

LAN ASSOCIATES

Memo to File #2.2961.04
Boonton BOE/Schematic Design Services
@ John Hill School

January 20, 2010

From: M. McGovern, RA, K. Karle, RA, PP, PE
& J. Diana, RA

Subject: Minutes of Meeting on 1/15/10

LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) attended a meeting with Ms. Jennifer Aquino, Principal of John Hill Elementary School and Dr. Christine Johnson, Superintendent of Schools at the John Hill Elementary School in Boonton, NJ on Friday, January 15, 2010 at 9:00 a.m. The purpose of the meeting was to review the scope of work and the revised program for the existing school and proposed addition. LAN also had the opportunity to perform a walk-through of the building to better understand the existing conditions with regard to understanding how they use their existing facility and planning for the design of the additions. Photographs were taken to documents some of the existing conditions and are made an attachment herein. The following items were discussed and are enumerated as follows:

1. There is a one-story portable classroom building located at the rear right side of the site adjacent to the field. Currently, the school board leases this for educational space and it is anticipated this classroom building will be removed as part of the work.
2. It was discussed that the exterior storage and maintenance building located at the left rear side of the site adjacent to the loop road will be demolished. Maintenance and grounds equipment will be stored across the street at the existing garages utilized by the Board of Education.
3. It was discussed there is a kindergarten classroom space located at the John Hill Annex Building across the street from the John Hill Elementary School. Currently, this space is leased for academic use to Chancellor Academy. Future use would not be required to accommodate the classroom for this project.
4. It was discussed that the existing plans to date have been sent to the State for project review. Revisions to the scope of work will require new drawings and revised educational specifications to be sent to the state for plan review for adequacy regarding scope and program amendments.
5. A detailed discussion of the program took place including discussions on how the school currently uses the existing school building and surrounding property for LAN to get a better understanding of the owner's needs. A review of the existing school building floor plans were reviewed including room functions and designations identified for grades 4 through 6 which provides four (4) classroom sections for each. The current student population is approximately 220 students which is expected to be increased to 800 students.
6. There is a dedicated auditorium space with stage and fixed seating for approximately 300 occupants. This space is centrally located in plan aligned with the formal entry accessible from Lathrop Avenue. This space is raised 3-1/2' from the main first floor corridor with from stairs leading up to the auditorium level. The multi-purpose room (gymnasium) is located directly below this space and recessed 3-1/2' down and is accessible via steps leading down from the main open corridor.
7. Currently, the main entry to the school is located at the right side of the building and the main exit is located at the front center. Typically walkers use the front of the building for car pick-ups and is a concern from a safety point of view as the stairs are directly at the edge of the drive. It was requested this entrance and stair be terminated as part of this work. Interior space can be captured for usable square footage in the building.

8. It was indicated that no bussing is provided to the school and the majority of students are either walkers or dropped off by car. Additionally, any small specialized busses would deliver children to the northwest corner of the building adjacent to the parking lot.
9. It was indicated that the auditorium, provided with a stage, is predominantly used for chorus and band which does meet after school and currently meets during lunch and could also meet after school.
10. It was indicated that the overall program requirements for this project have increased. A list of educational spaces was provided to LAN by Dr. Johnson. It was requested that the design shall accommodate 24 classrooms as part of the addition/renovation project which will include pre-k through eighth grades. Currently the school serves grades 4 through 6 with four classrooms each. The additional educational classrooms to be added are for pre-k, kindergarten, 1st, 2nd, 3rd, 6th and 8th grades. The anticipated occupancy of students would be greater than 600 students combined.
11. A detailed discussion of the required program spaces were reviewed at length and noted which is made an attachment herein.
12. Special classroom spaces for pre-school including MD (12) 15 maximum required by the state, LLD (15), and ABA autistic (15). This is a tuition-based program provided by the school for leased space which occurs between 8:00 a.m. and 2:00 p.m.
13. Proposed plans shall include two (2) standard kindergarten and one (1) pre-k classrooms. Students for pre-school are required to be bussed to the building.
14. Occupancy for a typical classroom space shall be provided for 24 students.
15. Occupancy for elementary learning center grades 3 through 5 shall be provided with an LLD (15 occupants) full size classroom and SGI (10 occupants).
16. It was indicated that grades 6 through 8 will require separate science lab classrooms with demonstration table for 24 occupants.
17. It was indicated that a music room shall be provided for approximately 60 children for recitals and practice with chorus and band. Two (2) practice rooms shall be provided for approximately three (3) occupants. A standard music room size could be allowed for 24 occupants if additional space cannot be accommodated. Grades 6 through 8 shall be provided with one (1) art room for 24 occupants. Standard equipment and sinks with storage and built-ins shall be provided. No ceramics will be used and there is no requirement for a kiln.
18. A wrap-around program room shall be provided. This will be utilized by counselors for approximately twelve (12) high school and six (6) middle school students. Office space for counseling shall be provided with a conference room table, chairs and a private office.
19. Various SGI rooms shall be provided throughout for each grade level.
20. Two (2) guidance counselor offices shall be provided, one (1) for pre-k through 5 and one (1) for grades 6 through 8.
21. It was indicated that there are a number of shared spaces within the building program. The nurse's office shall be located centrally within the main administrative functions and shall be provided with standard amenities including a resting area with two (2) cots and privacy screening, exam area, office, private toilet room and drinking fountain.
22. It was indicated the media center would be required as more of a shared space. It was discussed there is potential to locate this at the existing auditorium centered at the main first level of the existing building. It was requested that two (2) areas be provided to

separate the younger and older students. Additionally, a computer area for approximately twenty (20) work stations shall be provided for each section. A clustered computer work station arrangement could be provided. A pre-k reading area/nook and computer area should be provided and delineated as a separate area and scaled appropriately for the users.

23. A separate computer lab shall be provided for twenty four (24) occupants which is not attached to the library media centers.
24. It was discussed that there is an existing kitchen which prepares and serves 200 lunches for two (2) sections using ten (10) tables seating with folding tables and chairs is located at the multi-purpose room. The proposed new cafeteria shall be provided with a new commercial kitchen which shall accommodate four (4) seatings of 200 occupants each. Lunch would be scheduled between 11:00 a.m. and 1:00 p.m. Half the period would be used for eating while the other half would be used for recess while the other group eats their lunch. This should allow sufficient time for eating and changing seatings.
25. It was discussed that the gym shall be provided with a stage. Storage for chairs with rolling carts should be provided under the front of the stage and accessible from the gym. Boy's and girl's locker rooms shall be provided without showers. An attached classroom shall be provided for health education and a large open office area for work stations and a break-out classroom space could be in addition to the required spaces. The open office shall accommodate three (3) to four (4) desks along with one (1) private room. The gym shall be provided with fixed or telescoping bleacher seating and typically sports played at this school include basketball and field hockey.
26. It was discussed that separation of the gym shall be provided with private access which is sometimes used by the community after hours. Separate toilet rooms shall be provided for after school gym activities along with access to the locker rooms for visiting teams.
27. The main office shall be centrally located including receptionist's area, seating/waiting area and open secretary area for two (2) secretarial work stations. Principal's office and private conference room for eight (8) occupants shall be provided.
28. Two dean's offices shall be provided including one (1) for students and programs and one (1) for academics.
29. A Child Study Team (CST) office suite shall be provided with a private conference room for eight (8) occupants and a private testing/counseling room.
30. A faculty room shall be provided for approximately twenty (20) occupants. It was discussed that the faculty toilet room could be accessible either directly from the faculty room or may be preferred to be accessible from the main corridor for additional privacy. It was indicated that the majority of teachers are female versus male and will likely be the same when the new addition is constructed.
31. Two (2) guidance counselor offices shall be provided, one (1) for each academic center including pre-k through 5 and 6 through 8.
32. It was indicated that there is an existing girl's varsity field hockey field located at the back of the school. A regulation size field is required to be maintained and the design of the new additions shall respect the required setbacks and special needs. It was indicated that the existing portable classroom, bleachers and maintenance storage buildings at the rear of the property will be removed. Bleachers can be relocated and the grounds maintenance equipment would be relocated across the street at existing facilities.
33. It was indicated that a traffic study performed by Maser Consulting has been provided for vehicular arrival and drop-offs for the school. The administrators indicated there is

currently a parking issue and shortage based on the number of faculty members. It was indicated parking for faculty and staff as well as parents would like to be provided. Additional parking may be constructed across the street at the annex building. Additionally, widening the drop-off loop along the front of the school was part of the original proposal and may need to be performed. It was indicated that there are forty (40) parking spots available at the rear parking lot of the high school which may be utilized for staff parking. Additionally, if the central administrative board offices moved to the annex building, parking for ten (10) to twelve (12) cars shall be provided.

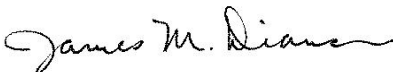
34. Program requirements for the central administration board of education offices were reviewed. Approximate program square footage requirements based on existing needs would require approximately 3,300 sf. The existing annex building is approximately 1,200± sf. The program was reviewed and the square footage spatial requirements for a number of the spaces was reduced in an effort to better align with the available square footage. Additionally, consideration could be given to constructing an addition to the annex building and will be reviewed further with the design. Additional overflow space could be utilized at vacant space located at the high school building and will be reviewed as part of our feasibility study. The parking layout shall be reviewed on the site of the annex building. The Districts' Technology Coordinator shall be provided within the board administration offices including a CST Transition Coordinator.
35. In addition to the major academic program requirements, a "Wish List" of academic classrooms and spaces was reviewed and the new design shall attempt to accommodate these spaces.
36. It was indicated that there are current lockers at the hallways which the majority of them are not used. New hall lockers shall be provided for grades 4 through 8. The lower level students do not use lockers.
37. The existing floor heights were measured. The ground floor to first floor is 11'-1" and the first floor to second floor is 13'-6". Additionally, there is a 19" elevation difference between the finished landing entry and grade located at the east side of the building.

Following the meeting a walk-through of the school was performed. Photographs were taken to document some of the existing conditions. The writers were escorted through the school building by the principal and superintendent of schools and various aspects and uses of each space were discussed in detail.

Following the walk-through, the writers were escorted to the annex building across the street. Access was obtained to the building and plan information was field measured and documented for the central administration office feasibility study. Photographs were taken to document some of the existing conditions.

The writers then performed a walk-through of the vacant space located at the Boonton High School. Several of the spaces at the end of the corridor are being considered for central administration board office functions. The writers were escorted by a building administrator. Access to the gymnasium and adjoining areas was made. It was observed that there is an existing passenger elevator not depicted on the plans. Also access to a previous kindergarten classroom was obtained. Review of the physics, biology and chemistry science classrooms slated for renovation were observed and the toilet room renovations were briefly discussed. Various designs for this project will accommodate the associated work.

Having nothing further to discuss, the meeting was concluded.



James M. Diana, AIA, LEED® AP

Attachments: #1 – Photo Documentation dated 1/15/10
#2 – Academic Program

cc: Dr. Christine Johnson, w/att.
Ms. Jennifer Aquino, w/att.
File #2.2961.04 – NY/NJ, w/att.