			0	285	1	285
		0			0	0	0	0
		0			0	0	0	0
220	1	220			0	220	1	220
242	1	242			0	242	1	242
106	1	106			0	106	1	106
160	1	160			0	160	1	160
125	1	125			0	125	1	125
		<b>177</b>			<b>0</b>			<b>177</b>
		0			0	0	0	0
		0			0	0	0	0
		0			0	0	0	0
		0			0	0	0	0
		0			0	0	0	0
177	1	177			0	177	1	177
		<b>0</b>			<b>357</b>			<b>357</b>
		0			0	0	0	0
		0	357	1	357	357	1	357
		0			0	0	0	0

Difference to MSBA Guidelines		
ROOM NFA1	# OF RMS	area totals
		-25
		<b>-602</b>
		-602
		<b>-1,234</b>
		-36
		-193
		-332
		-838
		165
		<b>-190</b>
		5
		5
		-200
		<b>-158</b>
		-348
		-100
		-150
		-5
		-208
		204
		162
		-120
		35
		-150
		-35
		-128
		<b>-1,819</b>
		-150
		-375
		-375
		-400
		-232
		-264
		-23
		<b>357</b>
		0

Date: Nov. 11, 2020 Enter Submittal

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
		150	
		<b>2,452</b>	
2,452	1	2,452	
		<b>6,198</b>	
2,970	1	2,970	2 seatings - 15SF per seat
1,000	1	1,000	
332	1	332	
1,696	1	1,696	1600 SF for first 300 + 1 SF/student Add'l
200	1	200	20 SF/Occupant
		<b>510</b>	
60	1	60	
250	1	250	
100	2	200	
		<b>2,111</b>	
348	1	348	
100	1	100	
150	1	150	
110	1	110	
375	1	375	
125	1	125	
120	0	-	
120	1	120	
250	1	250	
150	1	150	
35	1	35	
348	1	348	
		<b>1,996</b>	
150	1	150	
375	1	375	
375	1	375	
400	1	400	
232	1	232	
264	1	264	
200	1	200	
		<b>0</b>	

