

## MEETING MINUTES

---



### Flatirons Elementary School - Design Advisory Team: Meeting 3

Date of Meeting: May 28, 2008  
Time: 3:00 pm – 4:30 pm  
Meeting Location: Flatiron Elementary – Classroom  
Minutes Issued: June 12, 2008  
Minutes By: Bruce Larson

1900 wazee street  
suite 1539  
denver, co 80202  
p: 303.292.4304  
f: 303.292.4399

li-architects.com

### 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 previous meeting. Action items are indicated in **bold**.

### DISCUSSION ITEMS

---

- 052808-1 Based on input from the previous DAT meeting LIA presented two conceptual designs (Options 4 and 5) for the addition/renovation of the school. Both options generally included the following:
- New addition consisting of a new gymnasium, stage, music room, kitchen and storage (approximately 9,000 GSF).
  - Renovation consisting of: relocation of administration and faculty lounge/workroom to existing cafeteria; convert existing gymnasium to cafeteria; convert existing art to music; convert existing administration area to conference room type teaching spaces. The renovation also includes new student and faculty restrooms. It was noted that the existing MDF (computer system) needs to remain in the current location if at all possible due to cost considerations.

The primary difference between the two schemes was the orientation of the gymnasium and the overall addition. Option 4 included the gymnasium and the addition oriented east-west whereas Option 5 included the gymnasium oriented to the north-south with the addition to the east and north.

Generally, the DAT felt both schemes were very good in terms of answering the concerns that were communicated at the previous meeting. The DAT discussed many aspects of the design and the two options. Following is a summary of the comments, discussion, and decisions reached:

- a. Option 5 (see attached), which orients the addition more to the north was preferred over Option 4 for the following reasons:
  - Option 5 allows for more playground area to be preserved to the east.
  - Option 5 allows for increased connection between the south and north playground areas (supervision).
  - Option 5 provides better opportunities for natural light into cafeteria (existing gym space).
- b. The larger gymnasium is an important and significant (multi-purpose) improvement to the school. Seating for 300 associated with the stage would also be very beneficial.
- c. The new cafeteria location allows for a larger and more efficient space for dining. This is an important improvement over the current condition.
- d. The DAT recommended that within Option 5, the designers should make the following changes:
  - Change the art room in the addition to the music room – improves the proximity of music to stage and provides better acoustical isolation from music to other teaching spaces.
  - Extend the north-south hallway (south of the existing gym) to the north through the art room – this allows for the storage associated with art to be connected to the room.
  - Add windows into the north wall of the art room.
  - Enlarge the stage to the north (approximately 5 to 8 feet).
  - Provide a paired-panel partition at the stage proscenium to allow space to be utilized while gymnasium is occupied.
  - Remove basketball court striping at hard-court play area indicated east of the gymnasium – to reinforce the fact that this is to be multi-purpose.
  - Add a staff restroom within the new addition.

**LIA will review the current structure confirm the feasibility of these changes.**

**LIA**

- e. The DAT reiterated the fact that they 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.
- f. Number of New Classrooms: This item was discussed at length. The main issue is that previous schemes (from DAT Meeting 2) included three additional classroom teaching spaces within the addition whereas the new Options only indicate one additional teaching space (art, to be changed to music). After a great deal of debate, which included discussion regarding student population and pros and cons

of different utilization analysis, the DAT agreed that Option 5, with fewer additional classrooms, is the direction to be pursued for the design.

- g. Code and Fire Department Review: **LIA indicated that they will need to review the design in terms of fire department access and other code issues.** Depending on the outcome of these reviews, the design for the addition may need to be adjusted accordingly. **LIA**
  
- h. Computer Lab: It was noted that the current design does not include a new computer lab within the school. Although this item is not included in the bond, the DAT (after much discussion and debate) concluded that a computer lab for a full class needs to be included in the design. The lab will be located at the space vacated by the current administration area. **LIA will indicate the new computer lab in the next iteration of the drawings.** **LIA**
  
- i. Special Education and Literacy: There was discussion regarding space allocation and locations for special education and literacy. **LIA indicated that they will locate literacy north of the computer lab (currently teacher's lounge) and develop an option or two regarding special education.** **LIA**
  
- j. IT Closet: Rex noted that the current IT closet near administration needs to be maintained if at all possible – otherwise, significant costs would be required to relocate. **LIA will provide design alternatives to maintain the existing IT closet location.** **LIA**
  
- k. Conclusion: At the end of the meeting, LIA summarized the above discussion regarding the scope and design. LIA then asked the DAT if the design team is approved to proceed with completion of the Schematic Design Phase (including pricing) based on today's discussion. The DAT indicated yes, this is the direction to be pursued.

052808-2 Next Steps: **Based on the discussions, LIA will develop the Schematic Design Phase documents, including pricing.** Once the initial draft is completed, the DAT (as many as can be available) will meet to review. Scott indicated that we will be able to gather enough people during the summer to review the schematic design. **LIA**

**END OF MINUTES**