

Project: New Princess Anne Middle School Project

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INTRODUCTION

Awareness sessions were held in the PAMS library over the course of the day in roughly 30 minute increments. The intent of the sessions is for participants to help the planning and design team members understand specific programs, needs, insights of various stakeholders and from various perspectives.

Notes represent our understanding of what was heard, and are a combination of direct quotes and paraphrased ideas. Sessions are generally listed in the order in which they occurred.

Gifted Ed Programs

Cathy Smith

1. Description
 - Differentiated curriculum, facilitated by GE staff
 - Classroom teachers deliver program, but GE staff is key advocate
 - Push in model (vs pull out)
 - More conceptual, enrichment
 - Future vision:
 - still push in, still differentiated, likely to have more gifted strategies used for main population
 - less age-based groups, more skill based groups and interest based groups
 - less time constraints, able to support more varied needs/interests
2. Program/Activities
 - 270 gifted students, clustered in a couple of teams
 - Middle school is a great time for students to explore interests, so clubs are important
 - Orbital activities – conceptually based activities that go deeper into content after students have already mastered general class content
 - Cathy assists teachers in early stages of lesson planning
 - Twice exceptional = both special education and gifted
3. Needs & Ideas
 - Proximity to student flow, near classrooms, centralized
 - Need easy access to small classroom space with technology/interactive boards, etc. 10-12 students
 - Near instructional technology specialist (ITS), literacy coach, serendipity
 - Needs 1 office, work with students in classrooms
 - Confidentiality is important
 - Office needs materials storage: things need to be signed out
 - Also need space for instructional training
 - Kids also need a quiet place to work, also come down to eat lunch with her, collaboration for 5 or so teachers
 - General need for specialist offices: math coach, library/media specialist, technology specialist (less technical), some full time, some part time
 - Need quiet/safe space for students to work
 - Planning with teachers can also be in classrooms

Itinerant Staff

Participant (see sign-in sheet)

1. Program/Activities
 - Speech, lang pathologist
 - Adaptive PE
 - Psych
 - Social worker
 - Occupational therapist
2. Needs & Ideas
 - Offices
 - Shared conference space

7th Grade Team

Participant (see sign-in sheet)

1. Program/Activities
 - Core subjects are “on-team” English, Math, Science, Social Studies
 - Students participate in electives at the same time to allow teacher collaboration/planning by team
 - Students go to lunch by team/grade
 - Students are clustered by grade level in all activities (except some music programs)
2. Challenges
 - Need wider hallways, avoid congestion, particularly in specials/exploratories
3. Needs & Ideas
 - Need controlled environments (temp, air quality, acoustics, etc.) students must be comfortable to learn
 - Need to separate kids by age
 - Let kids go outside, but still be secure
 - At new site, traffic will be a challenge. Need to separate buses and parent drop-off area
 - Careful for stairwells: safety issues, needs to be monitored, crowded
 - Class sizes:
 - need enough space for out-of-seat activities
 - share students – co-teach
 - need shared spaces
 - shared classrooms
 - use hallway
 - teams should be all together, also collaborate within disciplines
 - kids like using dry erase boards
 - kids need to be comfortable in their furniture as well
 - charging stations, wish to be 1 to 1
 - lighting: needs to be coordinated with technology
 - teacher likes to be above the kids, standing height
 - storage space in classrooms: math manipulatives, games, supplies, paper, seasonal decorations, books and textbooks, department resources, lockable cabinets, like wall cabinets
 - textbooks are class sets, not one for each kid
 - EDGE teams collaborate, need common area for staff collaboration
 - teacher resources: could be in a combined space per grade, with lockable cabinets
4. Other Ideas
 - School safety: how to create a safe environment for kids, currently too many doors
 - Future = will library even exist?
 - cafeteria – should be restaurant-style

EDGE Team – 7th Grade

Participants (see sign-in sheet)

1. Description
 - Hands-on, project-based approach, see High Tech High – example (movie)
2. Program/Activities
 - “field work” = field trips to nature
 - “design time” = current project - kids are designing outdoor classrooms for an existing courtyard 12:45-1:30 a few times/week
 - Design time varies: art, theater, language, etc. would like to have more collaboration with specials
 - Connections to outside: Bird feeders right outside windows
3. Needs & Ideas
 - Middle school model dictates “pod” approach, collecting classrooms by team vs by subject, plus professional resources, plus shared combo room, storage, etc.
 - Life science – need outdoor learning spaces (with water)
 - Combo room
 - Operable walls in classrooms, allow in-discipline and cross-discipline
 - Stanton’s beta program = example of Eng+SS classrooms with operable wall
 - Fluid space is critical
 - Science tables are a hot commodity, because they are collaborative, don’t like individual desks
 - Need windows, very important, would be cool to be able to write on them.
 - Classrooms need built-in storage
 - Space for multiple schools to collaborate (like oyster farming project)
 - Science prep rooms are good, but need lots of storage
 - Microscopes need counter space with power

Administrators

Participants (see sign-in sheet)

1. Description
 - APs track with students by grade
 - Good to have Principal and APs close at hand, centralized offices with satellite offices embedded with classrooms
2. Challenges
 - Try not to make “super teams” by locating all gifted kids in one team
 - how to coordinate advanced math courses for example
3. Needs & Ideas
 - Locate APs with grades
 - Centralized AP offices, plus satellite spaces in pods that could be shared
 - Guidance offices: can be small if there’s a space for small groups, and space for individual
 - Guidance should be separate from central office
 - Nurse should also be separate
 - Conference rooms – have 2 for whole school, not enough
 - Waiting/reception with guidance secretary, sized for kids, parents, etc.
 - No overhead lighting in guidance, use lamps and natural lighting, tranquil
 - Guidance has a food pantry, with refrigerator and open shelving. Store, prep, bag food, plus invite parents to “shop”, at times need to be discreet
 - Activities office (room 551): needs office space, project space for teachers
 - AD storage is critical, needs supplies and equipment.
4. General Notes (not specifically on administrative topic)
 - Auditorium is instructional space for music, drama, etc. teachers also use it for larger groups. Activities also use auditorium, outside groups, elementary school graduations, community events,
 - Display and celebrate student work (performance, showcases, etc), exposition, pride, wider audience
 - Activities needs storage space near gym. Sports equipment should be easy access to sports venues.
 - MS teams for football and soccer use same season, causes outdoor space use challenges

- Need softball and baseball fields
- Track around the field is ok, but need to have 3 field practice areas (football, plus Boys and Girls soccer)
- See Salem middle school – is the ideal gym setup. Main gym plus auxiliary gym divided with curtain. Need mat room for wrestling

Electives / Exploratories: Computer

Participants (see sign-in sheet)

1. Description
 - See students every day (as opposed to core which is every other day)
2. Programs/Activities
 - Health/pe have year-long, art and technology have both year long and shorter terms (9 weeks)
 - Technology class also teaches high school level courses, so need more sophisticated work stations for students
 - Technology classes help students learn basic computing and organizational skills
3. Needs & Ideas
 - Two Dedicated computer labs (“computer solutions” class: 24 students is optimal, but space sized for 32) plus “computer resource” spaces that teachers can check out the space

Electives: Art

Participants (see sign-in sheet)

1. Program/Activities
 - 800 students per year take art
 - Art class size averages about 36 students
2. Challenges
 - Tough to team with core and art
3. Needs & Ideas
 - 2d & 3d in one classroom, currently have a smaller side room for small groups
 - Kiln room is preferred over having kiln in room
 - Storage for supplies & projects
 - Lockable space for supplies and glazes, etc.
 - Some tools are check-out (x-acto, glue guns, etc.)
 - Also need clay mixing space, have a pug mixer
 - Would like to expand into maker space, with cardboard and hot glue, but want to expand
 - Have 3 pottery wheels now, would like more (approx. 8)
 - VB Middle school has a good set-up, separate room for digital art
 - First floor is ok, but upper would work if access to roof outdoor space
 - Need controlled lighting (sliding blackout shades)
 - Need outdoor tool shed for gardening projects

PE / Health

Participants (see sign-in sheet)

1. Description
 - HPE curriculum is combined health and PE
 - Personalized learning – focuses on individual fitness plans
 - change-out activities + classroom work
 - each staff sees 220 kids
2. Program/Activities
 - Average class size if 40 (max is 50)
 - There are 6 teachers using 6 spaces (2 are in main gym – shared)
 - Not so much team sports, but when done, not more than 4v4 or 5v5

- Also do on-line PE
- 3. Successes
 - One Life donated exercise equipment
- 4. Adjacencies
 - Do not need proximity to nurse (Nurse should be near cafeteria, for med dispersion)
- 5. Needs & Ideas
 - Outdoor spaces include practice fields, tennis courts
 - Health classroom should be more like a science setup, with activity tables vs desks
 - 2 offices (3 staff per office)
 - Locker rooms: lockers are not shared, hand out locks for students to use. Would like locker banks to be shorter, so students can stack stuff on top
 - Kids have 5 minutes to change clothes, so showers aren't used
 - Even gym needs a projector - show demos, videos, etc.
 - MPR with 6 tables, bikes, equipment (fitness room)
 - Tables often used for ping-pong
 - PE Storage, not shared with activities or teams
 - Mat room with padded walls, wrestling, etc. (Wrestling Coach: need space without mat for kids to take off shoes)
 - Laundry for PE uniforms and sports uniforms

Main Office

Participants (see sign-in sheet)

1. Philosophy
 - School "first impression"
 - School administration & operations
2. Program/Activities
 - Daily: 50 visitors to office, 5 or so at a time max (high traffic times are morning, afternoon and lunch)
 - Office manager works with staff, needs office easy access to main reception/waiting
3. Challenges
 - Welcome & Security
4. Needs & Ideas
 - Reception is ok, but confidentiality is a challenge
 - Privacy in some circumstances
 - Comfortable, professional, welcoming
 - Workstations with the option to change location (portable technology) when working with larger groups or needing more privacy
 - Need teacher meeting space separate from main office
 - Security station separate from school office
 - Workroom for copier
 - Confidential files are with Guidance
 - File room, minimal
 - Mailroom with access from office but not through office
 - Itinerant / subs need "home-base" space

Special Education

Participants (see sign-in sheet)

1. Description
 - Dual mission: co-teach/inclusion + students who receive resource services
2. Program/Activities
 - Resource: up to 10 students (all four subjects)
 - Push-in & Pull-out services

- Sometimes a TA is assigned, depending on students/needs
 - Read 180 program
 - Seeing an increase of students on the Autism spectrum
 - OT/PT
3. Adjacencies
- Resource spaces need to be easily accessible by students, not waste time traveling
4. Needs & Ideas
- Small group spaces for pull-out and resource service, shared by 2 classrooms would be ideal
 - Small group testing, extra help, etc. such as breakout rooms
 - Academic support (tutoring) in the resource room during exploratories/electives (students have fewer electives if in academic support)
 - Currently use 1 resource room per grade level
 - Two reading classrooms for special ed – Read 180 – in both plus one as enhanced reading support. Reading Specialist. Multi-sensory approach, using stations – computer, reading, etc.
 - Increase of students on the Autism spectrum – need a space to address sensory issues, perhaps one room per grade
 - Sensory room could also serve behavioral issues
 - OT/PT and adaptive PE (multi-purpose)

Central Office Notes

Participants (see sign-in sheet)

1. General Ideas
- ADVOCATE FOR AUDITORIUM
 - Bus loop: Coordinated bus and drop-off traffic
 - Adequate parking enables events and community use
 - Classrooms sized for 30-35 students, with kinesthetic learning, multiple groupings
 - Food services – need multiple lines, speed and flow for each 30-minute lunch
 - Child needs: addressing kids with allergies without isolating them
 - Recognize size differences for students this age
 - Safety – balance beauty and functionality

6th Grade Team

Participants (see sign-in sheet)

1. Description
- Connections to departments are good, but so are connections to teams, collaborations are both by subject and interdisciplinary
 - Rooms need to be flexible, room to move, collaborate
2. Challenges
- MS has a team approach, but science is separate from team due to distance, would like to be closer
 - poor acoustics between classrooms challenge simultaneous activities
3. Needs & Ideas
- Science – cares about space, safety, flexibility. Needs space to flow between instruction, experimentation, etc.
 - Maker spaces per grade level with easy access from teams
 - For science: adequate outlets, water, chemicals, fume hoods, need prep room access from hallway.
 - Math – needs manipulatives storage cabinets. Like large tables for group work plus wall cabinets to save floor space
 - Outdoor learning for 6th grade science – designed with water, covered, can also be shared with others, English for example to act out Shakespeare. etc
 - Like a kiva for bringing multiple groups together
 - Math classroom – students need to be able to see what's being done/charted, whole-wall whiteboards.
 - Power for technology / devices
 - English – “Novel Room” with sets of books. Currently all grades’ book sets are together, but too far. Would be good to have one book room per grade.
 - Need team collaboration area
 - VB middle school teams are laid out well. Lockers are lower in height and in locker commons
 - Information sharing throughout the school – locate large monitors with information scrolling to streamline communication

Elective: Reading

Participants (see sign-in sheet)

- Community room – for Partners in Education, etc. presentations, meetings, screenings, etc. with kitchenette for coffee/refreshments
- Herb / vegetable garden
- Alternative space (set up like a kiva) with operable walls to open/divide space
- Space for clubs, near parking for parent pick-up
- Atrium space, connected to outdoor learning, without distracting kids who look out the window to see activity
- Writing room – inspire creative writing

Music: Choir

Participants (see sign-in sheet)

1. Needs & Ideas
 - Like fixed risers, but with enough flat floor too
 - Need sheet music storage, bins are better than file drawers
 - Like natural light
 - Consider acoustics between music rooms
 - Proximity to performance space, could use music as green room
 - Need performance space, need to get used to stage/venue
 - Need water fountain
 - Equipment storage / recording & PA equipment

Elective: Teen Living / FACS

Participants (see sign-in sheet)

1. Program/Activities
 - Two teachers, share 2 spaces (kitchen/sewing)
2. Needs & Ideas
 - Need 5 kitchens (6/kitchen) one if 5 is a demo kitchen, 1 is accessible
 - Kitchens need to include dishwashers
 - Classroom area separate from kitchen area
 - Would be great to have shared office with curriculum materials, files, etc.
 - Space for machines and tables
 - Storage for supplies & equipment
 - Either 1st floor or easy access to elevator

Electives: (language, Spanish, French, Latin, distance)

Participants (see sign-in sheet)

1. Program/Activities
 - 35 students minimum, rooms are too small for this number of students
 - Language teachers – 6-7 (includes 3-4 FT), 7 classrooms now
 - In 6th grade, students take exploratory language, 8th grade takes full-year courses
 - For now, Language is the only program using distance (German, Chinese, Japanese)
2. Needs & Ideas
 - A language cluster would be better than dispersed. Could share spaces among programs
 - Movable furniture, room dividers to create the 4 zones: listening, reading, writing, speaking
 - Lots of writable walls
 - Some color- current looks too prison-like
 - Coordinate technology with lighting/light control

- One distance learning room to serve all programs.
- Outlets, and the power to back them up
- Elective area lounge

8th Grade Team

Participants (see sign-in sheet)

1. Description
 - Classrooms organized by team, dept. collaboration is enabled through alternative communication strategies, like email...
 - Prepare students for high school
2. Program/Activities
 - Science modeling and conceptualizing is a key part of the curriculum
 - Science is flipped – lectures by video at home
 - In-classroom flexibility, 20% of class time is teacher talk (max), but varies by department
3. Needs & Ideas
 - Teacher collaboration spaces – are needed by department
 - can be shared by all grades, non-simultaneous
 - also storage areas for resources, manipulatives, equipment
 - Collaborative space for students can be interdisciplinary
 - In-classroom technology
 - Small group spaces among classrooms

Security

Participants (see sign-in sheet)

1. Program/Activities
 - 50-100+ cars for drop off/pick up (more of a problem at pick up)
 - Have 3 security assistants (to keep people in the building safe vs to make kids behave)
2. Challenges
 - Security during school day – there are several blind spots that need to be monitored
3. Needs & Ideas
 - Traffic system designed for this population of parents who all want to drop-off
 - Separate bus loop from cars for specific times of day
 - Need crosswalks to be more effective
 - Access control for front door
 - Like welcome desk to greet/screen visitors, but should be more secure
 - Security screens surveillance videos, need privacy. Need place to house security monitors
 - Disarm building from front door around 6am, currently

Parent Insights

Participants (see sign-in sheet)

- MORE OPEN, MOVABLE, CONDUCIVE TO VARIETY OF ACTIVITIES, COLLABORATION
- Mobility, interdisciplinary teaching and learning
- Outdoor – for teaching and also hanging out, outdoor classroom
- Tight community, school needs to be welcoming, setting conducive to parent involvement
- Consider traffic, student safety, flow
- Community partnerships – One Life Fitness, BBT bank, etc.
- Security: entry sequence
- Lots of issues surrounding the site: outdoor amenities, fields, parking, etc.
- Locker system at Kellam doesn't work (kids need consistent locker space)?
- Future-proof: parents are concerned that teaching and learning is too forward/futuristic, think it will “revert” to the old way, and that we should be prepared

Custodial

Participants (see sign-in sheet)

- CONSIDER WEATHER, covered space, snow/ice removal – safely moving around building
- Disarm building from front door around 6am
- AC/heat in custodial room
- Dedicated storage for supplies and carts, excess furniture
- Custodial office
- JC – mop sinks, charging stations, storage shelves
- Outdoor equipment

Food Services

Participants (see sign-in sheet)

- Need multiple points where building could be disarmed (front door, gym, cafeteria, library, theater/music, etc.)
- Central control for freezers, refrigerators, etc.
- Need AC in the kitchen
- Breakfast, about 30 – 8:40m
- Lunch, about 450 kids
- Burger griller?
- Coolers closer to serving line
- Consider staff efficiency, current allocation is 9 staff positions, use between 6-7 because it's hard to find/keep staff

Technology (Instructional & backbone)

Participants (see sign-in sheet)

- Library in center of school, hub
- 80 kids for instruction, 2 classes together and separately
- Flexibility
- Offices:
 - Small groups
 - AV storage
- Collaboration spaces
- Small studio/production space
- Space should be engaging to kids, everywhere, not just at library (see VB Middle school), also hallways, locker commons, etc.
- Instructional tech also coaches teachers, so near professional development space
- Ease of access to tech equipment, central place to charge carts so access doesn't disrupt other classes
- Tech equipment staging room, near tech office, easy access to all classrooms/pods (also functions as "help desk")

Student Insights

Participants (see sign-in sheet)

- BIGGER LOCKER ROOM LOCKERS
- Wider hallways
- More water fountains
- Gym for clubs like strength training
- More elective classrooms
- More lunch lines
- Rubber track surface
- More rooms like the library
- More separation between grade levels
- Planetarium
- Lockers with key-pad locks
- Aquarium
- outdoor classrooms

- garden
- pretty school
- club space
- more technology, promethium board in each room
- better wifi
- need a sign-up space, space to initiate participation
- classrooms closer to each other – organized by use/for student ease
- better site drainage
- outdoor opportunities, like the current breezeway
- outdoor classroom
- outdoor space with benches, PAMS time
- less school-y, more home-y
- better way-finding
- more comfortable chairs
- better cafeteria

General / Overall

Participants (see sign-in sheet)

- Math – student access to manipulatives. Bins are a good idea for science too
- More project based, so need more presentation space / work space
- Need green room to video produce – video production center
- Staff restrooms

In the Future...

Participants (see sign-in sheet)

- virtual reality
- on-line curriculum, may eliminate need for lockers
- may still need lockers for sweaters or instruments
- more hands-on materials
- better if all the classes did hands-on like EDGE
- but some people don't like to learn by doing, need a mix
- easier to carry a chrome book than to have a locker
- chromebooks for each student (vs each classroom)
- lockers organized by team