



MEETING RECORD

DATE: July 24, 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 Lovell	RCSD
	Lori 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
	David Creek	Rochester Public Library (South Avenue Library)
	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

A. Review

1. Survey was split 50/50 Art and theater or science/math technology. School #12 will base its curriculum on science /math technology.
 1. 8 Art and theater
 2. 12 language
 3. 17 science /math technology
 4. 4 civics



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5. 1 other
2. School will stay with the program in place.
3. No pre-K.

B. Parent Meeting:

A. PROGRAM SPACE SUMMARY

Space Component	RCSD Duffy School #12			Difference	Notes
	Quantify	Area NSF	Total NSF		
Parent All-purpose Room	1	490	490	270	
Parent Liaison	1	105	105	0	

B. NARRATIVE DESCRIPTION

C. NARRATIVE DESCRIPTION

1. MAP or OLA- where do they stop or start? Honors classes onto H.S. (gateway). 7th and 8th grade certification change.
2. Multi-purpose
 - Indoor recess/OTP space.
 - Physical movement equipment. (Can't use gym space).
 - Yoga, dance party, incentive space – maybe in conjunction with parent room.
3. Parent/child lunch area – “Kickapoo” tutoring space (tutor needs to be visible at all times), teacher space. 5 round tables currently.
 - How accessible from lunch line? Accessible from lunch room.
 - Nice gathering space/public space.
 - Kids waiting area.
4. Volunteer Coordination
 - 40-80/week.
 - Needed space – nooks/crannies “breakout area”.
 - Must be public space – visible – off library perhaps.
 - “Group Space” reading group space.
 - “Like the openness of layout of original school”.
 - Make recycling area easy – within every floor – location.
 - Breakfast in classroom – milk drainage down the sinks is an issue now.
5. Drop-off is very difficult.
 - Parking lot – drop off at back section near recreation center.
 - Parking exit has ice coverage due to slope.



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- Use the front entry for student drop-off?
 - Entry through the breezeway for drop off?
 - Don't like the Recreation Center door locking once you go into the gym area.
 - 7-8 grade band rooms?
 - K-8 art room.
 - K-8 music room.
 - Black box performance space – with technology, maybe within music.
 - Regular art showcasing – project space – displayed throughout public space.
1. The Recreation center doors locking behind you during school hours, is a safety issue. Buzzing bells is not an acceptable district solution to signal unlocking of recreation doors. Possibly add a card swipe on outside doors from recreation center to fields and also at overhang. District has concerns about security issues with separate security systems between Recreation Center and School?
 2. Parent room off of Library possibly doubling as a conference room for after school hours.
 3. More art display area in lobby.
 4. Special Ed/student services.
 5. ESOL - four separate, 400 square foot classrooms for 6-2 students.
 6. Smart boards for each classroom.
 7. Hybrid kitchen model to be run next year. Still needs Administrative approval
 8. 7 and 8 model program specifies a discovery room (work on motor skills). Do they need this room?
 9. Discovery Room functions:
 - a) Multi-purpose - "black box"
 - b) Used without furniture or with.
 - c) Classroom teachers use the discovery room.
 - d) May be in conjunction with OT/PT or small "gym space" - pad walls.
 - e) Could be transformed into Pre-K room.
 10. Admin: Some offices move out of main office. Middle School office, reception, and two small offices.
 11. Set up meeting with Administrative staff for their "wishlist" interview.
 12. 7th and 8th - Sue Curtis from RCDSD District to advise on this model and program requirements.
 13. Main Office
 - a) 1.2 Psychologist.
 - b) 1.2 Social Work
 - c) Parent Liaison office



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- d) Four ESOL Offices (200 SF-2 on second floor, two on third), with window from corridor for light transmission, if not on exterior wall or light well.
 - e) Four Intervention Offices (3 office with one shared space-possible a subdivided classroom size space).
 - f) Four Speech Offices (6 students' maximum - 150 sf). Two on second floor, two on third floor.
 - g) Assistant principal - move to second floor or third (200 SF).
 - h) Resource rooms with office within (160 SF).
Labeling classrooms HOLA - K, 1, 2, 3, 4, intermediate classrooms).
 - i) Library - book room - storage (50 sf).
 - j) Copier Room 2nd/3rd floors
 - k) Main office needs to maintain copier area.
- C. Library (David Creek)
South Avenue Library would like to share a conference room with school. Possibly on a shared wall with a door connecting facilities for afterhours use. How would security work for this? Does School need to provide a custodial person if library is using shared space? David Creek alluded to conversation between the district and the library about combining school and branch library, a meeting will need to be scheduled to gain this information. Possibly this could be model after School #33?
- D. Kitchen Design
19. The district will try to fit hybrid kitchen into Duffy kitchen this coming year.
- E. Music classrooms will not be "sound-proof". The new construction will try to muffle sound from the music rooms.
- F. Review of Design #5
First Floor
20. OT/PT Room size 570 sf.
21. Agency partners - changed to parent's room.
22. Moveable partition between music and agency partners.
23. Flip Kindergarten and Nurse.
24. Do Kindergarten teachers want connecting doors?
25. ISS (In School Suspension) 10 max, 5 minimum with chairs. Need separate space for meetings. Toilet room in ISS room.
26. Move Special Ed to front of school next to kindergarten.
27. Need a path to new Special Ed from café.
28. Teacher work room changed to Kickapoo.
29. Toilet Room entry doors need to be on the same wall but remote from each other, so they can be supervised by teachers from classroom entry door.
- Second Floor**
30. Make bathroom doors on same wall.
31. Teachers need to see kids coming/going to bathrooms.



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32. Two ESOL on second floor.
33. Make one teacher work room ESOL room.

First Floor

34. Parent liaison near parent room.
35. Combine two offices for assistant principals.
36. Speech and ESOL 150 square feet to 160 square feet.
37. Two plus two on first and second.
38. More space for ESOL than speech - 213 square feet.
39. Two resource rooms 160 square feet - office in room.
40. Conference room in library.
41. Book storage 500 square feet.
42. No copy room on first. Second and 3rd have copy.
43. HOLA 1.5 per grade level.
44. Library breakout class needs to have light.

Third Floor

45. Instruction specialist office to have room for testing. Change to intervention space.
46. Two ESOL.
47. Middle School office:
 - a. Conference Room
 - b. Reception
 - c. Principal's office
 - d. Counselor.
48. Reorganize 5th and 6th class to have them grouped together.
49. Add smoke doors to define 5th and 6th grade.
50. Relocate art room.

Next meeting: Administration August 6, 2012, 9:00 a.m. - 11:00 a.m. 7th and 8th:

BAC August 30, 2012 @ 1:30 p.m. Duffy Conference Room

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.