

POLLARD MIDDLE SCHOOL
Needham, MA 02492

MEMORANDUM

TO: Steve Theall
FROM: Joe Barnes
RE: Classroom Utilization
DATE: December 7, 2000

The information that follows details classroom utilization at Pollard. This information is based on 48 multi-use classrooms. I have not included music, art, technology, and other special instruction rooms. The rooms designated are considered academic classrooms and can be used, for the most part, for any discipline.

In addition to the instructional periods, I have blocked in times that teachers work in their classrooms with students during the integrated learning block (ILB). This instructional time occurs in all clusters in Grades 6-8.

Each cluster in Grades 6-8 also meets as a group in one of their cluster classrooms for parent meetings, special education reviews, and departmental/interdisciplinary activities. I have also indicated rooms in use for that purpose.

A number of teachers of Foreign Language, Health, Special Education, Music, and DARE do not teach in their own classroom and teach in a number of classrooms during the day.

48 classrooms x 7 periods = 336 available classroom periods

Of the 336 available classrooms, 261 are used for direct instruction.

Of the remaining 75 classroom periods per day, 25 are used for ILB, Cluster Meetings, and the work of the Special Education Department (RR) who do not have adequate space to remediate/assist students in specified SPED rooms. A music class is also scheduled in a standard classroom due to unavailable space in the music area.

At the present time, 286 classroom periods are used of the 336 total classroom periods available.

286 classrooms used
336 classrooms available = 85% utilization

A number of classrooms that still have space available (rooms 268, 280, and 283) are undersized and a maximum of 20 students is advisable. Some science rooms, (rooms 209, 240, 272, and 286) are available periods 6 or 7 when labs do not extend to the end of the day.

Pollard Room Utilization 2000/01

Room #	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
100	XX	XX	XX	Lab	Lab	XX	XX
103	X	X	X	X	X	X	X
104	XX	XX	XX	Lab	CL	XX	XX
105	X	X	X		X	X	X
107	X	X	X	ILB		X	X
108	XX	XX	XX	Lab	CL	XX	XX
109	X	X	X			X	X
202	X	X	X		ILB	X	X
203	X	X	X	X	X	CL	
204	X	X	X	ILB		X	X
205	X	X	X	X	X		
206	X	X	X		CL	X	X
207	X	X	X	X	X		
208	X	X	X	ILB		X	X
209	XX	XX	XX	XX	XX	Music	
226	X			X	X	X	X
228	X			X	X	X	X
230	X	CL		X	X	X	X
240	XX	XX	XX	XX	XX		
242	X	X	X	X	X		
244	X	X	X	X	X	CL	
246	X	X	X	X	X	RR	RR
250	X	CL		X	X	X	X
251	XX	Lab	ILB	XX	XX	XX	XX
252	XX	Lab	ILB	XX	XX	XX	XX
253	XX	Lab	ILB	XX	XX	XX	XX
254	X		ILB	X	X	X	X
255	X		CL	X	X	X	X
260	X	ILB		X	X	X	X

Legend

- X – Academic Classroom
- XX – Science Room
- CL – Cluster Mtg.
- ILB – Integrated Learning Block
- RR – Resource Room
- * - Undersized Classroom

262	X	ILB		X	X	X	X
264	X		ILB	X	X	X	X
266	X	X	X	X	X		
268 *		X	X	X	X		
270	X	X	X	X	X	X	X
272	XX	XX	XX	XX	XX		CL
274	X	X	X	X	X	RR	RR
276	X	X	X	X	X	X	X
280 *				X		X	X
282	X	X	X	X	X	X	X
283 *	X	X	X	X	X		
284	X	X	X			X	X
285	X	X	X			X	X
286	XX	XX	XX	XX	XX		CL
287	X	X	X	X	X	X	X
288	X	X	X	X	X		
289	X	X	X	X	X		
291	X	X	X	X	X		X
293	X	X	X	X	X		