**Bancroft SIT Meeting**

**06.25.2015**

**Attendees:**

* See attached sign-in sheet

**Notes:**

Stephen Kitterman from DGS provided updates on the recent agency reviews and status of the Mayor’s agent review process. It was also noted, based on the 6-11-2015 community meeting, the community was in support of the “mirrored” scheme. Isaac Williams presented an update to the building design based on comments received from school staff and previous SIT meetings in addition to comments from the recent agency reviews.

Presentation:

* Removal of ramp from exterior of existing building that connects kindergarten, to be replaced by a chair lift
* Discussion of 2 possible security posts at the main entry.

(1) In existing stair space adjacent to front entry.

(2) A centrally located desk positioned at entry into the new addition.

* Clarification of Briya space layout based on comments:

(1) Main Briya entrance to be monitored by administrative desk and small lobby with adult restroom.

(2) Infant / Toddler room is now connected with movable partition.

(3) Adult classroom is now adjacent to infant/toddler rooms for parental access as needed.

(4) Adult classroom and additional administrative functions are located on second floor.

* Staff lounge and instructional coach area are placed adjacent to each other with movable partitions to expand capacity of rooms as needed.
* Design of the counselor suite/ cluster design/central location: Mr. Williams asked for clarification on the SEEIA counselor.
* Learning community and commons space for each grade and connections to exterior.
* Outdoor classroom: Mr. Williams asked for programming suggestions for the park overlook.

Comments from the SIT:

* Can the 3 openings that connect the new addition be made larger?
  + It was noted the design team was requested by HPO to keep historic entry into the 1938 addition as is.
* Briya workstation areas:  How many workstations can fit inside each workstation area?
  + It was clarified 4-5 workstations could fit in each area according to furniture chosen.
* Floor naming:  With the complications of the several different floors the elevator will serve, how will you name the floors to lessen confusion?
  + The design team will study how to best resolve the issue.
* What are the double wall conditions separating the corridor and classrooms in the 1923/32 buildings, and what will they be used for in the current design?
  + The area was clarified as a combination of shafts and built-ins that are existing.
  + The space will be used for mechanical/electrical/ it chase and shafts.
* Counselor suite:   The SIT could not confirm the position of the SEEIA counselor as noted in the educational specification.
  + It was noted the social worker needs a separate space and cannot be combined with the OT/PT office as previously indicated.
  + It was also noted that a mental health worker’s office needed to be included into the program as it would be a full time position next year, and will service both Bancroft and the Briya program. -The design will study providing a space in relation to both programs.
  + It was noted that a workstation will need to be provided for a community school coordinator. This could be provided within the parent resource room.
* Music room/counselor suite:  will there be adequate acoustic separation?
  + It was noted an acoustic engineer is involved in the design and the space will be properly isolated.
* Music room/counselor suite:  has flipping the location of the music room and counselor’s suite ever been studied so students do not have to pass the counselor’s suite on the way to music class?
  + Discussion among the group ultimately came to a consensus that as long as offices have sufficient privacy the current design is sufficient. It was noted that the creation of a counseling suite reflects the current collaborative operation of the mental health team.
* Meeting rooms:  Is there a conference room for the counselors to meet, and a space large enough for the entire staff to meet?
  + Mr. Williams pointed out the variety of spaces strategically placed for teachers and counselors to gather in each learning community and individual floors of both buildings. The staff could utilize the media room to accommodate the entire staff of the school.
* Book room access:  where is the book room located, and how will the staff access it?
  + Mr. Williams noted that the teacher resource rooms have storage provided for the book rooms creating a direct access from the learning community.
* Expansion of pre-k population:  Will the modernization elevate the Pre-K wait list as promised?
  + It was clarified by DGS the intention was that the modernization city-wide was the solution to the wait list.
  + It is noted that Bancroft grows 10-20 students per year and 2016 student population will be 516.
* Construction:  How will the site be accessed during construction
  + The design team noted that access will be worked through by DDOT and the contractor, and that speculation regarding precise methods would be difficult prior to this discussion taking place.
* Outdoor Classroom:  Mr. Williams asked about ideas for programming this space.
  + SIT members suggested connecting the field to the classroom via a stair over loading dock, and some concerns about field access by public and the stair maybe an issue.
  + Suggestions were given to provide a trellis structure for shade and a structure to cover the loading dock to hide the day to day operations.
* Phasing schedule:  Who will be attending school in the portables during construction?
  + It was noted that a programming session would be held to study what program will be needed to be housed in the portables.
* Overall general concerns:
  + Are the garage doors in the learning community common areas realistic knowing the constant need for wall space?
  + Would the glass from the classroom to the corridor be a distraction to students during teaching?
  + The amount of glazing in the counselor’s area to ensure students/faculty are comfortable (privacy concerns).

-The SIT expressed overall satisfaction with the scheme. The team asked for clarification for the schedule of the meetings over the summer.

-DGS will be uploading a schedule of all future meetings to the website. During summer session the meetings will be suspended until the fall, and an effort to plan the SIT meetings in advance will be made.