

MEETING MINUTES



Flatirons Elementary School - Design Advisory Team: Meeting 2

Date of Meeting: May 14, 2008
Time: 3:00 pm – 4:30 pm
Meeting Location: Flatiron Elementary – Library
Minutes Issued: May 23, 2008
Minutes By: Bruce Larson

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DAG Members (alphabetical last names):

Scott Boesel	Flatirons Elementary School - Principal
Charles Boyer	Larson Incitti Architects (LIA)
Kevin Cooney	Flatirons Elementary School - Parent
Robin Evans	Flatirons Elementary School – Teacher
Jane Gustafson	Flatirons Elementary School – Art 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)
Jan Osburn	Flatirons Elementary School - Music
Beth Pommer	Flatirons Elementary School - Parent
Josie Varga	Flatirons Elementary School – Parent
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 present conceptual designs intended to address both the issues outlined in the 2007 bond and issues expressed by the design advisory team (DAT) during the initial meeting. Action items are indicated in **bold**.

DISCUSSION ITEMS

- 051408-1 Questions were asked regarding the scope of work to be included from the bond. LIA referred the group to the meeting minutes from the initial DAT meeting for clarification.
- 051408-2 LIA presented three conceptual and preliminary options for the addition/renovation of the school. Option 1 included a minimum scheme that was intended to capture the literal interpretation of the bond. The addition would include three general classrooms, a new music room, a stage opening into the existing gym, and storage space. The other two options included a cafeteria within the addition which would allow administration to move to the existing cafeteria space. Following is a summary of the comments/discussion regarding the options.

- a. Option 2, which includes the cafeteria in the addition and relocates administration to the existing cafeteria, was generally preferred.
- b. None of the schemes indicates expansion of the gym. It was noted that the stage would be moved out of the gym and that other improvements (including natural lighting and additional storage) could enhance the functional use of this space. The DAT expressed a need to expand the gym floor space to more closely match the requirements of the educational specifications. It was noted that if the gymnasium is expanded, then the other scope within the addition would need to be reduced accordingly. **Scott will check with other staff regarding this issue and will inform LIA and the District as to the needs in this area. Based on this decision, LIA will develop other options for consideration.**
- c. Performances associated with the stage require seating for up to 300 people.
- d. It was stated that it would be desirable to have as much scope within the addition as possible within the budget. However, it was also noted that a larger addition would result in less remodel items.
- e. The staff questionnaire was distributed at the meeting. **LIA will review the information and together with the DAT prioritize the information based on needs and the overall budget.**
- f. The teacher's lounge which is indicated in Option 2 is large enough to also be used as a work space. Therefore, a separate work space is not required.
- g. A larger cafeteria space would be beneficial; however, the bond scope only indicates improvements (acoustics, finishes, etc.). Also, in the future a "harvest bar" will be needed. It was noted that if the gymnasium addition becomes the priority, then the current cafeteria space may need to suffice.
- h. LIA to explore options to re-orient the addition so that it is located more to the north (to allow playground space to the east).
- i. It would be desirable to have music in close proximity to the stage.
- j. If the art room is part of the addition, consider moving it to the eastern end and size the space to more closely match the educational specifications.
- k. The DAT would like to have natural lighting to all teaching spaces including the existing "internal" classrooms. It was noted that this scope is not included in the bond; however, if the budget allows, then this item will be considered.
- l. Relocation of the administration to the existing cafeteria is preferred.
- m. A question was asked regarding infill of the existing entrance courtyard. LIA indicated that this would be very expensive and they felt that this would not result in the best solution within the budget.
- n. The planters east of the main building can be removed if necessary.

- o. Add more exterior windows to existing perimeter spaces if possible. It was noted that this is not included in the bond scope and may not be feasible within the budget.
- p. It was noted that the addition creates a separation between the playground areas. Depending on the final direction for the addition, this issue will need to be analyzed accordingly.
- q. Possibly add door to meeting space at the library. Meetings are separate from library needs; however, some sharing of space may be warranted.

051408-2 Next DAT Meetings: One more DAT meetings will be held before the end of the school year as follows:

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

END OF MINUTES