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Meeting Notes Summary

DATE: June 17, 2002
PROJECT: Reading Memorial High School
FAI PROJECT NO: 2204.00
RE: Meetings with Faculty and Department Heads (June 5 and June 13, 2002)

Summary: FAI met with representatives of the listed departments and groups to initiate the process of gathering concerns and issues prior to the close of the 2002 school year. Additional meetings will be held with available faculty and school personnel during the summer. FAI will meet with faculty, teachers and personnel again when school resumes in September.

The following facts, issues, and concerns were presented to FAI by the faculty. These issues will be considered throughout the course of the study. Solutions that impact project scope, cost, or phasing will be reviewed with the Building Committee. Educational Issues will be reviewed with the Principal and the Superintendent.

- I. Math
 - A. Department office is preferable to general faculty space
 - 1) The office should include 'common space'
- II. Foreign Language
 - A. Need: One fixed language lab with 30 positions
 - B. Need: One sub-sized classroom for small groups
- III. Business
 - A. Currently using typewriters, not computers, for keyboarding
 - 1) Typewriters were less expensive than computers
 - 2) Paper provides instant feedback
 - 3) Program could move to computers
 - B. Current room is large, used 6 of 7 periods per day
- IV. Arts
 - A. Ideally, the arts Visual and Performance programs would be adjacent to allow for integrated curriculum
 - B. A more central position in the school is preferred

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V. English

- A. Display and presentation are valuable
- B. A common departmental office is strongly preferred
- C. Moveable technology is preferable
- D. Need: Book storage room or lockable storage in the rooms

VI. Guidance

- A. Current office space is too small
- B. 200/1 is the ideal student/counselor ratio
 - 1) Currently 300/1
 - 2) No space for interns available, the office can't accept available college interns
- C. Acoustic privacy is not available
- D. Parent interaction is important – a position near the main entrance is ideal

VII. Music

- A. More space is needed to provide for:
 - 1) Music Lab
 - 2) Practice Rooms
 - 3) Ensemble
 - 4) Individual and school storage
 - 5) Uniform storage
- B. Need: Recording Equipment

VIII. Social Studies

- A. Ideally, social studies would be adjacent to English
- B. Presentation space
- C. Department rooms are currently split up – preferably classrooms would be adjacent
- D. Project storage:
 - 1) Cannot store or maintain presentation material
 - 2) Natural History Day – large scale materials

IX. Science

- A. Teachers prefer to maintain their own classroom
- B. The department is short two rooms
 - 1) Field Biology
 - 2) Physical Science
- C. Departmental office is preferred
 - 1) Combining the Math and Science office would be helpful
- D. Four (4) prep rooms, and associated storage rooms, required – Chemistry, Biology, Physics, and 9th Grade
- E. Biology and Chemistry require sinks in the prep room
- F. An independent computer room is not necessary, the computer is used in the room
- G. Lecture space within the room is required
- H. Vivarium
 - 1) Little use for animals
 - 2) Space is ideal for special projects and computer use
- I. Storage in rooms:
 - 1) Lockable book storage is critical

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- 2) Lockable balance storage is required
 - 3) Lockable microscope storage is required
 - J. Prep Room/Storage includes:
 - 1) Glassware
 - 2) Bottled Liquids
 - 3) Equipment
 - 4) Cleaning Supplies
 - 5) Specimens
 - 6) Lockable files
 - 7) Construction paper and presentation supplies
 - K. Computers are currently on carts and stored in prep areas
 - L. Classrooms are currently lockable
 - M. Chemistry currently transports chemicals from room, across corridor, to prep room. There is a potential for accidents
 - N. Two science courses will require fixed computers because they require consistent use of technology
 - O. Six or Seven 9th grade teachers currently use Physics prep room
 - P. Students maintain lockable projects drawers in Chemistry rooms ?
- X. Athletics
- A. Use of the existing Gym for PE, and the construction of boy's lockers on the first floor would address Title IX issues for physical education
 - B. PE is not required for Juniors and Seniors
 - C. (3) PE teachers
 - 1) (1) Health with classroom
 - 2) (2 1/2) Phys. Ed
 - D. 13 Boys' sports and 13 girls' sports
 - E. Outdoor track, football field, and bleachers need to be addressed
 - 1) Would like an (8) lane straightaway and (6) lane track
 - 2) Bleachers require replacement
 - 3) The fence needs replacement
 - 4) Polyurethane track is preferred
 - 5) A new synthetic field is desirable
 - 6) The existing concession stand does not meet ADA requirements
 - 7) The existing press box does not meet ADA requirements
 - 8) Toilets for audience are desirable
 - F. The field house floor requires replacement due to cracking and dead spots
 - G. Project Adventure is used
 - H. Entry to the field house is not accessible
 - I. A wood floor for competition basketball is preferable
 - J. Field house heating system is run from the school. The field house requires a long period to warm up
 - K. Lighting in the field house is insufficient
 - L. Bleachers are manual and do not meet ADA requirements
- XI. FAI has not yet met with the following groups or departments (scheduled meetings in parentheses)
- A. Media Center
 - B. Rise
 - C. Custodial

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- D. Administrative Staff
- E. Home Economics
- F. Information Systems (6/20/02)
- G. Tech Ed.
- H. Special Education
- I. Drama

2204.00/meeting notes/MN 6/17/02 summary