

June 27, 2014

FINAL

Minutes of Meeting

Feasibility Committee Team Meeting #1

Project: New Lebanon Elementary School Feasibility Study

Meeting Location: BOE Business Office
290 Greenwich Avenue

Meeting Date: June 24, 2014

Present: Peter Von Braun, BOE
William McKersie, Superintendent
Ben Branyan, Managing Director of Operations
Ronald Matten, Director of Facilities
Barbara Riccio, NL Principal
William Drake,
Robert Tuthill, RTM
Clare Kilgallen, NL-PTA
Mike Bocchino, NL-PTA
Jeff Ramer, BET
Carolyn Spence, NL Teacher
Erin John, NL Teacher
Michael Tribe, Peter Gisolfi Associates (PGA)
Diane Abate, Peter Gisolfi Associates (PGA)

Not Present: Barbara O'Neil, BOE Chairman
Peter Gisolfi, Peter Gisolfi Associates (PGA)

The following items were discussed at today's meeting:

1. Analysis

- a.) MT reported to the group that PGA is in the initial stages of information and data gathering to learn about the site, existing building and draft program of space requirements.
- b.) Preliminary site plan analysis was presented.
- c.) There is limited site and site utility information on file with BOE Facilities. Most of it dates back to original drawings from 1956.
- d.) RM will put PGA in contact with the town of Greenwich in order to get current site and utility data from their GIS system.
- e.) Study and analysis of the site is ongoing and will be re-presented as study moves forward.
- f.) A Phase 1 Environmental Site Assessment was completed by Langan in June 2014. BB will forward report to PGA. Phase 2 Assessment should continue. Soil testing of the site needs to be done. MT's general understanding is that soil testing would be part of Phase 2 site assessment scope. PGA to follow-up with civil engineer.

2. Draft Program

- a.) KSQ Draft program of spaces should be used as a guide. Proposed program square footages may be considered as a range or target to meet and are not established standards.
- b.) For planning purposes; ideal class size range is 18 – 22 students.
- c.) Pre- K should be added to the program. A recommended program requirement for Pre-K is (3) rooms with toilets at a minimum 1000 square feet each. Maximum class size is 15 students.
- d.) (3) Pre-K classrooms would add an additional (45) Pre-K students to the (293) projected K-5, eight year high enrollment.
- e.) There are currently 266 NL students of which 23 are magnet seats. The number of magnet seats would need to increase by 25% of the total projected enrollment to improve racial balances within the school.
- f.) If the eight year projected enrollment is in the area of 293 – 301, (not including the addition of Pre-K) the number of new magnet seats could be as high as 75.
- g.) With the addition of (3) Pre-K classes and 75 new magnet seats the New Lebanon School may need to plan for between 412 – 421 students.
- h.) There was some concern expressed that if building gets too large it may not have the support of the community.
- i.) Glenville Elementary School is an exemplary model or start point for planning purposes for the New Lebanon School. Based on KSQ study their eight year projected enrollment is 433 students with a school building of approximately 65,000 gross square feet.
- j.) MT and DA will schedule a visit to Glenville School, through RM.
- k.) PGA will further develop the New Lebanon draft program and make recommendations for standards to use in order to accommodate projected enrollments and educational programs.
- l.) There is a move away from smart boards and towards the use of individual digital devices as tools to transform teaching and accelerate academic achievement. How this impacts classroom and school design should be considered.
- m.) Phil Dunn is the Director of Digital Learning and Technology for GPS and is implementing a pilot test program at Hamilton and Riverside Schools. He is a good contact for PGA to discuss program details.
- n.) Classrooms should be designed to allow for project based learning; small and large groups.
- o.) School safety must be taken into consideration. Any new construction or renovation needs to adhere to School Safety standards as part of the Grant application process.

3. **Next Steps**

- a.) MK and DA to meet with New Lebanon teachers on Thursday, June 26th.
- b.) MK and DA to visit Glenville School on Friday, June 27th.
- c.) DA to email samples of *Objectives* to BB for distribution to the group for discussion at next meeting.

Next meeting – July 10th 1:00 - 3:00

Prepared by DA