

Meeting Minutes – SD#1 – Middle School Office

Attendees

SitelogIQ

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

Oconto

- + Amy Thomson – District Nurse
- + Cindy Shallow – Administrative Assistant – Main Office
- + Emily Miller – Superintendent
- + Matt Hartin – Principal
- + Megan Mills-Koehler – Director of Student Services/Special Education

Introduction

Option A

- Positive feedback on reception & waiting area layout w/ idea of adding transparency
- Positive feedback on location of Cindy's areas located up front by reception desk

Option B-2

- Preferred Option
- Positive feedback on idea of maintaining 3 bathrooms
 - Look into flipping one RR to be accessed from corridor for parents/staff/visitors
- Move principal's office further back in office so it's in more quiet, secluded area
 - Cindy & Matt agreed the distance didn't seem too far
- Place small CR between Matt & Megan's office
 - Provide door for direct access from Megan's office to small CR
- Place large CR in between work room & Matt's office
 - Provide door for direct access from Matt's office to large CR
- Provide door for direct access to file room from Megan's office
- Locate Comm Coor Office on corridor side

June 17, 2021

- Health services makes more sense to have direct access to corridor
- Add small window from Cindy's workstation into health services for visibility purposes if student enters health office from corridor
- Interested in including door up front between health office & work room
 - Would be helpful for sound & privacy needs

Discussion

Overall Feedback

- Positive feedback on layout of front entrance area, providing 2 workstations at reception, w/ Cindy set back a little, but nearby
- Speech Therapist Office should move to new special education suite
- Need an office for Communications Coordinator
 - Hoping to bring them on full time; they interact with many students & district office staff, so would make sense to have them located in MS main office
- SRO doesn't need dedicated office; they could use either of the conference rooms as workspaces

Next Steps

Explore the Following

- Providing access to one RR from corridor
- CR connections to offices
- Providing dedicated office for Comm Corridor
- What equipment will be moving to work room vs what will remain in existing work room
- Including checkpoint door towards front of office corridor for security/privacy/acoustical needs

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.