

Meeting Agenda / Minutes

Project: Greenwich Public Schools
 Riverside School Study
 90 Hendrie Avenue
 Riverside, CT 06878
 State Project No.

Meeting No.: (FS-03)

Meeting Date: 10/15/2024

Job No.: 24051

Meeting Time: 4:00 PM

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Location: Riverside School

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Overview:

A project kick-off meeting was held to initiate the Feasibility Study for the Greenwich Riverside Project

Attendees:

- Dr. Toni Jones, Superintendent of Schools, Greenwich Public Schools (GPS) toni_jones@greenwich.k12.ct.us
- Ben Branyan, Chief Financial & Admin. Officer, (GPS) ben_branyan@greenwich.k12.ct.us
- Sophie Koven, BOE (GPS) sophie_koven@greenwich.k12.ct.us
- Jason Martin, Principal, Riverside School (RS) jason_martin@greenwich.k12.ct.us
- Mary Dean Collette, Assistant Principal (RS)
- Dan Watson, Facilities Director (GPS) daniel_watson@greenwich.k12.ct.us
- Lucia Jansen luca.jansen.bet@greenwichct.gov
- Pam Kelly, Kindergarten Teacher (RS) pam_kelly@greenwich.k12.ct.us
- Kiesha Neitzell, 5th Grade Teacher (RS) keisha_neitzell@greenwich.k12.ct.us
- Alex Popp, 5th Grade Teacher (RS) alex_popp@greenwich.k12.ct.us
- Jessica Punchatz, Music Teacher (RS) jessica_punchatz@greenwich.k12.ct.us
- Jessica Rosa jessica_rosa@greenwich.k12.ct.us
- Jessica Wahlers jessica_wahlers@greenwich.k12.ct.us
- Lynn Sterner, Literacy Specialist (RS) lynn_sterner@greenwich.k12.ct.us
- Betsy McIntyre, PTA (GPS-PTA) betsy.s.mcintyre@gmail.com
- Virginia Lockhart, PTA (GPS-PTA) virginia.b.lockhart@gmail.com
- Carey Bisbee, PTA (GPS-PTA) carey.starno@gmail.com
- Fran DiFiore, Construction Solutions Group (CSG)
- Jim Giuliano (CSG) jimg@csgroup-llc.com
- Paul Lisi, Antinozzi Associates (AA) plisi@antinozzi.com
- Michael LoSasso, Antinozzi Associates (AA) mlosasso@antinozzi.com
- Lisa Yates, Antinozzi Associates (AA) lyates@antinozzi.com
- Patti McKeon, Antinozzi Associates (AA) pmckeon@antinozzi.com

STUDY PROCESS

Item	Origin	Description	Action by
2.1	FS-01	<p>GENERAL – GPS STUDY PROCESS</p> <p><i>10/15/2024 Minutes: The purpose of the study was reviewed again. Dr. Jones reiterated that we are early in the process. What is the committee’s role? Per Dr. Jones, the committee’s role is advisory.</i></p> <p><i>The Educational Specifications and program to be provided will be subject to detailed review and updating by the BOE, which votes on the Ed Spec. The BOE spends a lot of time reviewing the Ed Spec and programming. Goes through the Board of Estimate & Taxation (BET) and the Representative Town Meeting (RTM). There will be hours of upcoming public</i></p>	

		<p>meetings; per Joe Kelly there were 200 meetings for the middle school. Committee members are encouraged to attend BOE meetings if they would like to speak.</p> <p>The process will us an outside estimator, in addition to the Design Team’s estimating consultant.</p> <p>Per Dr. Jones, the study sometimes transforms when design progresses. For New Lebanon, the initial concept placed the building on the field. Building was placed in a different spot.</p> <p>08/06/2024 Minutes: GPS stated that Greenwich utilizes a unique process in the planning and development of schools. The first stage, specific to this project, involves the development of Educational Specifications that build from general planning informed by the Master Plan. The following stage of development reflects what is more commonly understood as the project design for a grant application. The second stage may be completed by the Design Team that generated the Educational Specifications and conceptual planning or by a different team. Conceptual studies developed for the school during the first stage are utilized to support the development of the Educational Specifications but not are necessarily representative of how the actual school building project will appear.</p>	
2.4	FS-02	<p>EDUCATIONAL SPECIFICATIONS – FACT FINDING. We would like to hear more from everyone regarding issues with the current school, goals for a renovation, specifics about the way the school is used that may be unusual, and anything else the committee thinks it’s important for us to address. This will give us background and global themes prior to our Ed Spec interviews on 10/25.</p> <p>10/15/2024 Minutes: Committee priorities were discussed as noted below.</p> <p>PTA Priorities (based on share document from the PTA)</p> <ol style="list-style-type: none"> 1. Safety and accessibility upgrades that bring the building to code 2. Security improvements that bring the school in line with current standards 3. Balancing preservation of the building’s pre-war character and craftsmanship with a degree of high-quality upgrades & modernization that will make this project last for decades to come 4. A building capacity aligned with recent enrollment history <ul style="list-style-type: none"> ▪ 2017-2018 to present: average = 459, max = 484 5. Having ample dedicated spaces, that are appropriately sized and configured, for specialized instruction (e.g. SpEd, band & orchestra, general music separate from core classrooms) 6. Evaluating expansion options (by building up and/or out) to address: <ul style="list-style-type: none"> ▪ Core classrooms that measure well below current standards ▪ Shared spaces (e.g. cafe & kitchen) measuring well below GPS K-5 average ▪ Accessible meeting/programming space (especially if the room in the tower is not accessible by elevator) or an expansion of the Media Center 7. Use any kitchen expansion as an opportunity to install dishwashers to support Green Schools efforts to transition from single use to reusable trays <ul style="list-style-type: none"> ▪ Given Riverside’s proximity to OGS, NMS, ISD, EMS it could be the hub for the east side schools <p>General Discussion:</p> <ol style="list-style-type: none"> A. Improve building security: windows don’t lock; reconfigure entry sequence. At least one rescue window is blocked by an a/c unit. B. Evaluate expansion by building up vs building out (AA note: Building “up” requires structural capacity; adding this capacity without disturbing the building’s existing details and character can be difficult.) 	

	<p>C. Core classrooms fall below general standards</p> <p>D. Space for high-quality hands-on learning outside of regular classroom spaces.</p> <p>E. Take the input of the ARC seriously.</p> <p>F. Single music room is adequate but adjacent to a 5th grade classroom so there's a noise issue. General music room should be acoustically distant from core classrooms.</p> <ul style="list-style-type: none"> ▪ Moving Art and Music downstairs would mean little kids wouldn't have to use the stairs. AA notes that this is an advantage Code-wise since it keeps younger grades on the first floor. There is also an advantage to placing Music near assembly spaces. ▪ Music programs and PTA events use the Gym or Media Center, displacing PE and library services. Some events, like the book fair, are all-day events. PE gets displaced all the time. They don't use the cafeteria for other programs now because it's so small and constantly in use for large lunch window. <p>G. Circulation pinch points:</p> <ul style="list-style-type: none"> ▪ The cafeteria is undersized, falling below general standards in terms of size and flow. Many lunch waves, and not enough space to stagger them. ▪ The cafeteria is poorly configured for ingress/egress at lunchtime. Waiting for the cafeteria is seriously inefficient. ▪ The front entry experiences "a surge" in the morning; the front entry is pretty cramped so it doesn't take many people to cause congestion. ▪ Circulation is critical as it wastes key educational minutes. ▪ The school lacks a multi-purpose room or civic space, which could ideally tie larger spaces like the Gym, Cafeteria and Media Center together. <p>H. Enrollment projections are forthcoming; AA will email Dr. Jones for preview. Per Dr. Jones we know we need PK added at Riverside.</p> <ul style="list-style-type: none"> ▪ Are we competing with local private preschools? Per Dr Jones, PK is mandatory for care of special needs; also, there is a waiting list, so there are plenty of children to fill both private and public seats. <p>I. Three SPED teachers are now in one space, but it was nice when there was on upstairs and one downstairs. Would prefer to have two larger spaces, maybe combine one with OT/PT (on the first floor near the Gym).</p> <p>J. Classes of 24 are perfect – but would be tight with 28 – and that's too many, even if the room can fit them. Currently for 4th-5th the limit is 26. This building usually has 4 sections. Section populations fluctuate so flexibility of classrooms is key.</p> <p>K. Toilets in PK, K and 1st Grade are preferred.</p> <p>L. Some classrooms used to have coatrooms, which were difficult from a supervision point of view but were efficient. Review in-room cubbies with storage above.</p> <p>M. Dedicated storage is desired. AA reviewed the benefits of "active" storage, which is generally shallow in depth (like cabinetry or shallow closets) so items don't get lost and forgotten at the back, aka "dead storage."</p> <p>N. Traffic and parking are an issue; there is currently congestion in the morning and afternoon:</p> <ul style="list-style-type: none"> ▪ Higher enrollment will lead to more parking and pick-up drop-off. ▪ Most students live within 1 mile and therefore do not qualify for bussing. Therefore, there is a lot of vehicular traffic for drop-off and pick-up. <p>O. Shaded playgrounds are important.</p> <ul style="list-style-type: none"> ▪ Outdoor classrooms are not frequently used in Greenwich, but Riverside and many other schools have gardens for learning. ▪ District standard for playscapes is poured rubber. <p>10/1/2024 Minutes: Fran DiFiore of CSG introduced herself as a retired administrator, CREC Assistant Superintendent, construction experience. Writer of Educational Specifications. The process relies heavily on interviewing and listening. The Ed Specs are coordinated with the Building Program.</p>	
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WORK TO DATE

Item	Origin	Description	Action by
7.1	FS-01	<p>SITE VISIT. A site visit was conducted by the Design Team on 9/18/24; the school was not available prior to the first week of school.</p> <p><i>10/15/2024 Minutes: No new minutes.</i></p> <p><i>10/11/2024 Minutes: Highlights of the site visit included lack of sprinklers, position of main electrical gear in heavily used area, understanding that disturbance of established trees is to be minimized.</i></p>	AA
7.3	FS-01	<p>EXISTING DRAWINGS: Dan Watson has indicated that AA should go to 290 Greenwich Avenue (BOE) to look through whatever is available in terms of historical drawings. Meanwhile, Antinozzi has reconstructed existing floor plans in CAD based on AA's 1995-97 addition/renovation work.</p>	AA

		<p><i>10/15/2024 Minutes: No new minutes.</i></p> <p><i>08/06/2024 Minutes: AA will coordinate with Facilities Director Dan Watson to locate existing drawings for Riverside School.</i></p>	
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SCHEDULE

Item	Origin	Description	Action by
6.1	FS-01	<p>SCHEDULE: Dr. Toni Jones set the following meeting dates on 9/17/24. Note that administrative and staff interviews are set for October 25, 2024; review any associated schedule impacts.</p> <p>October 1st- Kick off in person <u>at</u> Riverside 4:00-5:00 October 15- In Person <u>at</u> Riverside 4:00-5:00 October 29- In Person <u>at</u> Riverside 4:00-5:00 November 12TH November 19th - 4:00- 5:00 <u>Virtual or In Person</u> TBD December 3rd- If Needed December 12th - Present Educational Specification to the Board of Education, 7:00 pm</p> <p><i>10/15/2024 Minutes: October 22nd and November 5th have been cancelled.</i></p> <p><i>10/11/2024 Minutes: The 10/15 meeting is eliminated since we don't need two more meetings prior to the interviews on 10/25. November 5th shifts to November 12 to accommodate Election Day.</i></p> <p><i>08/06/2024 Minutes: There was general consensus among the attendees that a mid-September deadline to prepare the study was not feasible. August will be used to review the existing building. September and October will be used to interview stakeholders and obtain enrollment projections for the Educational Specification's development. A forecasted delivery in November prior to Winter Break is acceptable. The goal is completion of the study for use in Capital Planning that occurs in December / January.</i></p> <p><i>Board of Education meeting dates will dictate timeline. Agendas for meeting need to post on the preceding Friday. Board meetings occur twice monthly during the school year.</i></p>	AA