

## Meeting Minutes – SD#1 – ES Special Education

### Attendees

#### SitelogIQ

- + Ryan Gram – Project Designer
- + Jonathan Peterson – Architectural Project Manager
- + Sophie Palma – Intern

#### Oconto

- + Ben Bourassa – Elementary School Principal
- + Emily Miller – Superintendent
- + Megan Mills-Koehler – Director of Student Services/Special Education

### Introduction

#### Spaces in Main Office to Remain

- Psych office, guidance office, head start office, files room, conference room, staff room, work room

#### Spaces to Move to Current Main Office

- Guidance classroom
- Guidance office
- Keep existing RR in health office

### Discussion

#### Preschool Relocation

- Independent program (3-year-old preschool program)
- Usually 10 kids max
- Move preschool into current kindergarten classroom C102
  - Add a RR
  - Look into providing secure entrance directly into preschool (possibly through existing storage space)
- Split Room C131 into 2 room

- EBD program (Leanne)
  - Locate on right side w/ sink & isolation room
  - Usually 5-10 students
  - Used for behavior issues
  - Currently use horseshoe table, some desks w/ peddles, recliners
- Cross Cat program (Jess)
  - Used as pullout space for reading/math help
  - Usually 5-10 kids (done in small groups)
  - Currently use horseshoe table, desks

## Guidance Space

- Include large L-shaped classroom
- Take down wall between current health office & waiting/secretary area
- Expand health office with RR to meet ADA requirements
- Provide large guidance counselor office across corridor

Next Steps

## Explore the Following

- Create connection between work room & staff room
  - Keep some separation, but maybe provide door w/ some transparency between the two
- Maintain corridor in new guidance space for egress purposes
- Provide some special education spaces in classroom wings
  - Provide home base for Jess/Leanne in room C131
  - Give them space to touchdown in classroom wings as well
    - Provide storage space to store curriculum - not to rely on a supply cart

The forgoing and attached is believed by the author to be an accurate and materially complete reflection of the discussions described. Request 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.