

July 11, 2014

FINAL

Minutes of Meeting

Feasibility Committee Team Meeting #2

Project: New Lebanon Elementary School Feasibility Study

Meeting Location: BOE Business Office
290 Greenwich Avenue

Meeting Date: July 10th, 2014

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

Not Present: Michael Tribe, Peter Gisolfi Associates (PGA)
Carolyn Spence, NL Teacher
Jeff Ramer, BET

The following items were discussed at today's meeting:

1. Objectives

- a.) A draft of abstract and practical objectives was prepared by several committee members and distributed to the team for use as a start point for developing core objectives. (See attached memo 'Input for July 10, 2014 Team Meeting') The following is a summary of ideas discussed by the group;
1. International Baccalaureate school / inquiry & project based learning
 2. Flow / legibility / inclusion
 3. Welcoming / communal / informal gathering / safe environment
 4. Expressive / design that fits and belongs to the surrounding community
 5. Transparency / maximize natural environment through windows, light, nature & provide secure passive observation
 6. Showcase student work
 7. Child scaled

8. Village idea – Media Center as the school center
 9. Green / accessible outdoor play spaces / various scale and activities
 10. 21st century design (digital technologies for the future)
 11. Sustainable + a lesson of sustainable (constant teaching tool)
- b.) PGA to consolidate abstract objectives.
- c.) Practical objectives will be incorporated into the space program requirements.

2. Draft Space Program

- a.) A handout of PGA's revised - *Draft Program of Space Requirements* was distributed. The purpose of the handout was to review room use and areas to be used as a planning guide for the educational specifications and for feasibility diagrams. The chart illustrated (3) similar space programs with increasing net & gross building areas as a result of varied projected student populations. (see attachment)
1. The first model used KSQ's Pre-Feasibility Program and was based on 301 students. This pre-feasibility model is not sufficient since it doesn't address the need for Pre-K or magnet seats.
 2. The second model 'A' was based on projected student population of 301 plus 45 Pre-K for a total of 346 students. All agreed this model should not be used since it didn't address new magnet seats.
 3. The third model 'B' was based on a projected base population of 301, plus 45 Pre-K and 75 new magnet seats for a total of 421 students.
 4. The 75 magnet seats are what's needed to correct the disparity in the proportion of students of racial minorities in the district. This number was determined from a recent study conducted by an independent consultant hired by the district.
 5. The group agreed that the architects are to use for the purpose of this feasibility study and in connection with the Diversity School Construction Grant process, 'Model B'.
- b.) A list of *Room/Space Needs for the New Lebanon Elementary School*, based on input from teachers, administrators, staff and parents was distributed and used as a check list. (See attachment)
- c.) As a result of this review the following programs are to be corrected, expanded or included:
- Add (1) Science lab – 900 sf
 - Add (1) General music room – 600-800 sf
 - Add (1) Re-focus room - 100 sf
 - Change ESL Classroom from (1) @ 600 sf to (2) @ 300 sf
 - Increase general storage – size TBD
 - Add (1) network room – 150 sf
 - Include (1) locker area for custodial & staff – size TBD
 - Increase Men's and women's toilets – size TBD
 - Change ALP classroom from (1) @ 750 sf to (2) at 375 sf
 - Delete words 'work room' from Mail Room

- Add Multi-purpose space – for PTA/Community Room/ Exhibition – size TBD

d.) CT State Standard & Specification Diversity Guidelines

1. Chart illustrating potential gross area eligible for funding under the CT State School Construction Grant Diversity School Grant was distributed. (see attachment)
2. Using a population of 421 and taking into account program needs the school could expect to have a gross building area in the range of 56,600 sf. (This number will go up based on program additions.)
3. Assuming a Total Gross Building area of 56,600 sf, the Max Gross Area permitted under the State Specification Guidelines would be 52,444 sf eligible for 80% grant funding.
4. This would leave a delta of 4,209 sf, not eligible.

e.) Benchmark Analysis (attached)

1. A chart that compares Glenville, the district benchmark to the existing school and three models namely; Pre-Feasible, Model A & Model B was distributed.
2. The areas evaluated included; sf per student,(relative to Gross Building area), instructional spaces, number of classrooms, average class size and sf per student relative to classroom & core common areas.
3. Glenville, has an 8 year projected student population of 433 with a Gross Building Area of 65,000 sf for an average 150 sf per student.
4. Program 'B' has an 8 year projected population of 421 and a proposed Gross Building Area of 56,653 for an average of 135 sf per student.
5. These average sf per students will increase and approach the benchmark average after factoring in program changes.

3. **Next Steps**

- a.) PGA to develop potential schemes for review at next meeting based on a modified Program B.

Next meeting – July 29th 1:00 - 3:00

Prepared by: DA/da

Footnote: See file attachment '*140710NewLeb2-att.pdf*' emailed with these meeting notes for reports noted above. File also includes Existing Floor plan and Graphic Tabulations of Program Space Requirements.