



TAPPÉ ARCHITECTS, INC.

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

MEETING MINUTES

Educational Planning Meeting No. 5

Monday January 29, 2018

9:00 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
Paul Queeny	PMA Owners Project Manager
Charlie Hay	Tappe Architects

UPCOMING VISIONING WORKSHOP

- District visioning meeting 1-30-18 – any last minute questions?
 - Frank Locker will issue record of meeting.

EDUCATIONAL PROGRAM

- Move document forward to completion prior to PDP Submission on 2-16
 - Final document close to complete, will be sent to Tappe

DESIGN QUESTION

- Review sequence for recess and lunch
 - Students generally either arrive for lunch from recess or leave lunch to go to recess. A clear path from cafeteria to play is important.
 - More discussion required on best location for outdoor play and outdoor learning spaces. Concern raised about separation between vehicles and play.



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PRELIMINARY CONCEPT DIAGRAMS

- Review evaluation matrix – comments, questions, modifications
 - Matrix acceptable as shown, general agreement on criteria and grading.

UPCOMING MEETINGS – ACTIVITIES

- Review upcoming Building Committee Meeting (2-8-18) Agenda
 - Previous minutes
 - Update on process
 - Update on educational planning process
 - Review preliminary options
 - Building Committee required actions
- 1-30-18 9:00 District Discussion with Frank Locker
- Week of February 5-9 – Finalize all required materials for PDP submission
- Thursday 2-8 8:00 am Building Committee Meeting to present options, approve PDP
- February 16, 2018 PDP submission

END OF MINUTES