



Meeting Notes

Project: New Jordan Acres Elementary School - #17-078  
 Date: August 25, 2017  
 Attendees: Special Education – Charlotte Mastropasqua, Coley Stetler and Kathy Dekker  
 Lyndon Keck and Suzanne Morin of PDT Architects  
 Purpose: Teacher Interview Notes

These notes were taken by Lyndon Keck and Suzanne Morin to the best of their ability. Please suggestion corrections within three (3) working days.

| Topic | Agenda/Notes  | Action |
|-------|---|--------|
|       | 1. Charlotte and Coley are both resource teachers, although Charlotte has also worked with the Connections Program (behavioral). Kathy Dekker is the Life Skills teacher.   |        |
|       | 2. Barbara Gunn is the head of Special Education. She should be consulted on how the resource rooms will work and other special education spaces within this elementary school. Charlotte, Coley & Kathy question how the Autism program will be integrated in the allotted school space program.   |        |
|       | 3. Teachers had prepared a handout asking questions and making recommendations for spaces needed in the new school. Elementary Life Skills (ELS) has a mixed population of physical disabilities and functional and behavioral disabilities.  |        |
|       | 4. Request for the Elementary Life Skills room to include the following items: <ul style="list-style-type: none"> <li>• A classroom that can be subdivided by placement of toilet closet, storage closet, kitchenette and/or rolling storage units &amp; mobile screens to create small alcove working spaces.</li> <li>• Its own bathroom with a changing table, ADA accessible. <i>Existing changing table size: 24" x 48". Consider storage in bathroom for diapers, towels, etc. Sink to be located outside toilet closet for easier adult supervision.</i></li> <li>• Quiet Room; flat &amp; smooth surfaces with nothing for students to pick at; no outlets. <i>Existing time-out "box" is 22.5 SF; official "time-out" room by definition - minimum of 60SF.</i></li> <li>• Centrally located in the school.</li> <li>• Close to or adjacent to the OT/PT room.</li> <li>• Close to or adjacent to Speech.</li> <li>• Wants large, closet style storage space that can be locked, for oversized items like carts and balls that do not fit inside cabinets. <i>Min size: 4' x 5' (20SF).</i></li> </ul> |        |



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|       | <ul style="list-style-type: none"> <li>• Wants cabinets and wardrobe storage that can be locked. <i>Any shelving within room should have doors and locks to prevent overstimulation and decrease the opportunity for a child to pull things out on their own, without adult supervision. Existing units noted are 24" d x 7'-6" long x 84" high; 12" deep adequate at window wall.</i></li> <li>• Recommended high shelves for teacher access but too high for students. <i>A shelf mounted at 6'-0" high minimum to 7'-0" high maximum was noted.</i></li> <li>• Would like to have a washer/dryer hook-up in suite; can be stackable or access to a shared location with Nurse, Art &amp; Pre-K.</li> <li>• Like to have a countertop with sink, refrigerator and microwave. <i>Existing space (without stove) has 10'-6" LF.</i></li> <li>• <i>Current classroom is approximately 26' x 42' (1100 SF)</i></li> <li>• <i>10-13 students average; 5 Ed Techs rotate in and out of room.</i></li> <li>• <i>Provide space in room for lockable wardrobe storage for teacher &amp; Ed Tech staff within Life Skills room.</i></li> </ul> |        |
|       | <p>5. There was a recommendation for a baking café. This would be available for special education as well as other teachers throughout the school. This would have a refrigerator, sink and stove, as well as countertop space. There also need enough space for 4-5 children and a teacher.</p>   |        |
|       | <p>6. Connections (Behavior) program will have a new teacher, Kate Marro.</p>  |        |
|       | <p>7. Connections Program's needs are as follows:</p> <ul style="list-style-type: none"> <li>• Need for 1-2 quiet spaces.</li> <li>• Need for a sink with a water fountain and bathroom so students do not need to leave the classroom.</li> <li>• The sink can be outside of the toilet room so teacher can help/supervise student hand washing.</li> <li>• There needs to be separated alcove work areas for students like Elementary Life Skills.</li> <li>• There needs to be a small computer area.</li> <li>• There needs to be a therapeutic area for a suspended swing.</li> <li>• This area wants to be centrally located like Life Skills.</li> <li>• Needs to be a large, lockable closet for storage.</li> <li>• Needs to be additional wardrobe and shelving storage that can be locked as well.</li> <li>• Groups of 5-6; up to 8 students.</li> </ul>   |        |
|       | <p>8. Title One rooms are not called RTI rooms.</p>  |        |



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|       | 9. Conference Rooms (IEP) to hold up to 15 people.  |        |
|       | 10. Resource Rooms needs are as follows: <ul style="list-style-type: none"> <li>• 7 to 9 children; 11 maximum</li> <li>• Room broken into alcoves for small groups</li> <li>• Toilet in room is preferable; if outside of room, toilet must be situated so teacher has direct sight line for supervision.</li> <li>• Existing resource rooms are 15' x 22' (330 SF) and 12' x 15' (180 SF) = 510 SF total.</li> <li>• Resource rooms require 20 LF of closed storage @ 12" deep x 20" wide x 7'-0" high. <i>If they are not grouped together, they will need duplicate resources in smaller rooms; estimate a minimum of 12 LF per room.</i></li> </ul> |        |
|       | 11. OT/PT needs: <ul style="list-style-type: none"> <li>• Suspended equipment</li> <li>• Room for mat table and mats</li> <li>• Storage closet for large equipment</li> <li>• Room for work tables</li> <li>• <i>Existing space is 15' x 28' (420 SF) + 8' x 8' Storage Room (64 SF) + 10' x 10' work area (100 SF)</i></li> <li>• <i>Closed storage for resources; approximately 24"d x 9'w x 7'h.</i></li> </ul>  |        |
|       | 12. These teachers think there needs to be a psychology examiner office with desk, closet for storage, testing area for one student; minimum 11' x 10' (110 SF).  |        |
|       | 13. This group thinks there needs to be two speech rooms; up to 4 students at a table, testing one on one, resource storage and teacher desk; minimum each at 11' x 15' (165 SF) x 2.   |        |
|       | 14. This group thinks there needs to be a behavior interventionist, which is a person similar to a guidance counselor. This room should be roughly 150 s.f.   |        |
|       | 15. This group thinks there should be a Special Education Department head room of approximately 125 s.f.  |        |
|       | 16. This group asked questions about playground locations and requested there be access to the playground equipment for students with walker, wheelchairs or crutches. Further there be adaptable activities at the playground.   |        |
|       | <b>END OF MEETING NOTES</b>   |        |