On the above date, a core group meeting was held at the Dover Area School District Offices to review the Dover Area Middle School project. Pertinent issues and items of discussion are as follows.

1. The furniture and equipment needs were reviewed and the following pertinent items discussed:
   - The furnishing priority would be classrooms (student desks and chairs) followed by conference rooms & Administration.
   - Classroom desks need to be large enough to fit a full sized laptop and adjacent writing surface. A rectangular shape is preferred.
   - Ergotron height adjustable podiums were requested 5-10 per building.
   - Art tables are recently new and can be re-used.
   - Three Ag science classrooms have newly purchased lab tables & chairs. These can be re-used for the 6th grade science classrooms.
   - Provide high/low seating in the Collaboration spaces similar to Middletown HS.
   - The existing risers in the Choral Classroom and Band Classroom will remain.
   - Provide seating for 75 students in Band.
   - Some of the perimeter casework in Band can be demolished to allow for more open floor space.
   - The administrative suite will have all new furniture. The main reception desk will be built-in casework (2 staff).
   - The desk/tables in the computer lab need accommodations for power for a laptop or iPad as well as be flexible.
   - All existing Middle School furniture is to remain at the building as it is in poor condition.
   - FCS will receive new appliances & be updated to meet ADA compliance for (1) station. A combination of cooking, sewing & childcare shall take place in this space.
   - STEM requested a personal workspace as well as a space for collaboration work.
   - Plan for all new low impact equipment in the Wellness Center.
- Faculty planning centers to include a conference table for team meetings, copier, and work counter. These rooms will not be used for staff dining, so a sink and appliances are not required.
- Existing IWBs (Interactive White Boards) from the Intermediate School and High School will be used throughout the classrooms. Technology accommodations may need to be added in current classrooms without IWBs. Further discussion to occur during teach review meetings.

2. The Tech Ed classroom needs direct visibility of the Tech Ed Lab.
3. It was discussed to relocate Art to the STEM Lab (current Ag Mechanics Lab), located the Tech Ed classroom in the former location of Art, and located the STEM classroom/lab adjacent to the Tech Ed Classroom.
5. Provide door access from the Tech Ed Classroom to the Tech Ed Lab.

Respectfully submitted,
CRABTREE, ROHRBAUGH & ASSOCIATES

Scott Cousin, AIA
Principal, Senior Project Manager

cc: Core Group