



MEETING MINUTES

Date: Wednesday, July 12, 2017

Project: Hatton Public School

Project Number: 17-036

Location: Conference Room, 1908 Building, Hatton Public School

Attendees: Ashley Pawlowski (1st Grade), Natasha Beine (2nd Grade), Tracy Iverson (3rd Grade), Tracy Handly (4th Grade), Christian Berry (5th Grade), Cassandra Satrom (6th Grade), Brandy Bartle (Science), Lindsey Wood (Soc Studies), Keenan Kenschak (History), Wendy Dafforn (7-12 Spec. Ed.), Dave Smith (HS P.E.), Josh Lee (Elem P.E.), Mary Kleveland (Library), Joel Foss (Tech Coord.), Justin Foss (Tech Ed.), Dennis Carpenter (7-12 Counselor), Marilyn Hoge (K-6 Counselor), Taylor Palmer (Title I), Terri Soine (K-6 Spec. Ed.) – Hatton Public School; Todd Mitzel, Lori Knudson – ICON

Purpose: Faculty and Staff Interviews: to review questionnaire answers and to discuss faculty and staff concerns and suggestions regarding the school building and site

Reported By: Lori Knudson

Attachments: none

Learning Spaces:

1. More learning, commons, collaborative spaces with standard projector space (like Northwood), windows, flex space.
2. Meeting place for Elementary other than gym.
3. Teacher work room should be separate from Elem. computer lab.
4. Title I needs small rooms for testing within classroom area.
5. Special Ed. must be closer to Elem. (not on 3rd floor).
6. Want library, music, Phys. Ed. closer to Elem. so not walking through high school.
7. Commons, lunch room, gym should be together, not separated – with concessions (use FACS room now).
8. Limit public access to corridor; shut down academic wing during games.
9. Want Elem. commons or group space; collaborative space for multi-use.
10. Too noisy in corridors with Elem. lockers down hall.
11. Elem. Needs space in room for open, activity areas; not just desks in rooms.
 - a. Want sitting space or table space in classrooms; soft lounge seating.
12. Bigger classrooms would be better; in favor of losing 1 classroom to make others larger.
13. Have kids up and moving through room, not in desks all day.
14. Collaborative space would work as shared space for Elem. Student/staff use.
15. Need smaller breakout rooms for 4-6 students at a time.
16. Prefer carpet in all student learning areas.
17. Correct size, adaptable layout furniture would be good.
18. Want better H.S. commons for improved socialization.
19. Common areas/collaborative spaces for Elem. like Northwood.
20. Auditorium space is needed; could be community space also.
21. Suggest weight room/fitness facility for school and community.
22. Lighting; fluorescent is bad and too harsh; want softer lighting on dimming controls & more switching options; throughout whole building.
23. Storage in rooms is too high and not easily within reach; quantity of storage is OK but shelves sized too small; want bigger drawers or adjustable shelving; prefer built-in storage vs. furniture storage.
24. Agree Elem. teacher storage room/chromebook charging station would be good.

25. Playground is awful; too small; bus barn blocks space.
 - a. Need space for games, kickball, soccer without running into swings, etc.
26. South side classrooms are never the right temp; too cold or too hot, mostly too hot.
27. Want an Elem. work room with big table, lots of space, paper storage, etc.; could be one room for all copying, cutting, production; waste time running between rooms to find supplies.
28. Need (2) meeting rooms (not same as work room); for team meetings, etc.
 - a. Space for 6-8 people in each
 - b. With smartboard, power, technology
 - c. Could also be used for testing
 - d. Could be available for public use if security is planned for.
 - e. Could be isolation of detention room too if no others provided.
29. Special Ed/Title I must be available; but separate from Elem.
30. Elem. students need closer proximity to toilets; toilets for 7-12 and separate toilets for 3-6.
31. Custom storage; want lockable cabinets instead of closets; uppers, lowers & tall.
32. Want more windows at classrooms with good window blinds.
33. Desire for Outdoor classroom.
34. Collaborative common space for all K-12 to use.
 - a. With movable, reconfigurable furniture
 - b. With tackboard and/or markerboard walls.
35. Stand-up desks in Special Ed. would be a plus.
36. Desire occupancy sensors @ lighting, dimmable, multiple switching options.
37. Using sound reinforcement in rooms now – definitely keep.
38. Need more space in classrooms for collaborative activities.
39. Want smaller rooms at library for collaborative activities.
40. Want smaller rooms at library for study or group.
41. If small gym gone, need replacement space for Phy. Ed. and practice space.
 - a. Two gyms or practice spaces needed
 - b. Could be combined with a new lunchroom, cafeteria and kitchen
42. Desire for a fitness room for facility staff, students & community.
 - a. Could be part of a new gymnasium addition
43. Need trainer, coach spaces; used for any injuries in school.
44. If small gym gone and not replaced, Elem. practices would be early morning or late evening.
 - a. This is not desirable for students
45. Auditorium could be useful; Cafetorium could be solution here as well.
46. 1908 original building floor squeaks when staff monitoring students.
47. Confusion on where to enter building and then where to go inside; not user-friendly, no directional signage; where is admin?
 - a. Confusing building to maneuver within; referred to as a “maze”
48. Security; need admin office at any entry door for control and monitoring.
49. All administration should be in one block; Elem. & HS.
50. OK with one main entry door.
51. Need better concessions space; maybe combine with cafeteria and commons.
52. Need outdoor space for playground, Phy Ed.
 - a. Bus barn is in the way of outdoor activities, playground
 - b. Takes too long (20 min.) for Elem. PE class to walk to other space for ball game.
53. Need weight room if oldest building is demo'd.
 - a. Must be quality space with enough space for equipment.

54. Desire for community fitness & weight room open to public.
 - a. (2) Rooms – Bikes Cardio and weights
 - b. Maybe gym open to community too.
55. Must have second gym space.
 - a. Elem needs gym access or Elem. gym with availability for all practices.
 - b. Sometimes HS assemblies, meetings in gym so Elem. can't use.
56. Larger gym & smaller gym would work.
 - a. Northwood is a good example.
57. HS locker rooms should be upgraded.
58. Elem. doesn't need lockers in small gym; lockers here are wish list items.
59. Training room with ice for injuries would be good.
60. Elem. & HS PE staff share space/office but no A/C cooling.
61. Gym storage is OK; another space just for volleyball would be good.
62. Library; small meeting rooms would be ok; see earlier comment.
63. Library; Don't have reference body anymore; use internet.
64. Library; Need smaller size tables for Elem. kids; tables to high/big oversized for Elem.
65. Library; Storage room may be a bit small.
 - a. Work area seems like enough.
 - b. Don't store as many magazine, etc.
66. Media; instructional space seems OK
67. Lib/media location in building seems OK
68. Centralized gym, library, media for whole school is good.
69. Special education/Title I needs main floor space in HS and Elem.
70. Need up-front admin office in obvious location for controlled access
71. One combined admin area in location people can find.
72. School hours entry door/ afterhours entry door.
73. Tech coordination; taking care of computers, software.
74. Tech ed; teach, hands-on.
75. 25'x25' (2) rooms in shop; both are too small;rooms @ south side of bus barn building.
76. Shop rooms not attached to building; is security issue, weather issue.
77. Shop rooms not connected to rest of school for fire alarm, announcements.
78. Shop; ideal is 25'-50' plus (1) classroom.
 - a. Could take wall out between classrooms and make 1 shop then find classroom space.
 - b. Shop and tech classroom must be adjacent/connected.
79. Shop; needs overhead door access if possible direct to shop; use bus overhead door and move stuff through walk doors now.
80. Shop; have storage mezzanine and is OK now.
81. Shop; have floor heat is OK; no A/C cooling; use portable A/C.
82. Counselors:
 - a. Both office spaces are too small.
 - b. Don't have enough storage; need five cabinets.
 - c. Don't have enough space for two desks.
 - d. Like Northwood layout with two doors; discreet in or out of office.
 - e. Like to be closer to students for location in building.
 - f. Prefer by students instead of in admin areas.
 - g. Could use small meeting area.
83. Need special ed classroom closer to Elem. classrooms.

84. Agree with community fitness area greener playground space needed.
85. Parking; may be OK if striping were redone to organize space better.
86. Need for new small gym with full court and bleachers on one side only.
87. Need space for 4-5 kids with counselor in small meeting room.
88. Cafetorium would be good for Elem. performances; gym/stage too big and sound is bad.
89. Commons good for socializing; need better space.
90. Don't feel anyone is too attached to the old 1908 building.
91. No heating/cooling in counseling rooms; possibly no diffusers or exhaust;
 - a. no windows currently, but would like some
92. Need access to a conference/ meeting room with smart board so can just plug-in laptop and go.
93. Title I upstairs is too far from Elem. classrooms and toilets.
94. Need centrally located toilets.
95. Time waster to move kids to and from Title I/special ed and toilets.
96. Title I is reading and math.
97. Title I is 2-3 students at one time.
98. Title I equipment, books, etc. must remain in room so need more storage; filing cabinets.
 - a. Can be smallish space for students but need storage space.
 - b. Maybe 4 students max at one time.
 - c. Prefer table and chairs furniture compared to a desk.
 - d. Project/group learning is current trend.
99. Title I Ideal location is by classrooms; don't want student to walk to admin area and waste time
100. Have meetings with parents – previously mentioned meeting rooms .
101. Elem. Special Ed:
 - a. Want to be closer to Elem. classrooms; but not in middle of them.
 - b. Want classroom plus one small room.
 - c. Ideal is one classroom with toilet in it plus (2) small adjacent rooms.
 - d. Prefer one EP meetings in classroom; need smartboard for student presentations.
102. HS Special Ed:
 - a. Elem / HS Spec Ed can be in respective areas; no need to be together.
 - b. Want small space for sensory room – swing, balls, etc. – maybe 12'x24'.
 - c. Rooms exist are ok if could move from upper level.
103. Speech:
 - a. Part time staff
 - b. Using small room in Elem. Title I area now.
 - c. Desire one small room near special ed space.
104. Want room for server & security; should be separate.
 - a. Server in computer lab now in cage.
105. Computer lab is still used for Microsoft Office software because “Chrome Books” don't have it.
 - a. Can we solve this with software so computer lab is no longer needed?
106. Using FACS room for office space currently.

Support Spaces:

1. Want work room in Elem. without student access or use; with long counter for papers and power for all computers, Prometheus, etc.
2. Want computer lab for Elementary.
3. Want separate milk room by lunch room.
4. Need Elem toilets; just for Elem. 3-6 (K-2 have toilet in room).

Social Spaces:

1. Need more room on playground.
2. Desire elementary commons area; could be learning space too.
3. Desire community fitness center.

Safety/Security of Building:

1. Most areas of building should be closed off during public games, etc.; same if fitness area added.
2. Want fenced playground area.
3. Need fewer building entrances unlocked during school day; need one central, monitored entrance; controlled with cameras and buzz-in feature; controlled ingress.
4. Custodial room is an issue.
5. Concerned with glass floor to ceiling sidelite at classroom doors and with the glass in doors to rooms.
6. OK with windows in classrooms, size.
7. More cameras coming soon.
8. Too many exterior doors.
9. Elem. students could enter at the office; where camera is now.

ADA Concerns:

1. Feel the most issues are in 1908 building.
2. Need ADA toilet stalls at toilets by office.
3. Heavy doors for Elem. kids to open.

HVAC Concerns:

1. Not having A/C is an issue; too hot because no cooling in Elementary school.

Bond/Referendum Concerns:

1. Feel community fitness is selling feature; feel would be very popular with many people.
2. Enrollment declining and have dated school so not attracting or retaining students.
3. Would be attractive to new students with updated facilities
4. Community wonders 'What's wrong so district wants to spend money?'
5. Community wonders 'How would this benefit students and education?'
6. Some have heard that people want to preserve old 1908 building.
7. Public access for auditorium, fitness, library, tech for community members and those without kids would benefit too; conference or meeting space beneficial.
8. Will be tough to pass referendum vote no matter what.
9. Gym is a hot button issue; but is a source of pride for community.
10. Curb appeal and aesthetics huge issues; what will draw new students?
11. Need better landscaping.
12. Lots of older people in the community; assumed they vote 'No'.
13. Street replacement issue failed recently.
14. Gym will be divided issue; some must have it, some say don't need it.
15. Demolition of 1932 gym is mandatory for some people.
16. Lots of comparison to Northwood heard from faculty/staff; some say this should not be mentioned publicly as there is an old rivalry between the towns.

General:

1. Overall aesthetic is old.
2. Acoustics are bad; can hear other rooms .
3. Close proximity to all Elem. functions is desired .
4. OK using HS music room for Elem students; same for Phy. Ed.
5. Lunchroom could be bigger; too loud when full.
6. Salad bar should be for hot food; not on opposite side of room.
7. Like Elem. kitchen, food layout at Northwood; lunchroom/commons layout liked too.
8. Staff restroom is desired.
9. Safety is big concern in community, along with security, old building, heating/cooling, noisy rooms.
10. Never right temp and ADA issues.
11. Need more storage in classrooms: in separate room preferred in Elem., all classrooms could share storage (closed shelved) in room.
12. Daylight good, glare in smartboard bad, some windows good but must be strategic location, size.
13. Better window blinds needed.
14. All Elem. got new windows last year.
15. Parking; Elem. parks on street due to proximity to entry.
16. Want community fitness area; feel would be popular; would also used for Phy. Ed.; need controlled access.
17. Library is community now and could remain that way.
18. Want outdoor message board/digital screen for events, info or screen @ main entry.
19. Update building aesthetics.
20. Special education needs isolation rooms.
21. Want toilets for 3rd-6th grade only.
22. Locker rooms need updates.
23. Special Ed., Title I should be in Elem. wing if oldest building demo'd.
24. Need better cooling in classrooms; portable A/C is too loud.
25. Need better control of heating in winter.
26. Storage in 3rd and 4th is OK currently.
27. Storage and charging of "Chrome Books" needed in classrooms.
28. Need larger playground; not enough room for recess soccer games around swings and other equipment; too small and already split K-2 and 3-6 recess times.
 - a. Prefer recycled rubber pieces/bits at play area; not sand or gravel
29. Desire for private staff space with staff toilet
30. Auditorium would be well used; use a classroom now and is too small; acoustical are too bad in gym so don't use it for elementary class performances.
31. Spring and holiday programs screw up gym schedule; set up and take down are issues for time scheduling.
32. Flow between old and new spaces should be better; the "look" of Elem. should be same as H.S.; update aesthetics of all areas of whole building.
33. Going upstairs is an issue; to special ed or Title I; kids are distracted by long path & stairs to these rooms; sometimes staff need to take time to escort them.
34. Florescent lights are bad.
35. Multiple floors, stairs are bad, hard to negotiate, access is an issue.
 - a. Its an issue for these services to be provided on the main level; there's no space to move them down to main level.

36. JV and varsity co-op with Northwood.
37. Parking is an issue for events.
38. Better bicycle parking needed.
39. Sound in gym is horrible now.
40. Need better heating & cooling throughout the building.
41. Most rooms are too hot; or cold in morning and hot in afternoon.
42. Need new window blinds in classrooms.
43. Better lighting, multiple switching, dimming is desired.
44. Toilets; not enough; need staff toilet, Elem. toilets.
45. Need staff room/work room/ supplies & work space is one room.
46. Need all-staff meeting space (once a month)/HS or Elem. staffing is weekly.
47. Conference room for board meeting (if run long, not enough rooms, don't want to interrupt in work room to get paper etc.).
48. West hoop at big gym needs repair; manual hoop doesn't move easily.
49. Big gym; floor cleaning products may be an issue.
50. Access to locker rooms without going through gym, walking on floor is concern.
51. Maybe flip HS & Elem. space and update/remodel as needed.
52. Cafeteria should be closer to gym.
53. Concessions should be by gym.
54. Should not use FACS classrooms for concessions, etc.
55. Need replacement weight room if old building is demolished.
56. Small gym could be open to community also if possible.
57. Need green park area with nice landscaping; outdoor lounge and/or outdoor classroom, instructional area; maybe make student's responsible for landscaping
58. Updated playground equipment.
59. Feel parking is OK; if build addition in parking lot area, we would need to review parking.
60. Security is an issue; need only one main entrance during day with security.
61. All admin offices should be grouped together.
62. Main entry should be at admin so always staffed.
63. Currently have closed campus for Elem. & HS.
64. Teachers' lounge should be for staff only; no student access.