

MEETING MINUTES



Flatirons Elementary School - Design Advisory Team: Meeting 1

Date of Meeting: April 30, 2008
Time: 3:00 pm – 4:30 pm
Meeting Location: Flatiron Elementary – Library
Minutes Issued: May 9, 2008
Minutes By: Charles Boyer

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ATTENDEES (alphabetical last names):

Scott Boesel	Flatirons Elementary School - Principal
Charles Boyer	Larson Incitti Architects (LIA)
Kevin Cooney	Flatirons Elementary School - Parent
Stephanie Dolan	Flatirons Elementary School – 3 rd Grade
Robin Evans	Flatirons Elementary School – Teacher
Meg Harlow	Flatirons Elementary School – Teacher
Rex Hartman	Boulder Valley School District - PM
Peter Incitti	Larson Incitti Architects (LIA)
Fran Klein	Flatirons Elementary School - Librarian
Bruce Larson	Larson Incitti Architects (LIA)
Lisa Morell	Flatirons Elementary School – PE
Jan Osburn	Flatirons Elementary School - Music
Beth Pommer	Flatirons Elementary School - Parent
Terry Rodrigue	Flatirons Elementary School - Parent
Mary Van Allen	Flatirons Elementary School - Literacy
Josie Varga	Flatirons Elementary School – Parent
Henry Vellands	Flatirons Elementary School – Parent
Sally Wulffe	Flatirons Elementary School – Special Ed
John Wyatt	Flatirons Elementary School - Parent
Melissa Zell	Flatirons Elementary School - Parent

COPIED (via E-mail):

Rex Hartman – BVSD (also for distribution to school)

These minutes are part of the permanent record for this project. Any changes, discrepancies and/or exclusions should be directed to this office in writing for discussion and possible amendment(s). If no exceptions are made, the minutes will stand approved as written.

PURPOSE OF MEETING:

The purpose of the meeting was to kick-off the design advisory team (DAT) meetings for the 2007 Bond Program addition and renovation project. Action items are indicated in **bold**.

OLD BUSINESS

Kick-off meeting – No Old Business.

DISCUSSION ITEMS

043008-01 General: LIA and BSVD discussed the scope and budget for the project which was set by the District’s Educational Facilities Master Plan and the bond.

There are four parts to the plan: 1) Facility Condition Assessment (FCA); 2) Program Compatibility Assessment (PCA); 3) Multi-Use Outdoor Facilities

(MUOF); 4) Information Technology (IT). This project will only include items from the FCA and the PCA. The other items will be completed under separate directive (and budgets). The total budget for this portion of the project is \$4,203,473. This includes all of the soft costs for the project (contingency, furniture/fixtures & equipment, design fees, surveys, testing, etc.). The budget for construction is \$3.3 million.

The project's scope is defined in the Facility Condition (FCA) and Program Compatibility Assessment (PCA) Budget. The items listed in the remaining priority groups may be taken into consideration if the budget allows.

One DAT committee member requests that backup information for all the proposed capital improvements listed within the Educational Facilities Master Plan be provided for review. The DAT noted that new issues are of concern since the approval of the master plan 2 years ago. **Rex (BVSD) agreed to provide the DAT this information.**

- 043008-02 Educational Specification: The district's Educational Specification (Ed Spec) for Elementary Schools will be used as a guide for the project. However, since the Ed Spec is based on 600 students and the current capacity is approximately 315 students, certain modifications will be warranted.
- 043008-03 Schedule: A conceptual project schedule outlining the various design, bidding, and construction phases was discussed summarized as follows:
- Design consists of three (3) phases: Schematic Design (SD), Design Development (DD), and Construction Documents (CD).
 - The project will be "open bid" to 4-5 pre-qualified general contractors.
 - Final construction documents are estimated to be complete by December 2008.
 - Following CD completion, the bid process is estimated at 4-5 weeks. Local contractor and subcontractor involvement will be encouraged.
 - Construction is estimated to start during the month of January 2009.
 - Construction is estimated to be complete during the month of August 2009.
- 043008-04 Construction: Methods to minimize disruptions were briefly discussed, summarized as follows:
- Safety will be a major priority.
 - Construction will need to occur such that disruptions to the learning environment are minimized.
 - Construction partition walls and safety fences will be constructed in order to provide safety and security.
 - Playground improvements will take place at a later date and under a separate construction budget.
 - The various phases of work will be clarified by the third DAT meeting.
- 043008-05 DAT Comments:
- Student enrollment is currently estimated at 300 students.
 - Classroom flexibility is desired.
 - The classroom addition is directly dependent upon an analysis of the overall needs of the school. **The DAT agreed to research and clarify the needs prior to the next meeting.**
 - The location of the new addition may impact playground supervision. It is desired that the two existing playgrounds remain intact as much as possible.
 - A larger gym with an ADA accessible stage and adequate storage is desired.
 - Additional parking is needed; however, it was noted that this is not part of the bond program.
 - Additional music instrument storage is desired.

- h. Additional art storage is desired. The art sink does not work.
- i. A separate multi-purpose space is desired.
- j. Break-out rooms are needed.
- k. New skylights should be considered throughout the interior spaces.
Rex (BVSD) has agreed to review the District policy on skylights and discuss this request further at the next meeting.
- l. **The recently installed boilers need to be researched to ensure they are properly sized to handle the new addition (LIA).**
- m. There is concern that restrooms improvements are not listed as part of the work.
- n. Library issues:
 - 1. There is concern that library improvements are not listed as part of the work.
 - 2. The library is currently too small.
 - 3. The HVAC system does not function properly.
 - 4. The library is currently used as the multi-purpose area. Consider moving the multi-purpose functions out of the library.
 - 5. The library currently lacks the ability to be blacked-out for video presentations due to the existing clerestory windows.
 - 6. The existing library lighting is inefficient.
 - 7. Consider relocating administration in order to free up space to expand the library. The 2' difference in floor elevation between the library and administration is an issue when connecting the two areas.
 - 8. A teaching wall is desired.
 - 9. Power is currently located in the floor. Wall power is desired.
- o. Administration issues:
 - 1. The principal's office needs conference space.
 - 2. The staff workroom is currently detached and needs to be relocated to within the administration area.
 - 3. The faculty lounge is currently too small.
 - 4. Consider relocating the existing I.T. Room.
- p. Cafeteria/kitchen issues:
 - 1. Tiles may contain asbestos. Rex (BVSD) noted that any abatement will need to come out of the project budget.
 - 2. The cafeteria is often used as a break-out space.
 - 3. The cafeteria is currently too small.
 - 4. The acoustics are deficient.
 - 5. Storage is needed to house many of the items currently stored along the cafeteria wall.
 - 6. Storage is needed for the fold-up tables.
 - 7. The kitchen is currently set up for cooking. Hot meals are not prepared in the kitchen; therefore, the kitchen is inefficient.

043008-06 DAT Meetings: Two more DAT meetings will be held before the end of the school year as follows:

DAT Meeting 2: Wed. May 14, 2008 at 3:00 pm.

DAT Meeting 3: Wed. May 28, 2008 at 3:00 pm.

043008-07 Next Steps:

- a. **LIA will develop conceptual floor plans addressing some of the above outlined issues for the next meeting.**
- b. **The DAT will research the school's needs so that they can be discussed at the next meeting.**

END OF MINUTES