



TAPPÉ ASSOCIATES, INC.

Feasibility / Schematic Design

Ivan G. Smith Elementary School

Danvers MA.

Meeting Minutes

Educational Planning Meeting No. 2

Monday December 4, 2017

10:00 AM Danvers High School

Attendees:

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

UPCOMING VISIONING WORKSHOPS

- Follow-up from Friday conference call
 - Planning for upcoming session is underway
- Questions/comments/action items
 - District wants to ensure that STEM/STEAM is covered
 - District would like to schedule a third session to address more district wide issues across all the elementary schools – to be discussed with Frank Locker on Tuesday 12-5 follow-up call

EDUCATIONAL PROGRAM

- Discuss any questions or outstanding issues with process so far
 - District notes that process is well underway. Existing condition has been documented, some of the future vision will need to be completed after the upcoming visioning sessions are complete.
 - Tappe noted that PDP will be submitted on February 16th so Program will need to be complete in advance of that date.
 - Tappe to also send out a list of other information that District needs to provide for that submission.



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- Discuss design assumptions that might inform program
 - Topics that will come up will include programming for STEAM, centralized vs distributed media space, organization of school into floors or wings.

DISTRICT ANALYSIS

- Review draft progress district mapping
 - District map has been started with districts identified and school populations inserted. Census data is available for the town but tracts need to be modified to reflect current school districts. Possibility of an expanded flex district was discussed that might be adjacent to all other districts so that students could be assigned to multiple schools. This district could also potentially evolve into part of the Smith School district.
 - Tappe to continue to refine map to see what population data suggests for districting.

ELEMENTARY SCHOOLS CAPACITY ANALYSIS

- Review draft capacity analysis of all elementary schools
 - Capacity of all the existing elementary schools was discussed. It was agreed that for the purposes of an analysis, each school in the district should have the space to accommodate the following:
 - 22 students per classroom
 - Music
 - Art
 - Cafeteria
 - Gymnasium
 - Nurses suite, 3 offices, reception, principal office
 - OTPT, Speech, Reading Title 1, ESL (all for 6 students +/-)
 - 2 Resource rooms (6 students)
 - 1 Self Contained classroom (full size)
 - District will mark-up the school floor plans and return them to Tappe with comments on the correct room locations and type at each school.
 - Once school capacities are established, this information can be used in district map to understand school size v current populations.
 - Existing school capacities may inform what spaces are planned for the Smith School.



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SPACE TEMPLATE

- Review a draft space template
 - Template dated 12-4-17 was reviewed. The following considerations were noted in the discussion:
 - No PK is currently planned for the Smith School
 - Special Education should have the following spaces:
 - 4 self-contained classrooms – 2 language based, 2 learning centers
 - 2 resource rooms can be 250 SF
 - 1 reading, 1 math, 1 speech for 6 students +/-
 - OTPT – don't currently use a swing
 - ESL classroom for 6 students +/-
 - Music room should have an associated ensemble room
 - Offices should be provided for psychologist and social worker
 - Number of teacher planning spaces will depend on layout and organization of the school

OTHER TOPICS

- A follow up meeting has been scheduled for Monday December 18 to review updates on space template and District map. This will also offer an opportunity to debrief after the first visioning meeting.

END OF NOTES