



## Meeting Notes

PROJECT: **New Jordan Acres Elementary School - #17-078**  
Date: September 1, 2017  
Attendees: IT Department – Sue and John  
Lyndon Keck of PDT Architects  
Purpose: Interview Notes

These notes were taken by Lyndon Keck and Suzanne Morin to the best of their ability. Please suggestion corrections within three (3) working days.

Topic	Agenda/Notes	Action
	1. Lyndon went over the plan with Sue and John.	
	2. The District is a personal computer district now, although they are considering using I-pads for the lower grade levels. This would then mean they would also be getting Apple TV's.	
	3. They noted that we are missing one teacher's room upstairs in the second house.	
	4. The Tech. office should be two people; it only needs to be about 250-300 s.f. maximum.	
	5. The network closet doesn't need to be nearly as big as what we've shown. It could be as small as 10' x 10' or 100 s.f. It does have to have air conditioning.	
	6. The maximum length between a network closet and the furthest room is 300' maximum.	
	7. If PDT is going to develop alcoves in the hallways the depth of the recharging carts and copiers is 36".	
	8. PDT to confirm with the building codes, life safety codes, State Fire Marshal's Office and the local fire chief to confirm that copiers and recharging stations can be in alcoves in the hallway and don't have to be in rated rooms.	
	9. There will be a total of six copiers, one in each of the teacher's workrooms, one in administration, and one in the volunteer's workroom.	



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	10. PDT and Bennett Engineering to stay in touch with Sue concerning the E-Rate Program. They have an e-rate consultant that says if this is a locally funded project they can get much more network reimbursable money, as much as 50% of their expenditures.	
	11. PDT didn't have enough network phone drops at the Harriet Beecher Stowe cafeteria/kitchen. There need to be at least three drops, one in the kitchen office, one in the kitchen proper for the worker's use and one or more for the cash wraps at the serving station.	
	12. If printers are in the hallways how much paper storage do they need? Is this legal with code enforcement in the hallways?	
	13. Elementary school teachers prefer overhead projectors and document cameras. Maybe only 10% of teachers are using the electronic white boards at Harriet Beecher Stowe.	
	14. Only 10% of the teachers are using speech amplifiers at Harriet Beecher Stowe. It started out as a much higher percentage and now it is much lower. Although the teachers really like having the additional speakers in the classrooms for video usage.	
	<b>END OF MEETING NOTES</b>	