



TAPPÉ ARCHITECTS, INC.

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

**MEETING MINUTES**  
**Educational Planning Meeting No. 7**  
Thursday March 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
Travis Ahern	Finance Director
Paul Queeny	PMA Owners Project Manager
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
  - *Design Team developing N3 as preferred pending additional review, analysis*
- Still waiting for MSBA Review Comments on Preliminary Design Program

**PRELIMINARY CONCEPT DIAGRAM**

- Review revisions to preferred replacement option N-3
  - *Plan reviewed – overall direction is acceptable*
  - *Transparency desired at two sped classrooms facing project space*
  - *Possible office / storage desirable at cafeteria*
- Ensemble Room
  - *Good location, allows space to be “back of house” for stage with direct access*
- Cubbie / lockers – inside or outside of classrooms – review options
  - *Reviewed lower level with cubbies in classrooms v upper level outside rooms*
  - *Preference is for cubbies or lockers in classrooms at all grades – allows more space outside of classrooms and better from a teacher supervision perspective.*
- Teacher dining required? Location?
  - *Teacher dining is a requirement. Should be on the middle floor and near admin and cafeteria but it does not need a direct adjacency with cafeteria.*



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#### SITE DESIGN CONSIDERATIONS

- Soccer field during construction
  - *District is in communication with Recreation Department*
- Review concept site plan
  - *Concept plan reviewed, more detailed analysis to follow at a site design meeting*
- Parking – Teacher/Staff FTE for zoning
  - *For the purposes of planning the District anticipates a staff of approximately 70 when the school is fully functioning.*
- Discuss desired parking count
  - *Desired parking to be reviewed further. Parking count of 100 to 150 was discussed.*

#### DISTRICT MAPPING

- Ongoing process – waiting to get updated census data
- Discuss goals for modifying district line

#### UPCOMING MEETINGS – ACTIVITIES

- Building Committee Meetings week of 4-23 and 5-28 +/-
- Consider public meeting late spring TBD
- Additional Ed Planning Meetings: design progress / template / MSBA comments / site
  - *Meeting to review district mapping and ed planning May 3<sup>rd</sup> 11:00.*
  - *Meeting to discuss traffic and site April 11 12:00.*
- Regulatory review meeting – DPW, Police, Fire, Planning, Con. Comm., District
  - *Regulatory meeting April 25 10:00 am.*
- Security
  - *To be reviewed at end of regulatory meeting*
- Systems
  - *To be reviewed at end of regulatory meeting*

End of Minutes