

## **LaGrange Middle School End-User Meeting #3 summary**

**December 11, 2024**

### **1. LMS Building Leadership Group Notes**

- Attendee: T. Richard, L. Torres-Morales, J. Hammond-King, J. Orcutt, T. Gentlecore, I. Martinez, G. Hamlin, P. Hamel, J. Bouffard, M. Hunt.
  - Discussions included the configuration of Assistant Principals (APs) and how the proximity aid to collaborate in training.
  - Teaming strategies were discussed, with a focus on organizing students into teams for core subjects.
  - There was a mention of scheduling challenges related to the new layout in the building.

### **2. LMS Nurse Notes**

- Attendee: S. Nerf, J. Hopkins, T. Richard, J. Hammond-King, J. Orcutt, T. Gentlecore, I. Martinez, G. Hamlin, P. Hamel, J. Bouffard, M. Hunt.
  - The meeting addressed the requirements for the Nurse/Health Suite.
  - There is a need for two exam rooms, one for physicals and another for hearing / vision tests.
  - The design includes space for cots, desks for nurses, and adequate storage for medication and supplies.
  - The layout must accommodate the needs of students and staff efficiently.

### **3. LMS Food Service Notes**

- Attendee: K. Rios-Lopez, T. Richard, J. Hammond-King, J. Orcutt, T. Gentlecore, I. Martinez, G. Hamlin, P. Hamel, J. Bouffard, M. Hunt.
  - The focus was on food service operations and staffing concerns.
  - Discussions highlighted the need for improved working space in the kitchen and adequate serving areas.
  - There was a mention of changes to the current breakfast program, allowing more students to receive free meals.
  - Concerns about kitchen maintenance, storage, and staffing were also raised, especially with the increase in lunch periods.

### **4. Pupil Personnel Services (PPS) Meeting**

- Attendee: S. Mesuch, J. Cirrito, V. Spadaro, E. Ploetz, C. Caserta, T. Richard, J. Hammond-King, J. Orcutt, T. Gentlecore, I. Martinez, G. Hamlin, P. Hamel, J. Bouffard, M. Hunt.
  - Discussions focused on the layout and functionality of common spaces, including furniture and storage solutions. Concerns were raised about visibility from outside offices and the need for student commons for cafeteria overflow.

## **5. Main Office/Attendance Meeting**

- Attendee: A. Tierney, A. Runza, S. Haight, T. Richard, J. Hammond-King, J. Orcutt, T. Gentlecore, I. Martinez, G. Hamlin, P. Hamel, J. Bouffard, M. Hunt.
  - Key topics included the organization of mailboxes, storage needs, and the functionality of attendance space. Suggestions were made to improve the layout for better efficiency and to ensure security measures are in place.

## **6. Library Meeting**

- Attendee: R. Klein, M.R. Ciochi, K. Sprague-Hicks, T. Richard, J. Hammond-King, J. Orcutt, T. Gentlecore, I. Martinez, G. Hamlin, P. Hamel, J. Bouffard, M. Hunt.
  - The need for flexible seating and space for events was discussed, along with considerations for testing carrels and technology access. Suggestions included relocating the maker space and improving storage solutions.

## **7. Special Education/AIS Meeting**

- Attendees: M. Eschbach, B. Breslow, C. Cave, F. White, K. Conn, J. Fischetti, T. Richard, J. Hammond-King, J. Orcutt, T. Gentlecore, I. Martinez, G. Hamlin, P. Hamel, J. Bouffard, M. Hunt.
  - Discussions revolved around the need for dedicated spaces for OT/PT services, the organization of breakout rooms, and ensuring access for students and staff. Concerns were raised about the current room sharing and the need for efficient access points.

## **8. Science Meeting**

- Attendees: L. Apuzzo, J. Cropley, E. Papp, L. Ivchenko, P. Dorward, T. Richard, J. Hammond-King, J. Orcutt, T. Gentlecore, I. Martinez, G. Hamlin, P. Hamel, J. Bouffard, M. Hunt.
  - The meeting focused on classroom access, storage for equipment, and the need for outdoor access for science classes. Discussions included the benefits of having a dedicated prep space and the potential for a dishwasher to aid in cleaning.