



Meeting Notes

PROJECT: **New Jordan Acres Elementary School - #17-078**
 Date: September 7, 2017
 Attendees: Rachel Bradley, Guidance Counselor
 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. Rachel is the single guidance counselor that works at Coffin Elementary School. She works alongside the social worker.	
	2. She would like to have an office with window and ventilation.	
	3. She generally limits her work to working with four students, maximum would be five.	
	4. When she does 504's so goes to other spaces.	
	5. She needs shelves on the wall for games and books.	
	6. She wants to be close to the front door and main office because she is often visited by law enforcement or Human Services.	
	7. She would like to have a lockable closet for hiding materials that are not in every day use.	
	8. A real wish list item would be sink for possibly working with art materials. They have this at Harriet Beecher Stowe and she's heard the guidance counselor likes it a lot.	



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	<p>9. Rachel gave Suzanne and Lyndon a sheet with ideas for her area as follows:</p> <ul style="list-style-type: none">• Enough space to accommodate 5 or 6 students• Space for desk office space to meet with parents and up to 4 adults.• Window to the outside.• Walls with privacy for confidentiality with lots of sound insulation.• Wants a space that is approximately 20' x 14'. <p style="text-align: center;">END OF MEETING NOTES</p>	