



Meeting Notes

PROJECT: **New Jordan Acres Elementary School - #17-078**  
 Date: September 7, 2017  
 Attendees: Steve Ciembroniewicz/Principal, Sybill Brewer/Administrative Assistant,  
 Mary Caruso/Special Education Secretary  
 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. Both administrative assistants want to be able to buzz people in through the security vestibule. This may mean a remote opener.	
	2. Both Sybill and Mary would like an adjustable desk for standing and sitting.	
	3. They want to make sure there is plenty of storage for the administrators.	
	4. They envision six files, these would be 4-drawer vertical files. The files need to be near their workstations.	
	5. They want to have a central work area that would have teacher's mailboxes close to their work area so they could work in this alcove and still provide supervision of the main office. They also want the teachers to be able to have access to their mailboxes without walking all the way through the central administrative area	
	6. They need a very small area for waiting, perhaps 80 s.f.,	
	7. PDT needs to redesign the copy/work room/teacher mailbox room.	
	8. They want a copier that is close to them so they can work there and still have observation of the main office. PDT to be careful of the fumes and the noise from the copiers. Make sure there is an exhaust above the top of each copier.	



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	9. The major large conference room will be used for IEP's. It should hold 15 people	
	10. The conference room associated with the principal's office would be the back up; second small IEP room to hold 6 or 7 people	
	11. The ESL space can be much smaller; it is not a full-time office. This is a traveling individual. The office size could be 90-100 s.f.	
	12. There should be two testing rooms of about 80-90 s.f.	
	13. PDT should visit Barbara Gunn, she is the Head of Special Education.	
	14. Special Education people are concerned that resource rooms are spread out throughout the school which they feel should be closer together for more collaborative work.	
	15. Special Education people are disappointed that only 25% of the Special Education rooms have windows. They feel strongly that they should have sunlight for the teachers and students.	
<b>END OF MEETING NOTES</b>		