

TAPPÉ ARCHITECTS, INC.

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

MEETING MINUTES
Educational Planning Meeting No. 4
Monday January 22, 2018
10:00 am Danvers High School

Attendees:

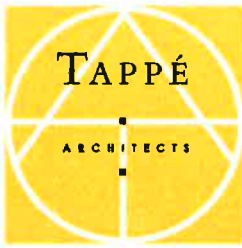
Lisa Dana	Superintendent of Schools
Keith Taverna	Business Manager
Tracy Mara	Principal, Smith School
Mary Wermers	K-12 Curriculum Director
Julie Posternack	K-5 Curriculum Director
Jeff Liberman	Director of Technology
Robin Stein	Assistant Town Manager
Joe DeSantis	PMA Owners Project Manager
Kevin Nigro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

RECENT VISIONING WORKSHOP

- Follow-up from 1-10-18 – questions / comments
 - Frank Locker will prepare a written report with notes and graphics from both visioning sessions that will be a record for the District and will also be submitted to the MSBA at PDP or PSR submission.
- Upcoming District visioning meeting 1-30-18 – review questions / goals / expectations
 - Recent conference call covered all outstanding topics

EDUCATIONAL PROGRAM

- Architect Comments forwarded to District
 - District has integrated updates as well as expanded on STEM education. Section on elementary science will also be added by the District.
- Number of servings for cafeteria?
 - For planning purposes it is assumed that there are two servings.
- Plan for moving document forward to completion prior to PDP Submission on 2-16
 - District to refine and finalize and forward to Tappe for inclusion in final PDP document.



TAPPÉ ARCHITECTS, INC.

Danvers Smith School
Educational Planning Meeting #4 1-22-18
Meeting Minutes
Pg 2 of 2

DISTRICT CAPACITY ANALYSIS

- Review capacity diagrams for other elementary schools
 - Capacity of all schools reviewed.
 - With expanded Smith Capacity the system should have 90 K – 5 classrooms which accommodates the MSBA enrollment projection through 2025.
- Discuss District mapping and future approach to creating elementary districts
 - Mapping will continue to be developed. Tappe to try to get census data from Town that shows students by address. Goal is to develop a strategy by the time that the Smith School project is completed that allows for re-drawing of district maps to move more students into the Smith School district over time.

SPACE TEMPLATE

- Updates based on visioning and preliminary options
 - Template reviewed and minor modifications made: Special Education Office added which can be located anywhere, should have four desks. OTPT should be with lower grades. No more than 6 students in ELL so this can be same size as other small group spaces. WC's required for TLC self-contained rooms, not required for LBLD self-contained rooms.

PRELIMINARY CONCEPT DIAGRAMS

- Renovation
 - Will be included in PDP, committee noted that this does not accommodate program.
- Renovation / Addition
 - Will be included in PDP, committee noted that this is spread out, isolates lower grades on ground floor, building may still flood, concerned about construction and difficulty in servicing ground floor with large addition to the west.
- Replacement
 - Four replacement options will be included in the PDP. Committee on preliminary review preferred N-2 as it is more compact and reflects the layout developed during educational visioning. Committee prefers two story options.

UPCOMING MEETINGS – ACTIVITIES

- 1-29-18 9:00 Follow up
- 1-30-18 9:00 District Discussion with Frank Locker
- Week of February 5-9 – Finalize all required materials for PDP submission
- Thursday/Friday 2-8/2-9 Building Committee Meeting to present options, approve PDP
- February 16, 2018 PDP submission

END OF MINUTES