



MEETING RECORD

DATE: June 19, 2012

PROJECT: Building Advisor Committee Meeting (BAC)
Rochester City School District
James P.B. Duffy School #12

SEI PROJECT NO.: 11-2226

LOCATION: Duffy School #12

ATTENDEES:

Sue Snyder	RCSD
Connie Izzo	RCSD
Sandra Perez	RCSD
Mark Lovett	RCSD
Leslie Fowler	RCSD - Food Service
Michele Liguon-Alampi	RCSD
Laurie Murty	RCSD
Mary Kay Lavell	RCSD
Laurie Ayers	RCSD
Wanda Le Bron	RCSD
Eric Hanson	RCSD
Victoria Robertson	Parent of RCSD Student
Brie Harrison	Rochester Public Library
Andrew Wheatcraft	RCSD
Jill Miller	RCSD
Eric Hanson	RCSD
Wayne Hermanson	Gilbane/Savin
Gail Perogine	Gilbane/Savin
Kenel Antoine	Kenel Antoine Architects
Zack Bloomer	Kenel Antoine Architects
Victor Tomaselli	SEI Design Group
Ted Mountain	SEI Design Group
Kelly Wobser	SEI Design Group
Lynanne Wehner	SEI Design Group

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1. Review of previous BAC meeting minutes from 5-22-12:
 - The survey on what area of concentration School #12 should be taking has been filled out by the school staff and community group but has not been tabulated or analyzed for a conclusion.
 - At this point Pre-K will not be offered within School #12.
 - Ten classes eating at one time in the cafeteria with four waves per day.



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- 860 is the max enrollment. There will be 110 students added; school might need to add another lunch period. School would like to have separate areas for different grades in cafeteria.
2. User Group Meeting
- K, 2, 4, 5, 6, Art, PE, and custodians has had a user group meeting.
 - Still need to talk to 1, 3, 7 & 8 Grades, Administration, Support Staff, Parent Focus Group & Special Ed.
3. The following are a summary of “wish-list” items for the user groups meetings:
- Classroom Teachers:
- 12:1:1 wants a time-out room or secure integration room.
 - Classrooms will have four walls, doors, walls, heating & A/C unit, new lighting, lockable storage, smart board, cubbies within classroom to be individual and/or lockable and enclosed but visible within the classroom.
 - Flexible data/electric outlets.
 - Adjustable light levels within classrooms.
 - Sink and drinking fountain per room to be discussed.
- Nurse:
- 2-3 cots, exam room, ADA Toilet.
 - HC bathroom with shower
 - Enclosed exam room.
 - More general storage.
- Art:
- Kiln- 1 electric per art room.
 - Lots of varying storage needed. Vertical and horizontal for paper.
 - 2 sinks within an island.
 - Smart-board
- Music:
- Sound proof rooms.
 - Keep the large rooms if possible
 - Installed Sound system
 - Wall storage of varying sizes for instruments, music and supplies.
- Library:
- Separate classroom space within library.
 - Any small instructional space needed to be located outside of the library, less disruption.
 - Smart-board mounted to the wall.
 - Need a separate office and bookroom.
 - Storage is needed.
- Physical Educ.:
- Office needs computer access.
 - Installed sound system.
 - Refinish floor.
 - Security vandalism is an issue.

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- Need more lockable storage.

Custodian:

- General storage is needed
- Stair to roof
- Toilet room exhaust
- 2 Custodial closets per floor. 1 Custodial closets with proper floor sinks. 1 custodial closet for supply storage.
- Storage area for floor machine
- Rework loading dock area.

4. Kitchen Design

- School originally had a large cooking kitchen. Currently the kitchen is used like a warming kitchen.
- New 'warming kitchen': It's a fully operating kitchen that will be used as a hybrid model to prepare 'cafeteria style' lunches. There will be max and minimum calories that are mandated by federal regulations that the food service must plan meals around.
- 4-6 entrée options will be prepared in bulk and chilled at a centralized kitchen each day and then distributed to each school and reheated.
- Staff of six with cafeteria manager.
- Fruit and vegetable will be prepared on-site.
- Walk-in cooler, freezer, cutting station will be provided.
- No dishwashers. All meals will be served on disposable trays with disposable silverware.
- Programmable microwave oven. So that cooking food items will be consistent throughout the district kitchen facilities.
- Kitchen should not be used by school staff, federal regulations.
- Additional storage for after-school programs is needed.
- 7th and 8th cafeteria to have a community/family and career sciences kitchen? With stove, refrigerator and overhead mirrors for demonstrations.
- After school program also needs their own refrigerator and storage area.
- Move staff lounge near cafeteria.

5. Review /update of floor plan concepts

First Floor:

- Main Office to be reworked but remain where located currently.
- OT/PT needs a room with enough space for active learning. Would like a ceiling hung swing.
- Agency Partners need a room which Testing teachers can use as well. The room does not need to be that big.
- Fix flooding problem.
- Flip kindergarten classroom with Nurse.
- Kindergarten to have rescue windows, not an exterior door.
- Possible moveable partition at Music/instrumental room.
- Extra Offices at Music area for support staff?
- Possible internal connection of school with South Avenue Library Branch?



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Second Floor:

- Expansion of the light courts in this scheme
- Move art classroom to outside wall and computer lab to next to library.
- Secure testing closet.
- Discovery room - what is its use?
- Move first grade classrooms closer to toilet rooms.

Third Floor:

- Mechanical space will remain because it is cost prohibitive to move it, causing the corridor to be different from the second floor.
- Label all Special Ed 15:1:1 = 770 sf, for SED submission.
- Middle school office will be located on this floor.

Next meeting is July 24th at 1:00 p.m.

By: Lynanne H. Wehner, AIA

c: All Present
Tom Rogér - Gilbane
Geoff Mead - IBC Engineering

THE FOREGOING CONSTITUTES OUR UNDERSTANDING OF THE DISCUSSIONS AND DECISIONS MADE DURING THE REFERENCED MEETING. ANY CHANGES OR COMMENTS TO THESE MINUTES SHOULD BE FORWARDED TO SEI DESIGN GROUP AND THE OFFICIAL MINUTES WILL BE RE-ISSUED.