



10-761A

KEYSTONE LOCAL SCHOOL DISTRICT
NEW MIDDLE SCHOOL
PROGRAMMING MEETING #1
November 18, 2010

Administrative Areas

1. Visual connection to all academic areas from administrative offices is not crucial.
2. Lockers to be located in main corridors
3. Co-teaching
 - a. Keep grade levels together.
 - b. Organize by grades, not subject
 - c. Grade separation is not an issue
 - d. It is preferred to have 6th grade on the lower level if there are multiple levels
4. Full time administrative staff consists of: two secretaries, one guidance counselor, one principal, one assistant principal.
5. Part time administrative staff consists of: nurse, school psychologist, speech therapist, PT, OT
6. It will need to be determined where the part-time staff is housed. Currently located in the middle school.
7. The clinic needs to be located near the reception area for ease in the office staff to help man the clinic.
8. In-school suspension is currently located in the elementary. It will be manned by a permanent sub and needs to be located in the administrative area.
9. Reception Area:
 - a. To seat ten. Currently use three benches.
 - b. Needs a phone for student use.
 - c. Counter height needs to be considered for age of students (lower than at current MS)
10. Secretarial Area:
 - a. Needs a desk area for each secretary that is separate from the front counter for privacy
 - b. The reception counter is not a work counter
 - c. Needs to be close to the entry for visual monitoring
 - d. Visitors will be buzzed into the office and then be permitted to go into the school instead of entering the school and then walking into the office.
 - e. Need to incorporate lockable purse/coat storage
 - f. Needs a separate copier for secretaries outside of teacher workroom
11. Assistant principal's office will be added to program. Not currently included under OSFC guidelines.
12. Clinic:
 - a. Two cots; to be lower for smaller children and have storage underneath
 - b. HS cots are nice
 - c. Locked meds need to be closer to secretaries since secretaries help dispense meds when the nurse is not present.
13. Guidance:
 - a. To be located closer to the secretaries and clinic
 - b. Files need to be closer to secretaries since they are accessed frequently
14. Priorities for location near secretaries: 1. Clinic 2. Files 3. Offices 4. Workroom

Academic Core

1. Staff agree that grouping by grades is appropriate
2. Like pod concept
 - a. 7th and 8th grouped together with 6th separate and possibly on lower level if building has two levels
 - b. Common area to share for small group discussions or projects (10 students max)
 - c. A computer area or wireless with laptops for group projects.
3. Subject breakdown:

Subject	# of Classrooms	Total Classrooms
Math	1 per grade	3
Science	1 per grade	3
Social Studies	1 per grade	3
Language Arts	2 per grade	6
Gifted & Talented	1 total	1
TOTAL		16

4. Typical class size is 28 or 29, but varies from 14 to 33.
5. If operable partitions are included between classrooms, room needs to be larger because nothing can be placed against that wall
6. Computer labs are used a lot. Look for possibility of using one of the OSFC programmed spaces for an additional computer lab. Current lab seats 29 students.
7. No home ec program
8. The gift and talented program requires one larger classroom and is used two periods per day per grade.
9. Currently have fixed SmartBoards and use them
10. Collaboration between teachers and between students is key.
11. Math Lab is currently located in the media center
 - a. Accommodates up to 12 students
 - b. Could possibly use media center conference room for this. It will need to be confirmed that the conference room and accommodate the larger group
 - c. In the future can accommodate any subject that is in need of remediation
12. One large group restroom per grade
13. Staff prefers a working lounge instead of separate spaces for teacher prep room and teacher lounge.
14. It is preferred to not have a teacher lounge near the cafeteria or office.
15. Science:
 - d. Existing science classrooms are very large. New classrooms will be much smaller.
 - e. Science storage is very important. Possibly harvest from science classrooms for increased storage for these classrooms.
 - f. Request that the inclusion/intervention specialist classroom(s) be close to the science rooms
 - g. 6th grade would like a greenhouse as a part of the classroom. Kim may look into grants to fund this.
 - h. Proximity to the outdoors is important because a lot of labs are done outside. It would be nice to have water and power available on the outside of the building for these labs.
 - i. In the 8th grade room, there needs to be a place for a large aquarium (4' wide x 4' deep x 6' high)
 - j. Lab stations at the perimeter of the room is preferred as shown in the OSFC Design Manual

16. Special Ed/Intervention Specialists

- k. Can have as many as 12 – 15 students at individual desks in the classroom at one time.
- l. Need a small sensory room (could be conference space as given on the OSFC programming)
- m. The self-contained classroom could be slightly smaller (700 SF) if the sensory space is located outside of the classroom. It is currently in the classroom.
- n. It was discussed that a standard classroom could be divided with an operable partition to make it into smaller classrooms for intervention needs, but it is not ideal.
- o. Would like a place in the media center for testing 3 – 4 kids. This would need to be walled off, glass would be ok. Perhaps use the multimedia production room when not in use since it isn't a high use space?

Specials

1. Art:

- a. Classes can be very noisy with 25-35 students
- b. Storage is important
- c. Needs many electrical receptacles
- d. Display space is important (cork)
- e. Demo table
- f. Natural lighting
- g. Outside access would be nice

2. Music

- a. Currently have one band and one choir for each grade and a general music class.
- b. In the OSFC program, there are not separate band and choir rooms
- c. The stage could possibly be used as an additional music classroom

3. PE

- a. Needs storage separate from athletic storage
 - i. PE equipment is requiring more and more storage space due to the changing curriculum.
 - ii. Need area to hang some items (nets)
- b. Technology needs: sound reinforcement, projector, screen, sound system, ability to plug MP3 player into sound system
- c. Locker room
 - i. Have athletic side and student side
 - ii. Students don't shower, so possibly use area designated for showers for athletic lockers?
 - iii. Each student needs a locker (250 students). Can be small.
 - iv. Lockers need to have a built in combination lock.
- d. A washer/dryer would be nice to wash jerseys

4. Media Center (MC)

- a. FMD requested the lineal footage of volumes that the MC currently holds (currently 12,000 volumes)
- b. The MC is going in a direction where it is more media based and the trend is for more web based information for non-fiction and remaining book based for fiction.
- c. Would like a white board and projector like what is in the HS media lab
- d. FMD will investigate if the number of computer drops in the MC can be increased
- e. Would like to have a learning commons area in the MC to be shared by the entire school where there are enough computers for an entire class and instruction can be done in the MC by other classes when the MC isn't being used by a class.
- f. A/V storage as indicated on the OSFC program may not really be used and perhaps this can be used for novel storage (for classroom sets of books).

- g. The Media Production Room could be used for podcasting, etc. by students and teachers.
- h. Would like a work area for teachers too

Kitchen

1. Currently have one cooler and one freezer inside the school and one freezer outside that serve both the ES and MS.
2. Need a ware washing room (steam table)
3. Vending will not occur in the Student Dining area
4. Only one serving line is required.
5. Concessions for MS games use the serving line.
 - a. Need storage for popcorn machine and other equipment

Custodial

1. A truck dock is not a necessity, but a receiving area will be included. A lift would be nice however.
2. Prefer double doors or single 4' wide door instead of overhead coiling door for receiving access.
3. Would like outside access into the workroom (a single 4' door).
4. Restroom sinks (gang sink) will be located at the entrance to the restrooms instead of inside of the restrooms.

The above constitutes FMD Architects' understanding of what was discussed. Requests for modifications, additions, or clarifications to this conference record should be submitted in writing to this office within (5) business days. Submissions may be made via email to bfry@fmdarchitects.com. Please include references by item number when submitting such requests.

Prepared by:

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