



PROJECT NAME: BVSD Birch Elementary School DATE: 18 March 2009

NOTES BY: Wells Squier PROJECT #: 509023.00

MEETING #: 001 NEXT MEETING: Wed, April 8, 2009 3:15 PM FILE #: 09.03.18-BVSD-Birch-DAT 001 mtg minutes.doc

ATTENDEES: Tracy Stegall - BES DISTRIBUTION: Attendees
Tammie Hill - BES Consultants
Tom Schiola - BES file.
Kim Hohensee - BES
Beth Murphy - BES
Lisa Boston - BES
Kort Hedges - BES
Ellie McKinley - Comm. Member
Gabriella Ruelez - Parent
Lisa Abeyta - Parent
Denise Sorensen - Parent
David Jorschumb - BVSD
Will Vakner - A+P
Charles Zachemsky - A+P
Kelly Yamasaki - OZ Architecture
Kate Fields - OZ Architecture
Wells Squier - OZ Architecture

The aforementioned minutes constitute our understanding of the items discussed. If this is not an accurate written description of the intent and results of this meeting, please contact this office with comments. The minutes will stand as a record of the meeting unless corrections are received within seven (7) days after receipt.

ITEM #	DESCRIPTION	RESPONSIBILITY	DEADLINE
1.	<p>Meeting Start</p> <ul style="list-style-type: none"> • Designer, Contractor and DAT Team introductions • Introduction to the DAT process, roles and responsibilities. David assisted in defining the role of the Design Advisory Team (DAT) 	Info.	
2.	<p>Scope Definition</p> <ul style="list-style-type: none"> • Review of Citizen's Bond Oversight Committee (CBOC) Scope of Work which we are obliged to meet due to Bond/Taxpayer expectations and as published on the BVSD Web page. • Review of Requirement List Report, developed by BVSD Facilities in preparation for the Bond – exceeds scope of work funded by the Bond. This list is broken into different components with a range of Priorities. Theoretically only Priority 1 and 2 items are funded with some exceptions: FCA's (Facility Condition, Assessments) PCA's, (Program Compatibility Assessments) MUOF's (Multi-Use Outdoor Facilities) – To be added to OZ scope. IT (Information Technology) - Completed by District • Noted discrepancies between the two. lists via open discussion to determine relevance of each item and missing scope items. • District wide Education Specifications informed the Facilities list and will 	Info.	



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	be further analyzed in future DAT meetings.		
3.	<p><u>FCA - CBOC List compared to Requirement List:</u></p> <ul style="list-style-type: none"> A. Fire Alarm Replacement: Birch staff indicated that this work was completed 2-3 years ago. Design team to assess. B. HVAC Upgrades: Office and Principals office HVAC are only areas currently identified for replacement. This item is clearly under funded as Birch staff indicated that the unit vents throughout the building are unreliable and disruptively noisy. Currently all three zones in open classrooms are controlled by one thermostat, resulting in inconsistent thermal comfort in these areas. DAT noted that there is no air conditioning in the computer lab, only a swamp cooler which is ineffective. Air quality in the gym is being monitored due to crawl space flooding. C. Electrical Service and Distribution Improvements: Needs full service and branch wiring replacement per Requirement list priority 2 to include surge protection. D. Interior Finishes: Interior paint has been recently redone throughout. Carpet is in need of replacement throughout, discussed pro's and cons of VCT vs Carpet, select areas of VCT as identified by the Ed Spec will be provided. Biggest question was whether all asbestos would be abated. Asbestos presence is being researched this Spring Break and areas that receive work will be abated, however the entire building will not be abated. Budget for finishes was identified as a priority 3. E. Irrigation System Replacement: Full replacement not needed, only non-substantial repairs and tie back to District for central control. F. Select Exterior Window Replacement: Windows in the primary and 3rd grade areas need to be assessed. Dissimilar metals are a contributing factor to failure and water penetration. Currently \$50,000 is estimated but is a priority 3. G. Roof Replacement: Clearly identified on both lists. This priority 2 budget indicates that it is not a complete roof replacement. Areas that are closest to end of life or that have persistent problems will be the focus of the replacement. H. Replace Boiler: Noted on the CBOC list and per DAT is a real need, but has a priority 3, and an estimate of \$46,000. I. Interior Signage: Group confirmed that it needs to be replaced, but currently identified as a priority 3. <p><u>FCA - Missing Requirement List Items:</u></p> <ul style="list-style-type: none"> 1. Intercom and paging system replacement- Priority 1 : This work may have already been completed. The DAT noted that some speakers may need to be replaced to get better coverage. Design team to assess. 2. Emergency Lighting, Power and Missing Exit Signs- Priority 1: Lighting work was done in 2000, however the emergency lighting piece had problems with batteries & ballasts. Upon initial inspection Exit signage seemed sufficient. Design team to assess. Work required for life safety. 3. Communications - Clock system- Priority 2: Needs replacement. DAT confirmed this. Currently the clocks experience interference from other wireless systems. Need stronger Mhz system plus interface , Primex/ Atomic technology desired. 	Info.	



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4.	<p>PCA - CBOC List compared to Requirement List:</p> <ul style="list-style-type: none"> A. Music and Art Room Improvements: DAT explained that the art room requirement could be simplified to provide expanded storage which would open more classroom space. Appropriate mechanical systems, clearances, a rated room and door at the Kiln is needed to meet Code. Music is currently housed exclusively on the stage off the Gym. Typical class size is 20-25 but can do groups up to 60. She likes her gym adjacency for the larger groups and rehearsals. A choir room is needed without risers to provide for more program flexibility. Needs storage. B. Enlarge Library: Remodel is needed. Current location has circulation on all sides without walls – noise and traffic is disruptive. Space was lost when new IT main distribution closet was located here. C. Expand Administration Office and Health: New/remodeled administration required to provide a more secure entry. Desperately need Conference space, Time out space, CSAP makeup testing, Test Score storage space and small group breakout space. In addition there is no space for parents or kids to sit while waiting to see Principal. Biggest security breach is the Preschool program access through the front door as they don't sign in- discussed potential for them to have access through the pre-K playground. D. Provide Small Group Teaching Spaces: Need exists for a min of 4 such pull out spaces for ESL, ICAN, Preschool, Special Ed, Literacy, Intervention and Math. These spaces would typically need to accommodate 6-7 kids plus a supervisor, Intervention needs 10. E. Provide Kindergarten Remodel: Currently have 2 spaces with disproportionate sqft allocation. Need 3 classrooms to provide for future flexibility if the District goes to a Full Day program. Would like play court at entry to be removed as it is a liability. F. Provide Additional Classrooms: A desire for a single multipurpose space was expressed as was the need for a new computer Lab (should the Library need the space for expansion. Specific classroom needs will be assessed as design and Ed Spec analysis unfolds. G. Improve open Space Classroom Acoustics: 4th and 5th grade open space classrooms need hallway closure to reduce noise distraction. If building access or circulation changes 3rd grade will also need to be addressed. <p>PCA - Missing Requirement List Items:</p> <ul style="list-style-type: none"> 1. Kitchen/ Cafeteria / Staff Lounge Addition/remodel – Priority 2: Kitchen is too small and doesn't have capacity for Self Prep. Lunch is currently a 1.5hr process with 3 groups, a larger cafeteria would enable 2 groups. 2. Gym Storage 401 & 408 is too small– Priority 2: DAT confirmed that larger capacity is needed. Design team to evaluate. 3. Restroom Remodel as too small– Priority 2: DAT confirmed that this is desperately needed especially since there are no ADA facilities available. This was identified as a Priority 5 and is currently unfunded. 	Info.	
5.	<p>MUOF - CBOC List compared to Requirement List:</p> <ul style="list-style-type: none"> A. Upgrade Playground Surfacing, Equipment and Fencing: Needed and identified on requirement list Priority 2. B. Provide Adequate Curbing and Drainage: Needed and identified on requirement list Priority 1. 	Info.	



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	C. Replace aged and or Unsafe Playground Equipment: Needed and identified on requirement list Priority 1 and 2. D. Make Playgrounds ADA Accessible: Needed per Priority 1.		
6.	<p><u>Additional Unbudgeted/ Unscheduled Needs</u> Accommodating the following items will be difficult and will require compromise and creativity. The DAT were encouraged to brainstorm as many items as possible with the understanding that not all items would be able to be accomplished. Needs expressed included:</p> <ol style="list-style-type: none"> 1. Entire building will need to be Fire Sprinkled. This is being required by the Fire Department when significant remodels and additions to schools occur. This expense was identified as a Priority 4 and is not funded. 2. Hazardous Materials/Asbestos clean up. 3. Need an appropriate and dedicated Kindergarten Play area 4. Would like replacement of all Unit Ventilators. 5. Would like HVAC at Computer lab 6. Storage is needed – recommended adding closets to some of the oversized hallways. 7. Would like to provide better coat hooks and backpack storage for all kids. 8. Improved Circulation between four levels of the school with an emphasis on Accessibility between all levels. 9. Would like to eliminate all lifts as they are intrusive, unreliable and expensive to maintain. 10. Would like better access for and control of Deliveries. Due to distance from door to parking lot vehicles currently back up to the main entry along the sidewalk which is a huge safety concern. 11. Exterior lighting and parking lot lighting is insufficient. 12. Site circulation and vehicle flow needs assessment to ensure safety of kids is not compromised. Drop off lane is dedicated to parents. Minimal bus use and this is dedicated to the road. 13. Parking lot is undersized – need 70 spots minimum. Parents and teachers park on neighborhood streets. Recommended extending parking and paving behind the kitchen as that playground is underutilized. 	Info.	
7.	<p><u>Drawing/Design Schedule:</u> Schematic Design 5/6/2009 Design Development 7/1/2009 Construction Documents 9/15/2009</p> <p><u>Construction Schedule</u> Dependant upon design solution, phasing, permitting and complexity of work. Likely between August and Nov of 2010.</p> <p><u>DAT Meeting Schedule</u> DAT#2 Wed, April 1, 3pm DAT#3 Wed, April 15, 3pm DAT#4 Wed, April 29, 3pm DAT#5 Wed, May 13, 3pm DAT#6 Mid July - During Summer Holiday ONLY if necessary DAT#7 Wed, September 2, 3pm DAT#8 Wed, October 28, 3pm Bid Review ONLY if Necessary</p>	Info.	
8.	Tracy requested that the teachers on the DAT meet at 7:30am in her office on	DAT Teachers	3/31/09



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	Tuesday March 31 st .		7:30am
9.	OZ confirmed with Kort that he could accompany the design team on a building walk through during Spring Break on Tuesday March 24 th at around 10am.	OZ & Consultants	3/24/09 10am