

Client Meeting

PROJECT: WDMCS - 2018 Master Plan MEETING DATE: 4/13/2018 7:30 AM
SUBJECT: Superintendency Meeting
LOCATION: WDMCS - LRC - Phenix Conference Room ISSUE DATE: 4/19/2018

COMMENTS:

MEETING SUMMARY

ACTUAL START DATE 4/13/2018 7:30 AM

ATTENDEES: Paul Bobek (West Des Moines Community School District), Michael Kleene (Shive-Hattery, Inc.), Michelle Lettington (Waukee Community School District), Christine Maduro (West Des Moines Community School District), Laine Mendenhall-Buck (West Des Moines Community School District), James Moore (Shive-Hattery, Inc.), Lisa Remy (West Des Moines Community School District), Carol Seid (West Des Moines Community School District), Carly Welch (Shive-Hattery, Inc.), Amy Yurko (BrainSpaces, Inc.)

1. Amy provided a summary of what has happened since we last met.
2. Amy presented an overview of each school type.
 - a. Elementary Schools
 - i. All elementary schools should have a baseline of 3 learning studios and a specific amount of support spaces
 - ii. Specific schools may have to have more studios and support spaces depending on the neighborhood the school serves
 - iii. Benchmark identifies 175 square feet (sf) per student; the national average is 150-200 sf
 - iv. Currently in WDMCS elementary buildings, the aggregate sf per student is 125 SF
3. For Special Needs programming
 - a. Each school has a specific, unique requirement for special programs and the spaces that support these programs.
 - b. Three sizes of spaces are proposed to support the wide range of programs and class sizes
 - i. 300sf spaces -600sf spaces – and 900sf spaces
 - ii. Schools may have the correct number of spaces, but the sizes are off, while other schools may have the right sizes, but the quantities are off.
 - iii. The space needs for special programs are identified individually for each school.
4. Paul wanted to know if this benchmark would create idle spaces through the day. Lisa thinks having the larger flexible space will help with the cap-out.
5. Michelle and Carol like the concept of a Learning Studio in lieu of classroom, suggesting that 21st century teaching and learning are supported in new ways.
6. Lisa commented how the elementary kitchens have equipment pushed out into corridors, and wanted to make sure the design team was aware of that issue so that benchmarks identify the need for larger kitchen spaces.
7. Amy noted how there is a lot of detail behind the simple diagrams shown in the powerpoint.
8. Project Lead the Way is currently in all the elementary schools, and is not a specific room – but rather resources for the classroom.
9. Discussion on the maker space: Concern was expressed how it would be used. Michelle wanted to make sure this space was not a specific teacher required space – rather a room that could be checked out by the teacher for specific events.
10. Amy iterated knowing if the district wants a maker space in every elementary school, that will impact our efforts moving forward with facilities strategies and solutions.
11. There is a need for book storage to align with curriculum, and the group was happy to see that space



MEETING SUMMARY

- included in the benchmarks.
12. Lisa spoke about the Community Schools Concept:
 - a. There is typically one coordinator per school
 - b. The first year is typically spent identifying the needs and planning to act on the needs
 - c. Goal is to reduce the achievement gap
 13. It was asked where AEA would be located – it would be most likely in the office administration area.
 14. Amy asked the School District the following questions:
 - a. Do we need 2 PK classes at Fairmeadows?
 - b. Do we need PK program at Crossroads?
 15. It was noted that 8% of Urbandale CSD is WDMCS students who have open enrolled.
 16. The High School is still in the information gathering stage.
 17. Community Meetings next week
 - a. Show what we are doing
 - b. Allow the public to provide commentary
 - i. Identify what is missing from our plan
 18. It was determined the District would like to see the Wet Lab as an Add-Alternate, to be included if budgets allow.

This documents our understanding of the items discussed and the agreements or decisions reached. Please contact our office within five days regarding omissions or discrepancies.

CC: