

TAPPÉ ASSOCIATES, INC.

Feasibility / Schematic Design
Ivan G. Smith Elementary School
Danvers MA.

Meeting Minutes
Educational Planning Meeting
Tuesday November 14, 2017
10:00 AM Danvers High School C213

Attendees:

Lisa Dana	Superintendent of Schools
Keith Taverna	Business Manager
Tracy Mara	Principal, Smith School
Mary Tatem	Student Services
Mary Wermers	K-12 Curriculum Director
Julie Posternack	K-5 Curriculum Director
Robin Stein	Assistant Town Manager
Paul Queeny	PMA Owners Project Manager
Chris Blessen	Tappe Architects
Charlie Hay	Tappe Architects

REVIEW EDUCATIONAL PROGRAM REQUIREMENTS

- Review MSBA template for Ed Program
 - District agreed that they will begin a draft Ed Program with the understanding that the program will ultimately be informed by the development of the MSBA space template and the educational visioning process. Goal was established to review progress and initial questions at next meeting.
- Review sample Ed Program
 - District has examples to work from provided by the MSBA and Tappe.

GOALS FOR ANALYSIS OF DISTRICT ELEMENTARY SCHOOLS

- Review goals for reviewing all elementary schools
 - District to provide Tappe with plan diagrams of each District elementary school.
- Approach and process
 - Tappe will prepare a draft capacity analysis of each school to understand what the overall district capacity may be for PK-5 currently. A possible tour of the schools was discussed. Tappe to follow up and propose potential dates.



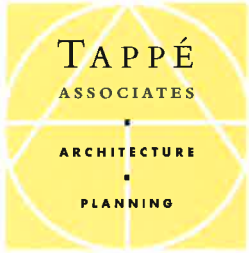
TAPPÉ ASSOCIATES, INC.

Danvers Smith School
Educational Planning Meeting #1 11-14-17
Meeting Minutes
Pg 2 of 4

- Tappe will prepare a draft district map with current districts, district population, and current flex zones for review by the District. Goal is to create a tool to assist in understanding whether district map should be redrawn and whether current flex districts will accommodate future anticipated growth.
- Possible outcomes
 - A discussion was held about the possibility that capacity could be reduced at certain schools to accommodate other programmatic requirements at those locations if that capacity can be gained at another location.

INTRODUCTION TO THE MSBA SPACE TEMPLATE

- Review a sample Space Template
 - A standard MSBA template was reviewed based on the current projected enrollment of 465.
- Begin discussion on major decision points
 - A modified space template was also reviewed with certain areas highlighted for further discussion.
 - Number of classrooms:
Appropriate number was discussed, it was agreed that there should be even number of sections each grade. To achieve this the school will be designed to four classrooms per grade at aprox. 20 students each which is consistent with Districts goals for class size.
 - Special education programming:
Preliminary goal is two self-contained classrooms to be further discussed. 2 resource rooms at a minimum required and small group reading and math. Also required is space for OTPT, Speech, Psychologist, Social worker.
 - ELL:
Program requirement currently one room for approximately 3 students. This may change.
 - Kindergarten, PK:
Kindergarten will be four classrooms consistent with upper grades. A further discussion will take place about whether the new Smith School will accommodate a PK program. Program is currently at the Riverside School.



TAPPÉ ASSOCIATES, INC.

Danvers Smith School
Educational Planning Meeting #1 11-14-17
Meeting Minutes
Pg 3 of 4

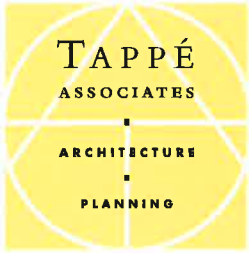
- Library/Media Space goals:
All other District Elementary Schools have centralized spaces. A discussion for the Smith School should include a review of whether this is the appropriate strategy moving forward to be consistent with the other schools or whether a more decentralized approach should be considered.
- STEAM, STEM instruction:
Tentative approach is to assume that a STEM space will be included within the space template that is available to all grade levels as well as after-hours use.
- Performance space:
Discussion centered around putting a stage in a location that will accommodate the entire school population and would also potentially accommodate the Districts PK-5 professional staff for professional development functions.
- Accommodating unique District programs:
No unique academic programs. Some accommodation of the after school program should be discussed during the design phase.

ELEMENTARY SCHOOL PLANNING APPROACH

- Begin discussion on planning
 - Appropriate grade groupings
 - No current District policy on this. Schools in district organized differently. This will be part of ongoing design discussion.
 - Possible learning communities
 - Fifth grade is a transition year that is organized around a team concept so it may be treated slightly differently than other elementary grades.

STRATEGIZE ABOUT VISIONING WORKSHOPS

- Approach
 - Schedule a session before the holiday break in December with a follow-up in early January. Invite professional staff as well as some students and interested parents as well as building committee and Town Departments.



TAPPÉ ASSOCIATES, INC.

Danvers Smith School
Educational Planning Meeting #1 11-14-17
Meeting Minutes
Pg 4 of 4

- Possible schedule
 - The visioning will be either 2 or 3 days with the 3rd day to be determined. Possible dates discussed were 12-12 and 1-9. Tappe needs to confirm that these are open with Frank Locker. Sessions will be held at the Smith School, it was noted that a place for projection and some tables and chairs will be required.
- Expectations and goals
 - The visioning sessions will inform the educational program being developed by the District and the eventual design of the Smith School project. Generally, the sessions are big picture discussing how 21st century educational practices can be supported and enhanced by school facilities. More detailed discussions of issues such as technology design, systems design, security design will be taken up as separate discussions during the design of the project although these topics could come up during visioning as well.

The District noted that they had toured the Estabrook School in Lexington and liked the small break out spaces located outside of the classrooms there. Tappe to review to understand that design.

End of Minutes