**Carver Elementary School Building Committee Minutes**

**Monday, September 29, 2014**

**7:00 P.M.**

**CARVER ELEMENTARY SCHOOL Library/Media Center**

1. **Members Present:** Liz Sorrell, Peter Gray, John Cotter, Sarah Stearns, Richard Ward, James O’Brien, Dan Ryan, Ruby Maestas, John Delli Priscoli, Michael Milanoski, Andrew Soliwoda (arrived at 8 pm).
2. **Members Participating Remotely:**  Heather Sepulveda.
3. **Members Absent:**
4. **OPM Present:** Chad Crittenden, Chris Carroll, Walter Hardley
5. **Others Present:** Kerry Agashe, Michelle Taylor, Jen Kelley, Mary Ross, Paula Foley, Karen Teichert, Meredith Cargill, Michael Schultz.
6. **Chair Richard Ward** called the meeting to order at 7:00 pm.
7. **Meeting Minutes**

Motion made by Dan Ryan and seconded by James O’Brien to approve minutes of 9/15/14. Unanimous.

Motion made by Dan Ryan and seconded by John Cotter to approve minutes of 9/16/14. Unanimous.

1. **Overview of Meeting Agenda**

Chairman Ward gave a brief overview of the agenda for this evening’s meeting. He welcomed PMA.

1. Discussion of Voting Members of School Building Committee

Chairman Dick Ward requested this agenda item to be reviewed with a possible vote.

Mr. Ward stated there was some concern. Andrew Soliwoda will be alternate when James O’Brien moved to regular position. Mike Milanoski is the appointing authority, set by the Selectmen.

Table this until Andrew Soliwoda arrives.

Move this to bottom of agenda.

1. **Communications Report**

**Heather Sepulveda**

1. Fact Sheets/Web-based information –Heather Sepulveda

Heather would like the committee to discuss the value of paper fact sheets versus electronic communications.

1. Concern over the fact sheet being old; she would like to share the fact sheet via social media, website, and email. She would like the committee’s input on this. James O’Brien suggested a conversation with PMA regarding this. What do they think would be the best idea? Paper ones have only been at Town Meeting. She feels her time would be better spent using social media, etc. Mike concurs with Heather using more media. Set up meeting with PMA to discuss paper vs. media. Ruby asked if any response or requests were received. Heather feels people are reading the posts. Mr. Carroll noted they have a marketing coordinator to work with us, when we are ready to go.
2. Mr. Ward thinks the electronic displays are great but he feels paper copies should be available as well.
3. Heather will continue to send updates via social media.
4. Inviting public to our meetings. Sarah Stearns discussed ways the school communicates with parents. Could we do that to share these meetings? Liz feels that could be easily done. Ruby Maestas discussed the Connect Ed system and how that is used. Liz said the meetings and forums could be sent out via School Way. We could use the marquis as well. Ruby added that it is very user friendly.
5. **Education Program Presentation**

Liz gave a brief synopsis of the Education Program Presentation.

The team introduced themselves.

Presented by:

Ruby Maestas, Principal; Michelle Taylor, Director of Literacy; Jen Kelly, Math Coach; Paula Foley, Associate Principal; Kerry Agashe, Associate Principal; Karen

Teichert, Director of Special Education; Mike Schultz, Director of Comprehensive Health and Athletics; Meredith Cargill, Director of Curriculum, Instruction and Technology; Darci Burns, Exec. Dir. the HILL for Literacy (not present); and

Liz Sorrell, Superintendent of Schools.

We are looking to create a 21st century learning environment.

1951 GJC was built.

1974 EKW was built

Bottom line, we need a new school.

21st century learning atmosphere will be media driven.

Teachers, staff, administrators, OPM, design team and building committee will design a new school together.

Ruby Maestas gave an overview of what we envision of a new school. Administrative Suite. We are a very active and involved school. A lot of visitors. Warm and welcoming and set up for work that is done every day. Conference rooms are needed. Records in a secure place, mailing room, copy room.

Health Suite. Defined area for parents. Privacy. Restrooms and shower.

Richard Ward would like to change the name of suite to something else.

Kerry Agashe, student support services. 160 students per day. School adjustment counselors, behavioral therapist, school psychologist. Five offices are needed. Conference room is needed for meetings.

Ruby Maestas reviewed Library Media Center (IMC). We want it to be the central part of our school.

Learning commons needs to be accessible to all students.

Cafeteria, we have 6 lunches. We would like to modify that to 3 lunches. When not in lunch mode, it could be used for assemblies, etc. Will need sound enhancements. It will adjoin the multipurpose room. The MPR will allow for ease of set up and break down. K screenings, indoor recess. Lots of purposes.

Mike Schultz discussed the gymnasium. 38-40 classes per week. 50+ children in gym at same time. Outside groups use the gym. Full size gym with dividers. Bleachers. Direct access.

James O’Brien asked what the capacity of bleachers are. Ruby responded 900.

Transportation – 75 to 100 cars dropping off, 60 to 80 picking up. This doubles on early release days. 18 buses

Paula Foley – Academic Programs – Early Learning Programs. NAEYC accredited.

We need: moveable furniture, sinks, toileting and changing facilities, padded flooring , social emotional and cognitive equipment; indoor space-35 square feet per child for indoor spaces; soundproofing, natural light, supervision of students by sight and sound; clear pathways; access to restrooms; ample rest space; storage space for staff and students; direct outside access; 75 square feet of outdoor play space per student; gross motor experience, exploration of natural environment and area of dramatic play.,

Jen Kelley – Math instruction is changing. Two types of classrooms: regular classrooms for grades 1 through 5; moveable furniture, latest technology, storage facility for manipulatives; small group spaces for intervention groups; math suite and literacy suite; Data/Conference Room to conduct data meetings;

Michelle Taylor – ELA – work and learn in a 21st century classroom. Classroom needs: in class library space; large flexible space; presentation space; access technology; in class storage space, nooks for reading opportunities; ELA intervention areas; independent student teacher work spaces;

Carver is a model. RTI model. Tier 1 and Tier 2 instruction. 10 to 14 groups happen simultaneously in a grade level. Tier 3 (one to one) would need tutoring spaces to maintain confidentiality.

Reach out for grant to fund the MLLC. We need to have PD center on site. It would be great to have those resources on site.

Meredith Cargill – history, geography, civics and government, economics. Students need to collaborate.

Equipment: presentation areas for students to practice public speaking; technology rich environment.

Science: universal design. Actively engaging in inquiry. Flexible spaces, electricity, access to water and sinks.

Mike Schultz: Comprehensive Health. Team and individual sports program; healthy decisions; space is needed; lots of kids in an area; full size gymnasium; 2 teaching stations; Multipurpose Health Education Room; media/audio component; space for Project Adventure.

Ruby Maestas-Art, Allied Arts, Music. Guiding principles from Mass Curriculum frameworks. All classrooms need to be specialized. Developmentally appropriate. Students work at their level; students’ work should be out there to be viewed; art room needs space; doors easily accessible to outdoors; adequate storage.

Music Room-students travel to CMHS to perform throughout the year. We need a performance area here. Music rooms should be near MPR ; storage space; growing band and choral programs.

Karen Teichert – Special Education. Least restrictive environment. This is the law. Four substantially classrooms now.

Life skills, self-help skills, daily grooming skills, toileting areas, areas for disabled students.

Therapies for students: specially designed areas. Required for sped: kitchenettes, bathrooms, calming areas, flexible classrooms.

Equipment: braille embosser (loud) space; low and high storage areas. Storage for larger items like wheelchairs and stander. Student computer stations in classroom.

Meredith Cargill-what would we need 60 years from now? Technology for instruction purposes. Integrating technology into classrooms, solid infrastructure and adequate electrical system;.

Liz Sorrell – safety. Multi hazard plan, MERP, security control area, security

Emergency communication.

Questions:

Richard Ward thanked them for their presentation; great learning experience.

John Cotter asked about flexible environment? Does that mean moveable walls? No! Classroom space to be defined so that furniture/technology can be moved. We want walls and doors.

Richard Ward, huge changes in the last twenty years. He feels the public needs to know about this presentation. Liz feels that PMA can help us with that.

Liz noted that Carver is well known for its Literacy program across the state. We need flexible classrooms.

John Delli Priscoli is very impressed with programs. Any thoughts about ceiling heights or glass? Kerry Agashe suggested natural light. Liz talked about light tubes, to bring natural light into dark areas. He feels it is just as important for teachers as it is for students.

John Delli Priscoli hopes for ceiling height of at least 9’6”.

Mike Milanoski noted this was a great presentation. This is the building block to build a school. This will drive us to build a school for you. He thanked everyone for all of their hard work.

Liz thanked her talented staff.

1. **Owner’s Project Manager Team Presentation by PMA.**

Mike Milanoski gave an update. PMA is still not under contract, not until PMA is approved by MSBA on 10/6/14. He thanked them for volunteering to be here.

PMA introduced themselves to the committee. Chris Carroll, Chad Crittenden and Walter Hartley.

Chris is excited that the team has their requirements. “great leap ahead”

They have full access to Design Partnership’s information (previous architect).

They have begun looking at documents...pro and con analysis.

Great opportunity to refine, define and incorporate.

Chad Crittenden…schedule to get us to a Town Vote. Handouts.

Schedule is dependent on MSBA requirements.

This is a very compressed timeline.

Pros and cons of different options. Executive summary will be sent to us.

Detailed estimates, analysis on escalation that has occurred.

Chris, we are on board now. Waiting for approval from MSBA on 10/6.

If more time is required for a thorough design, we will do it.

MSBA defines spaces in all schools. Spaces and sizes need to be approved.

Here to support you and make this work.

Mike Milanoski, did you hear anything about space requirements? Chris explained some are under, some are over; sit down with MSBA; we will need to define some spaces as to why they are oversized.

Expeditiously to build a new school, analysis of pros and cons, long term value. He wants that incorporated into the analysis.

John Delli Priscoli noted that delivering best quality product for student, teachers and community is what we want. We represent to the town. Wants to make sure the number is what it is.

PMA Agrees completely.

John Cotter stated that we need to become experts of MSBA reimbursement rates. We need to know what the rates are for what. Chris replied that there will be a certificate from MSBA with our rate.

Liz, site preparation reimbursement…PMA will be key in helping with that.

James O’Brien wants to make sure this project is not rushed.

John Delli Priscoli would like to see as much reprocessing as possible.

Heather discussed the timeline. What is best site for this? Will we be discussing this the next time we meet? When architect is on board, we can finalize it then. Heather asked when architect be involved? November 25 is when the designer selection panel meets with MSBA.

Heather asked, if goes well, when is the vote? After July MSBA meeting. That is the earliest it could happen.

Mike Milanoski asked what month you think the committee could narrow down to a solution.   
PMA feels February would be the earliest.

Heather asked about the next meeting. 10/6 for OPM approval.

Richard Ward asked PMA if they are okay with having citizen participation? PMA obliged.

Mary Ross, past kindergarten teacher, noted that storage is extremely necessary.

Liz, when would you want to meet with us again?

Michael and Liz will meet with PMA.

Solicitations would come back on 10/30, five days to rank choices.

Building committee can interview top 3.

They will build that into the RFS.

Chris Carroll noted that the OPM will be reviewing the proposals. They can tell us the pros and cons of each to help us come to a decision on 3 to 5.

Mike Milanoski stated that we need to get a designer on board.

Submit ads by Tuesday, 10/7 to be appear on 10/15.

They are due back by 10/29. November 6th for decision to MSBA for designer selection process.

Could selection committee meet on 10/30?

11/3, 11/4, or 11/5 for interviews.

MSBA meeting 11/25.

Monday, 11/3/14 & 11/5/14 to interview finalists.

Liz asked if there was anything else PMA thinks we should be doing? They replied no, not at this time.

Subcommittee: Sarah, Dan, Ruby, James, Heather, Dave

10/30 at 7 pm for Selection Committee Meeting

11/1 10 am for Selection Committee meeting

Building Committee could then meet on 11/3 and possibly 11/5.

PMA agrees with all meeting dates.

Stephanie Gavin, if all goes well, when will there be a new school? 10-12 month process to be designed; December, 2017 for completion.

John Delli Priscoli hopes we are not looking at a pre fab construction building.

The committee thanked PMA for being here this evening.

ITEM 4 on agenda. Possibility of any changes in membership or voting of this committee.

John Cotter, current makeup is 11 members. Barry left, James became a member. Liz clarified everyone is a member. Liz suggested making Andrew and Peter a voting member.

Andrew thought he would be an alternate. He is fine with being a voting member or not.

Sarah and Liz feel that everyone should get a vote.

Mike Milanoski added that this balanced committee represented the interests of Carver. He feels it should remain with 11 members, as originally stated.

Liz feels everyone’s voice should be heard and be able to vote. Equal investment in this.

John Delli Priscoli added that he is not a fan of shifting gears. He feels it should be the way it started.

Ruby asked if Patrick Meagher was a voting member? Liz replied no.

Liz feels this committee will change over the next four years.

Mike Milanoski stated that everyone has a voice but the voting positions have been defined.

Liz made a motion to make 2 more voting members…Peter and Andrew. Seconded by Sarah.

(to be approved by BOS). Andrew and Peter can’t vote.

Ruby Maestas, Liz Sorrell, Sarah Stearns and Dave Siedentopf are in favor.

John Delli Priscoli, John Cotter, Dan Ryan, Richard Ward are against.

5 to 4, motion doesn’t count. James abstained from the vote.

John Delli Priscoli added that he enjoys participation of both of these gentlemen.

Mike Milanoski stated that the committee can’t create voting members on their own committee. Committee’s role is defined. Committee doesn’t have authority to do that.

11/3 at 7 pm. Next meeting of Building Committee.

Motion made by Dave Siedentopf and seconded by John Cotter to adjourn meeting at 9:25 pm.

Respectfully submitted,

Kelly Yenulevich

Recording Secretary