



TAPPÉ ARCHITECTS, INC.

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

**MEETING MINUTES**  
**Educational Planning Meeting No. 6**  
Monday March 5, 2018  
10:30 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
Travis Ahern	Finance Director
Paul Queëny	PMA Owners Project Manager
Chris Blessen	Tappe Architects
Charlie Hay	Tappe Architects

**UPCOMING PROCESS**

- PSR (Preferred Schematic Report) to be submitted by June 6
- Four Options: reno, add/reno, (2) replace – Preferred Option to be identified
- Updates to Districts Educational Program can be anticipated
  - Tappe noted that the MSBA will probably have some comments on the Districts Education Plan and will request updates for the next submission in early June.

**PRELIMINARY CONCEPT DIAGRAM**

- Review revisions to preferred replacement options
  - Updated N2 and N3 presented
- Discuss preferred layout and overall organization of classroom wing
  - Consensus was that N3 is most consistent with District educational goals. Offers separate K and grade 5 wings for those unique grade levels. Gives the opportunity to have teaming space for grades 1&2 and 3&4. As students move up through the grades they will have different learning environments at K, 1&2, 3&4 and 5.



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- Review Art and Music location and function
  - Preference is for music and art on exterior wall to provide natural daylight and also the potential for access to the exterior for outside art activities. It was requested that the practice room or “ensemble room” be adjacent to the platform at the gym and cafeteria so that there is a “green room” space for staging performances and because this space may be scheduled differently from the music room.
- Cubbie / locker zone discussion
  - Consensus was that the lower elementary floor (grades K-2) will have cubbies inside the classrooms and that the upper elementary floor (grades 3-5) will have either lockers or cubbies (TBD) outside of the classrooms in the corridor.

#### SITE DESIGN CONSIDERATIONS

- Soccer field during construction – new access point
  - Public access to the soccer field during construction will need to be to the west of the construction site. Tappe suggested that the District begin a conversation with recreation and the Town about this change and also the possibility that the soccer field may be partially taken over by construction activities. The goal is at a minimum to preserve a portion of the field for ongoing use.
- Size and function of the existing green space
  - Current green space is used at recess. Tappe noted that this will not be preserved in the proposed project and students will need to use the soccer field for outdoor activities, this is acceptable to the District.

#### UPCOMING MEETINGS – ACTIVITIES

- Building Committee Meetings week of 4-23 and 5-28 +/-
  - First meeting after the April break
- Consider public meeting late spring TBD – agenda? content? goals?
  - District would like to have a definite approach to traffic prior to scheduling a meeting.
- Additional Ed Planning Meetings: design progress / template / MSBA comments / site
  - Next meeting to focus on updates to the preferred option along with districting map. Goal will be to have an answer about re-districting prior to any public meeting being scheduled.

End of Notes