



TAPPÉ ARCHITECTS, INC.

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

**Meeting Minutes**  
**Educational Planning Meeting No. 3**  
Monday December 18, 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
Chris Blessen	Tappe Architects
Charlie Hay	Tappe Architects

**RECENT VISIONING WORKSHOP**

- Follow-up from December 13<sup>th</sup>
  - Consideration may be given to assigning seats at tables
- Questions/Comments – Suggestions for next session on 1-10
  - Tappe to request that Frank Locker cover STEAM curriculum opportunities
  - Tappe to request that Frank Locker discuss possible school configurations and organizational approaches

**EDUCATIONAL PROGRAM**

- Discuss any questions or outstanding issues
  - It was noted that the next update to the program should occur after the 1-10 visioning meeting
  - Tappe noted some minor points to consider in next iteration:
    - Preferred students per classroom should be consistent across all documents
    - Include a more detailed discussion of STEAM curriculum
    - Final clarification will be required on number of resource rooms
- Discuss any impact from Visioning on the Program



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- Ed program was not directly impacted by the first visioning session

#### DISTRICT ANALYSIS

- Review updates to district mapping
  - Tappe to contact Robin to get contact information for the Town's mapping point person – this may assist in analysis of population data

#### ELEMENTARY SCHOOLS CAPACITY ANALYSIS

- Review updates to capacity analysis of all elementary schools
  - Based on draft capacity diagrams, goal is to have 20 students per classroom as a district wide goal for the purposes of planning.
  - Tappe reviewed plans after meeting in greater detail to clarify certain rooms at existing schools
  - Updated capacity plans will be used to update districting strategy

#### SPACE TEMPLATE

- Review an updated draft space template
  - Template was reviewed with the following comments:
    - 2 language based SPED classrooms should be full sized – one at grades 4/5 and one at grades 2/3
    - 2 Learning Center SPED classrooms could be made smaller – no more than 10 students at a time – possibly 500 SF
    - Music will be a full sized classroom plus a small ensemble room for 4-6 students
    - STEM most likely connected to centralized media center, some portions of media center area may be distributed

#### NEXT STEPS

- Engineer walk through upcoming
  - Tuesday 12-19 at 2:30
- Visioning session #2 1-10-18
  - Follow up to visioning will be the next educational planning meeting #4 on Monday January 22 at 10:00 am
- District planning discussion 1-30-18
- Review of preliminary options – mid to late January
- Finalize Educational Program and Draft Template early February
- Submission of Preliminary Design Program to MSBA 2-16-18



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- PMA reviewed PDP checklist. Project team will work with the District so that they can provide:
  - Various pre-existing documentation
  - Ed program
  - Proof of site availability for use and development
  - School assignment practices, available space at other schools, tuition agreement statement, rental or acquisition of other buildings
  - Local Actions and Approvals

END OF MINUTES