



Meeting Notes

PROJECT: **New Jordan Acres Elementary School - #17-078**

Date: September 1, 2017

Attendees: Guidance (one half of the group) – Ms. Watson, Behavior Interventionist (has been with the School Department 5 years), Jackie Morrison, Social Worker (has been with the School Department 6 months)  
Lyndon Keck of PDT Architects

Purpose: 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. The Interventionist needs a room of about 300 s.f. A portion of that space needs to be office space, a portion needs to be a break space for the students, a portion needs to be work space for the students, and another portion needs to be play space for the students. |        |
|       | 2. There should only be one door into the Interventionist office space because students tend to try to get up and run out.  |        |
|       | 3. There does not need to be an office for a psychologist. There does need to be one or more testing areas that can be landing spaces for the psychologist or other specialist and also used for testing.   |        |
|       | 4. RTI and Guidance work together. RTI is Response To Intervention.   |        |
|       | 5. Behavior classroom probably should have a bathroom inside.   |        |
|       | 6. Behavior classroom quiet room is not well-suited the way PDT has it. It needs to be off in a corner and soundproofed and as far away from the other students as possible.  |        |
|       | 7. The quiet room should not be accessible off of the hallway but inside the classroom.   |        |



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|-------|--|--------|
|       | 8. ESL can be much smaller; it doesn't need to be any more than a small office of 100 s.f. ESL is a part time position; she generally works in the classrooms.   |        |
|       | 9. Take the extra square footage we had for ESL and put it towards Behavior Interventionist space.   |        |
|       | 10. Social worker needs office work space. She often goes directly to the classrooms and works with the behavior classroom, the Life Skills classroom or other classrooms.                                 |        |
|       | 11. The guidance counselor and social worker don't need to be next to each other. In fact, they should be closer to the doors to each of the two schools. They should be close to the behavior classrooms. |        |
|       | <b>END OF MEETING NOTES</b>  |        |