

## **Project Planning Committee (PPC) Meeting #3 Minutes**

### **New Northern Adelphi Area High School Project**

**Date:** April 30, 2025

**Time:** 3:15 PM – 4:15 PM

**Location:** Virtual

**Facilitator:** Brittney Bennett, Communications Specialist, Department of Capital Programs

#### **Attendees:**

Aisha Barrios Negrón

Cordelia Polley

Frazier Richmond

Garry Dennis

Hiwot Haileselassie

Jason Fritz

Leroy Alicea

Monica Welch

Pamela Smith

Robert Nelson

Sandra Atkinson

Anthony Shumate

Nicole Isley-McClure

Rebecca Garcia

Scott Adams

Diane Carillo

Terri Dend

The meeting began with Scott Adams presenting the first-floor school plan for review.

#### **A Review of Administration and the Parent Resource Area**

The main entrance is centrally located, leading into a vestibule and secured lobby. The administration area sits to the left, while the Parent Resource Center and nurse suite are positioned to the right. Additional facilities include laundry, pantry, restrooms, locker rooms, and security offices. Discussion focused on better supporting the principal's core team, suggesting that assistant principals be distributed by grade level rather than located in the main office.

#### **Registration and Records Concerns**

Concerns were raised about the absence of a designated registration office, with a recommendation to position it near the Parent Resource Center. Additional discussion addressed records storage, highlighting the need for space to accommodate active and inactive files and workspace within the records room for essential equipment such as copiers and shredders.

## **Guidance and Wraparound Services**

The guidance suite includes 14 offices, a waiting area, records storage, and a career center. The committee recommended distributing 4–6 counselors across various floors while retaining 10–12 offices in a centralized area. The need to accommodate staff like PPWs, student advocates, and college/career liaisons was emphasized, along with calls for private conference rooms and secure storage.

## **Auditorium, Music, and Arts Spaces**

The auditorium has a seating capacity of 900, which prompted questions about capacity compared to other schools. The music suite includes band, orchestra, choir, guitar, and keyboarding facilities, as well as shared practice and storage areas. Participants requested expanded storage and additional electrical capacity for keyboarding classes.

## **Gymnasium and Athletics**

The three-station gymnasium doubles as an auxiliary space through curtain dividers and seats up to 2,600 students. It includes an adapted gym and team rooms for boys and girls. Concerns were noted about adequate storage for mats and athletic equipment. The Athletic Director's office and connected storage were confirmed.

## **Special Education Program**

Special education classrooms are currently distributed across various floors, leading to requests for centralization near support staff. The committee emphasized the need for spaces to accommodate roles such as IEP facilitators, secretaries, coordinators, and therapists. A dedicated IEP conference room was also requested. Regional special education programs need to be easily accessible from the main entrance due to mobility issues.

## **Media and CTE Integration**

The TV studio was relocated initially, but it was recommended to keep it adjacent to the CTE media programs for easier staffing. The team noted the potential impacts of this decision on the Career Center and guidance areas, which will need further review.

## **Future Planning and Next Steps**

Scott informed the group he would be unavailable the following week and suggested reconvening in early June due to graduation season. Discussions on special education

space allocations, music and arts storage needs, and counselor distribution will continue at the next meeting. It was also noted that classrooms with co-teaching models must include two desks to comply with contractual requirements.

**Action Items:** Communications Manager Robert Nelson will coordinate scheduling for the June meeting. Scott and the design team will review layout adjustments based on feedback, and the committee will gather additional information regarding special education program needs and community partnerships. The meeting concluded with plans to resume the second and third floor discussions at the next session.

The meeting adjourned at 4:15 PM.