

Meeting Agenda

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

Meeting No.: (FS-04)

Meeting Date: 10/29/2024

Job No.: 24051

Meeting Time: 4:00 PM

Author: Lisa Yates, AIA, LEED AP

Location: Riverside School

E-mail: lyates@antinozzi.com

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>10/29/2024 Minutes:</i></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</i></p> | |

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| | | <p>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 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> | |
| 2.4 | FS-02 | <p>EDUCATIONAL SPECIFICATIONS – FACT FINDING. Reporting in on staff meetings held Friday 10/25/24.</p> <p><i>10/29/2024 Minutes:</i></p> <p><i>10/15/2024 Minutes: Committee priorities were discussed as noted below.</i></p> <p><i>PTA Priorities (based on share document from the PTA)</i></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><i>General Discussion:</i></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 alc 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.) C. Core classrooms fall below general standards D. Space for high-quality hands-on learning outside of regular classroom spaces. E. Take the input of the ARC seriously. 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. <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. | |

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| | | <ul style="list-style-type: none"> ▪ 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>10/11/2024 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> <p>Various questions and ideas were discussed, as briefly noted below:</p> <ul style="list-style-type: none"> • What is the role of the Committee? Per Dr. Jones, the Committee should provide feedback and input on design options and feedback on the development of the Ed Spec. • In 2017 – District improvement plan – what is the plan with that? This is a fresh start. Understand that the final design produced after the study may not resemble the conceptual layouts the study uses to test the parameters of the project. | |
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| | <ul style="list-style-type: none"> • A goal of the interview and fact-gathering process is to find out what you want – not just what you have. • How is flexibility addressed when sections move around? It helps to keep classroom design modular so uses can be swapped out. Additionally, providing a variety of differently sized resource rooms is helpful. Sometimes the larger spaces provide flex space for classrooms. • Enrollment projections are needed to determine the size of the building allowed for State reimbursement. Per Dr. Jones, this year is difficult due to movement between schools. • Would love a sensory room (SPED). Currently in a hub in the media center – not enough privacy, no acoustical privacy. • Meeting spaces are lacking. • Front door safety / security. • Not enough staff bathrooms – there is no passing time. • Music – Band and music are upstairs too close to classrooms. • Cafeteria is too small. Cafeteria is extremely loud. Grade levels range from 60 – 88. Lunch served to one grade at a time. Lunch takes from 10:30 – 1:30...six lunch waves. No heating/cooling in serving line and very tight. Also, bad circulation, no place for queueing. • Maintaining the character of the building; maintaining the woodwork. • Keep younger kids close to cafeteria and other areas they frequent. • Trees/green spaces around the building are an important element to preserve. | |
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WORK TO DATE

| Item | Origin | Description | Action by |
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| 7.4 | FS-04 | <p>NEXT STEPS</p> <p>With interviews complete, the team will develop a draft Educational Specification with a Building Program to be used to “test fit” one or more layout options for the study.</p> <p><i>10/29/2024 Minutes:</i></p> | |
| 7.5 | FS-05 | <p>SPACE STANDARD</p> <p>For an enrollment of 442, assuming the school retains the 52,780sf constructed prior to 1959, the State considers a total area of 66,425sf eligible for reimbursement. The existing school is 57,709sf, resulting in an eligible addition size of 8,716sf.</p> <p>FY 2025 Greenwich’s reimbursement rates are 20% for general construction and 10% for new construction.</p> <p><i>10/29/2024 Minutes:</i></p> | |

SCHEDULE

| Item | Origin | Description | Action by |
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| 6.1 | FS-01 | <p>SCHEDULE: Dr. Toni Jones set the following meeting dates on 9/17/24. Note that administrative and staff interviews did not occur until 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>10/29/2024 Minutes:</i></p> <p><i>10/15/2024 Minutes: October 22nd and November 5th have been cancelled.</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 |