

Meeting Summary

Project: **Thompson School District Early Childhood Center**
Project Number: **PR19-0067**
Subject: **DAG 01**
Location: **Thompson School District**
Meeting Date: **March 6, 2019**
Issue Date: **March 13, 2019**
Attendees: **See attached sign in sheet**



Item	Description	Action By
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|---|---|--|
| 1 | District's Vision and Facilities Principles were presented to the group | |
| 2 | Highest Hopes: <ul style="list-style-type: none">➤ New Center to be a gathering space for families and staff➤ Place for kids to explore➤ Classrooms designed with the little ones in mind➤ Best experience in the classroom for children➤ Custodial friendly with ample storage➤ Standardized equipment➤ A place where all voices are heard and where the community wants to go➤ Fun, excited to learn➤ Multi-faceted building: Daycare, place for gathering, community friendly➤ Messy play, ready for exploration➤ Inspirational and amazing welcome center➤ Safety playground, age appropriate➤ Meet the budget and schedule➤ Safe place➤ Inspirational and creative➤ Inviting clean, on time➤ Kids leave prepared and ready for Kindergarten | |

- 3 **Inspirational Images:**
Images were reviewed by the group to select the ones that resonated.
Comment on the images follow:
Image 1:
 - Like welcoming feeling
 - Place to sit
 - Gathering space
 - Immediately identify the place
 - Kids friendlyImage 2:
 - Fun
 - Sensitive
 - Looks like a place kids want to beImage 3:
 - Shadows
 - Windows
 - Open space
 - Safe place for anyone to wait

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Item	Description	Action By
	<ul style="list-style-type: none">➤ Calming place	
	Image 4: <ul style="list-style-type: none">➤ Use of primary colors➤ Fun➤ Motor opportunities-movement	
	Image 5: <ul style="list-style-type: none">➤ Multi-use space➤ Brings the outdoor inside	
	Image 6: <ul style="list-style-type: none">➤ Slides built into the landscape➤ Irregular window patterns – fun for kids➤ Windows should go down to the floor➤ Place to eat outside	
	Image 7: <ul style="list-style-type: none">➤ Like the space height➤ Aesthetics➤ Not overwhelming➤ Natural light	
	Image 8: <ul style="list-style-type: none">➤ Like bench➤ Visual connection➤ Comfy space	
	Image 9: <ul style="list-style-type: none">➤ Like blue carpet➤ Soft surface➤ Great for indoor lay space	
	Image 10: <ul style="list-style-type: none">➤ Timbers➤ Glass➤ Calming effect➤ Soft light➤ Place for families➤ Polished Concrete	
	Image 11: <ul style="list-style-type: none">➤ Calming	
	Image 12: <ul style="list-style-type: none">➤ Cubbies outside the classroom➤ Cubbies/bench combination	
	Image 13: <ul style="list-style-type: none">➤ Media Center mobile furniture	
	Image 14: <ul style="list-style-type: none">➤ Little nooks for kids	

4 **Program Review:**

A list of program spaces for Phase 1 and 2 was reviewed. After discussion the draft program is as follows.



Item	Description	Action By
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Phase 1

- 5 Classrooms (10 teachers)
 - 5 Bathrooms in classrooms
 - 3 Occupational Therapists and 3 Speech Therapists. Work in classrooms, but need office space.
- Evaluation room (sm. Classroom)
- Administration Suite (15 staff)
- Secure entry
- Nurse- Use existing space
- Food Prep- Students eat in classrooms. Need receiving space.
- Storage
 - Tricycle storage and shed
- Playgrounds

Phase 2

- 10-12 Classrooms (20-24 teachers)
 - 10-12 Bathrooms in classrooms
 - 6 Occupational Therapists and 6 Speech Therapists. Work in classrooms, but need office space.
 - Meeting room for 5 adults
- Evaluation room (sm. Classroom)
- Administration Suite (15 staff)
 - Conference room
- Improved/replace main entry
 - Welcoming lobby/family gathering space
- Space for all ECE staff meetings (approximately 80 people at typical meeting, but up to 120)
- Nurse
- Food Prep- Students eat in classrooms. Need receiving space.
- Storage
 - Tricycle storage and shed
- Expanded playgrounds
- Indoor play space
- Flexible Learning Commons
- Teacher Collaboration Room

Additional conversation during program review discussion:

- Play area needed in Phase 1
- There is a possibility to relocate some playground equipment owned by the District to this site
- 15 Administrative personnel
- 5 Functional Classroom in the Fall 2019
- Each Classroom is close to the toilet rooms
- Push classrooms to the exterior walls so they have windows
- Use light monitor



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Questions:

Q1: What is the square footage of the classroom?

R: To be determined following renovation. Existing classrooms are approximately 760 sf.

Q2: What is the square footage per kids for a head start

R: 35 sf/kid

Q3: How many kids per classroom?

R: 16 kids, 2 teachers

Q4: How is the food provided?

R:

- Meals come from a production kitchen. A ramp is needed for deliveries.
- Currently kids eat in the classroom
- 5 different meals are provided
- Existing delivery space is very tight even for trash truck to maneuver
- Deliveries are being made from 42nd street

Q5: Will the kids eat in the classroom for Phase 1?

R: Yes. A plan is need for Phase 1 as where the food will be kept.

Q6: How are special needs kids fed?

Q7: How is the secured entry handled?

Q8: Can Admin be at Multi-purpose room on Phase 1?

Q9: What is needed for the Nurse space?

R: Use existing. Nurse is one of the 15 Admin personnel.

Q10: Access control

R: Existing fob at Main Entry

Q11: Special education spaces

R: 10 Teachers, and work space

Q12: Indoor play area?

R: Yes.

Q13: Prefer entry improvements in Phase 1. May not be viable with accelerated schedule.

Q14: Phase 1: Each Classroom has its own door to the exterior.

Q15: Use of flexible space. Risers? Mobile walls

Q16: Will each classroom have a storage room

5 Next Steps:

- Walk the building with pre-school licensing
- DAG members to tour some schools? Perhaps visit High Plains and report on what they like.

GC:ms

The foregoing is believed by the author to be an accurate and materially complete reflection of the discussions described. Requests for any corrections or additions to this document should be forwarded to the author within five business days. Thereafter, this document shall be deemed the official record of the discussions described herein.



Image 1



Image 2



Image 3



Image 4



Image 5



Image 6



Image 7



Image 8



Image 9



Image 10



Image 11



Image 12



Image 13



Image 14