

LAN ASSOCIATES

Memo to File #2.2961.05
Boonton BOE/Addition/Renovations
@ John Hill School

June 8, 2010

From: Michael J. McGovern, AIA, LEED® AP
Danielle L. Farrell, IA, LEED® AP

Subject: Meeting Minutes of 6/02/10

LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) attended a meeting at the Boonton Board of Education offices on Wednesday, June 2, 2010 at 11:00 a.m. The purpose of this meeting was to review the furniture layouts and educational specification requirements for the above captioned project. The following people were in attendance at the meeting:

<u>Name</u>	<u>Affiliation</u>
Dr. Christine Johnson	Superintendent, Boonton BOE
Ms. Pamela Ranco	Business Administrator, Boonton BOE
Ms. Jennifer Aquino	Principal, John Hill Elementary School
Mr. Michael McGovern, AIA, LEED® AP	LAN Associates EPAS, Inc.
Ms. Danielle Farrell, IA, LEED® AP	LAN Associates EPAS, Inc.

The proposed First, Second and Third Floor Plans were reviewed by space following an outline created by LAN that is made Attachment #1 to these meeting minutes. The furniture, casework, and amenities currently provided in each space were discussed and any changes requested by the district were recorded. There are outstanding questions that LAN asked with regards to all spaces with the emphasis on specialty spaces such as music, art, science, etc. The floor plans will be reviewed with the faculty and any additional changes to the floor plans will be forwarded to LAN following this meeting. The following items were discussed during the meeting and are enumerated as follows:

First Floor Plan:

1. Main Office: There were no changes discussed with regards to the layout of the main office and principal's office. The layouts will be further reviewed with the staff following this meeting.
2. LAN inquired how many mailboxes will be required in the main office for the faculty and staff.
3. LAN inquired as to whether the public address (PA) system will be new and/or if the existing will be re-used. LAN will need to know the special requirements for any equipment that will need to be located in the main office such as the public address system, security system, fire alarm panels, etc
4. Nurse's Office: There were no changes discussed to the current layout of the nurse's office. It was confirmed that a sink should be provided in the exam room as is shown on the plans. There will be a total of two (2) sinks for the nurse's office, one (1) in the toilet room and one (1) in the exam room. This layout will be reviewed with the nurse for further requirements.
5. CST Office: It was requested by the district that the four (4) desks in the CST office be separated by offices partitions for privacy. The size of the testing room was found to be adequate as well as the size of the conference room. It was noted that an overhead projector and pull down screen in the conference room is not required. It was also noted that there should be no large windows from the CST office into the new corridor. This is for privacy.

6. Music Room: The current layout of the music room with either the permanent or portable risers for 56-60 people was found to be adequate. Further input was requested from the music teacher in terms of the risers as well as music and instrument storage. The writers provided Dr. Johnson with a packet of information on portable raisers, music and instrument storage, practice rooms, and acoustical wall treatments. A spreadsheet was given to Dr. Johnson to be filled out by the music department to help determine how much instrument storage will be required. It was noted that the practice rooms appear to be too small for the needs of the district. Larger practice rooms to accommodate three (3) to five (5) students are ideal. LAN will look into making the practice rooms larger. It was noted that the district likes the direct access from the music room onto the stage.
7. Gymatorium: The district indicated that the gym floor sports striping plan should only be for basketball, no special requirements for recessed pole supports for volleyball are required. The flooring in the gymatorium should be a maple wood floor. The bleachers should be telescoping bleacher and the maximum amount of seating should be provided that can fit within the allowed space. The current layout for the bleachers can accommodate 107 seats and two (2) ADA seats. LAN needs further direction with regards to requirements for stage curtains, stage lighting, and acoustics. It was discussed that under-stage storage will be provided for rolling chair racks; this will be maximized as well.
8. Locker Rooms: The locker room layouts have private offices for the physical education teachers with a private bathroom and shower. It was requested that the showers in the bathrooms be included as an add alternate to the bid. The locker rooms have space for either 50 full-height lockers, 100 half-height lockers, or 200 quadruple-height lockers. The district indicated that they would prefer to have 100 half-height lockers.
9. Kindergarten Classrooms: The district liked the current layout of the kindergarten classrooms however they need to be reviewed by the Kindergarten teachers for additional input. It was requested that the computers in all of the kindergarten classrooms be removed. The space where the computers were originally shown could be utilized for tall wardrobe storage. Dr. Johnson described that in all of the classrooms for all grade levels wherever possible wardrobes should be provided with sliding doors that have a magnetic white board surface on the exterior. Within the wardrobes there should be adjustable shelves. Dr. Johnson requested that the doors to the exterior shown on the plan be removed. There should be no direct access from the kindergarten rooms to the exterior. The kindergarten layouts will be reviewed with the kindergarten teachers and any changes will be provided to LAN following this meeting.
10. MD Program: The same changes for the kindergarten rooms will apply to the MD program. This room is noted on the plan as MD-Kindergarten; however, it should be named MD Program because it actually accommodates kindergarten through second grade.
11. First Grade Existing Classrooms: The first grade classrooms within the existing building require further field work to determine what extra amenities will fit in the room based on the educational specification requirements. One (1) student computer station should be provided for the classrooms.
12. It was noted that typical for first, second, third, and fourth grades there should only be one (1) student computer station provided and one (1) computer for the teachers. The district indicated that they would like to go towards a wireless computer internet system with laptops on rolling carts versus dedicated computer stations within the room. Grades 5, 6, 7 and 8 should be provided with two (2) student computer stations.

13. It was noted typical for all classrooms that data and power should be provided for overhead projectors; however, the overhead projectors would most likely be included as part of the FF&E budget and installed at a later date.
14. Second Grade Classrooms: For the existing second grade classrooms, it will need to be determined what can fit in the rooms. There is one (1) new second grade classroom. Three (3) of the computers should be removed and replaced with wardrobe storage with white boards.
15. Fine and Performing Arts: The fine and performing arts room is currently set up as a classroom; however, this room is actually used for music and art for grades kindergarten through third as these grades will not travel to the dedicated art and music rooms. The room should be set up and be able to accommodate art activities as well as music. A counter space should be provided with sinks and art tables with chairs. There should be a section of the room that has carpet with chairs for music. The room should be provided with one (1) student computer and two (2) teacher desks. Storage should be provided for both music and art. The room should be provided with one (1) stand-up piano. The acoustics of the room was discussed as it does share a common wall with a second grade classroom. After further review of the plan it was determined that the Fine and Performing Arts classroom will be switched with the computer lab E115. The computer lab is located adjacent to the cafeteria and faculty room.
16. Speech Room 119: This room and its amenities are adequate; however, one (1) student computer station should be removed for a total of only one (1) computer in this room.
17. Wrap-Around Program: The wrap-around program is currently shown with a space for eight (8) students, as well as, private office and a private conference room for four (4) people. It was noted that a space this large is not required for this program and this room can be split into two (2) rooms to accommodate SGI and Guidance and the wrap-around program will be relocated to the third floor so that it is located within the middle school area. The room will take the place of SGI room 303 that is located in the addition on the third floor. This room should be set up with a desk as well as a circle conference table for four (4) people for counseling.
18. Resource Rooms 121, 122, and ESL 123: These rooms should have two (2) computer stations removed in each. It was noted that the two (2) SGI rooms that take the place of the wrap-around room should be set up in the same configuration as these rooms.
19. Dean's Office: It was found that the configuration of the dean's office is adequate for the district's needs.
20. Kitchen: The kitchen will be renovated and will become a full service kitchen providing meals for four (4) sections of 200 students each. The existing equipment in the kitchen is not adequate for a full service kitchen that will be serving upwards of 800 students. The kitchen will need to be re-designed and it will need to be determined if any of the existing equipment can be re-used. The operator of the kitchen is Sedexo Inc. (formerly Sodexho Alliance). LAN will work with a consultant and Sedexo to determine a new kitchen layout including a new service line to accommodate the number of students. The room located off of the kitchen that is noted on the plans as "Kitchen Storage" is currently just an extension of the kitchen. It was noted that storage for the kitchen does not exist and may be a potential problem.
21. Cafeteria: The lunch periods for the cafeteria will be four (4) sections of 200. It was determined that the district would like to have the long tables that recess into the wall. This will add for a greater flexibility. Any free-standing tables that are required down the center of the cafeteria could be stored in the storage room off of the cafeteria if needed or

this storage room could be used for Kitchen Storage. The district would like to look into the possibility of having some of the kitchen lines extended into the cafeteria such as the possibility of a salad bar, sandwich station, milk, drink and/or ice cream coolers.

22. Faculty Room: The layout of the faculty room was found to be adequate.
23. Computer Lab: The computer lab will be switched with Fine and Performing Arts room 118. The layout of the computer lab is adequate and all computers should all be facing one direction. This room may need to be provided with room darkening shades for glare on the computer screens.

Second Floor:

1. Third and Fourth Grade Classrooms: These rooms are existing and further field verification will need to be performed to determine if any additional casework or amenities can be added to the room beyond the desks and the teacher's desk. It was noted that one (1) computer station for students should be provided in these classrooms.
2. Fifth Grade Classrooms: The fifth grade classrooms are located within the new addition. The layout of the classrooms is adequate and it was requested that two (2) of the four (4) computer work stations be removed and all fifth, sixth, seventh, and eight grade classrooms be provided with two (2) computer work stations.
3. SGL Rooms 206, 207, 210, 214 and 215: The layout for these rooms were found to be adequate; however, it was requested that three (3) of the four (4) computers in each of the rooms be removed so that there is only one (1) computer work station in each of the SGL rooms.
4. Art Room: The art room was discussed. It was requested that four (4) of the six (6) computer work stations be removed and there only be two (2) computer work stations in the art room. LAN is looking for further direction from the art teacher with regards to storage requirements. It was discussed that more casework can be wrapped around the back of the art room and the two (2) computer work stations can be relocated.
5. Guidance Offices: There are currently two (2) guidance offices located next to each other on the second floor. One (1) is for the pre-kindergarten through five and one (1) is for sixth through eighth grades. The district requested that the pre-kindergarten through five guidance office be relocated to the first floor and take up part of the wrap-around classroom that has been relocated. The guidance office for six through eight could become slightly larger and the remainder of the space could be devoted to an IT closet and extra storage.
6. LLD Special Ed: The LLD special ed. room is the same setup as the speech on the first floor and the only change required is to remove one (1) of the computer stations.
7. SGL Room (E201): This is a small SGL room set up for four (4) students and the furniture appears to be adequate.
8. Media Center: The media center was discussed and additional input from the librarian is required; however, initially, the district liked the layout of the media center. It was noted by LAN that the computer lab may have less people due to DOE requirements. LAN requested further information with regards to the amount of volumes that the library currently has and will require for the added grade levels. Any other special requirements for the media center should be provided to LAN following this meeting. The existing door from the corridor into the side of the stage should be kept for direct access from the corridor into the new media office.

9. Conference Room: LAN indicated that the conference room was added to the original schematic plans. Originally two (2) sets of bathrooms were provided at the center of the building. Due to the existing entry into the building at this location, LAN determined that it would be better to infill the existing door with a window. The conference room was originally requested for the main office area; however, there was no space in the main office. This area of the building has been converted into a conference room for approximately fourteen (14) people. Two (2) single ADA toilet rooms have been provided off of the conference room for use from the conference room as well as the media center. This change was well received by the district.
10. ABA Classroom: The ABA classroom is currently set up as a standard classroom; however, this should be changed and the ABA classroom should have wide open space with tables for ten (10) to twelve (12) students. There should be room for a teacher and aide as well as storage. This room should have carpet flooring and a door should be added from the ABA classroom into the OT/PT storage as they share equipment.
11. Academically Talented Classroom: The academically talented classroom is a standard classroom and is adequate the way that it is shown. A single computer station should be provided in this room.
12. OT/PT Room: The layout of the OT/PT room was adequate. The room should be provided with either full carpeting or a carpeted therapy area. The computers can be removed from this layout. It was indicated that there will be one (1) teacher and one (1) aide and that a chair should be provided for the aide.

Third Floor:

1. Sixth and Seventh Grade Classrooms: The sixth grade classrooms are in the existing building. Further field documentation of the existing rooms is required to determine whether additional casework can be provided.
2. Eighth Grade Classrooms: There are two (2) new eighth grade classrooms; these classrooms are set up similar to the other new classrooms throughout the building. Two (2) of the four (4) computer work stations shown should be removed and there should only be two (2) computer work stations in the eighth grade classrooms.
3. SGI Room 303: This room will be changed into the Wrap-Around Room. This SGI Room will be picked up on the first floor within the space vacated by the wrap-around program.
4. Dean's Office: This office was found to be adequate.
5. SGI Room 307: This room should remain as it is on the plans and one (1) computer work station should be removed.
6. Science Classroom: The science classroom originally illustrated six (6) computer work stations in which four (4) should be removed for a total of only two (2) in the classroom. Further information from the science department will be required for laying out this classroom. Some things that were discussed include that an emergency eyewash station is required for this room. The curriculum for this room will need to be discussed with the science teachers to determine whether things such as gas, fume hoods, etc. are required. These items are not currently included. Storage requirements will also need to be discussed for any specialty science storage needs including flammable and acid cabinets. A refrigerator and additional sinks were identified as possible additional items to be added to the room.

7. It was requested that one (1) of the classrooms for grades 3, 4, 5, and 6 should be provided with a fixed science teacher's demonstration desk for science at the head of the classroom.
8. It was requested that one (1) of the sixth grade classrooms be provided with a science teacher's demonstration table as well as tables and stools for the students.
9. General items that were discussed during the meeting include that lockers will need to be provided for grades four through eight. This is for a total of approximately 480 lockers. It was noted that if there is not enough room for 480 lockers that grades four through six could be half-height lockers but grades seven and eight need to be full height lockers.
10. It was noted that all IT and data is done in-house. After finalization of the plan, LAN will submit the plans to the Boonton IT department for their use.
11. Coat storage will need to be provided for grades one, two and three. This may be a large oversized wardrobe with doors, hanging hooks and shelves.
12. LAN is in need of further direction with regards to the extent of the work for the fire alarm, public address and security systems.

LAN is awaiting further direction from the district for finalization of the plans and submission of the plans and Educational Specifications to NJDOE for review. Having nothing further to discuss, the meeting was concluded.


Danielle L. Farrell, IA, LEED® AP

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Attachments: #1 – Memo for Ed Spec Questions

cc: Dr. Christine Johnson, w/att.
Ms. Pam Ranco, w/att.
Ms. Jennifer Aquino, w/att.
Mr. Dan Delmar, w/att.
File #2.2961.05, NY, w/att.