

DESIGN ADVISORY TEAM MEETING MINUTES

PROJECT: NEDERLAND MIDDLE/SENIOR HIGH SCHOOL DATE: **October 6, 2009**
Boulder Valley School District PROJECT NO: **09117.00**
Boulder, Colorado

MINUTES BY: Jessica Blanford LOCATION: Nederland Middle/HS

PRESENT: Jessica Blanford, John Bollinger, Marsha Clark-Smith, Joe Gierlach, Julie Ikler, Bernadette Kelly, Caeli Mahon, Fran Nygren, Rick Salaz, Kevin Sullivan, Troy Tewalt

DISTRIBUTION: All Present, Laura Marts, Jack Mousseau

Number	Responsibility	ITEM / ACTION
02/01	Info	Review from DAT #1 including BVSD scope of work drawings.
02/02	Info	Bernadette Kelly and Jessica Blanford presented (2) sets of floor plans for discussion about locations and adjacencies of additions and renovations.
02/03	MOA	The school would like to investigate options for bringing the dumpsters closer to the loading dock for easier access. MOA will include options at the next meeting.
02/04	MOA	West facing doors are not sealed properly allowing water and snow to enter the building. MOA will investigate door repair or replacement where not affected by new additions.
02/05	MOA	It was requested that structural columns and piping in the high school gymnasium be investigated for possible safety hazards. MOA will review.
02/06	Info	It was requested that natural light be brought in to the high school gymnasium. Sola-tubes were discussed as a possible add alternate to include in the project as this was not included in the original scope of work.
02/07	Info	The room noted as Wrestling on the plans is to be a multi-purpose athletic room.
02/08	Info	The training room is currently located in the boy's locker room. The school would like to make the training room more accessible to both sexes.
02/09	Info	Second floor room 223 is currently used by 3-4 mobile teachers and as a printer station. If this room is to be renovated or used for other purposes these functions need to be relocated elsewhere in the building.
02/09	Info	Second floor rooms 239 and 220 are offices for individuals who will be relocated in the new counseling suite.
02/10	Info	Classrooms 206, 224, 236 and 237 are smaller in square footage and would be more efficiently used if made larger or combined using movable partitions.
02/11	Info	Second Floor rooms 216 and 217 are being used as storage. Second floor room 214 is being used as a classroom.

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02/12	MOA	Option 2 for circulation was discussed as being preferable to maximize the amount of useable square footage. MOA will reflect this decision in on-going designs.
02/13	MOA	<p>The location for the new counseling suite was discussed.</p> <p>Counseling on the first floor</p> <ol style="list-style-type: none"> 1. Rich Salaz noted that most other schools in the school district have counseling in close proximity to administration. This provides opportunity for greater teamwork within departments. This also provides more flexibility as staffing needs change in the future. 2. Caeli Mahon noted that a first floor location would be more convenient for use of the counseling services as most of the student socializing occurs on the first floor. 3. Combined counseling and administrative areas allow shared use spaces such as restrooms, conference rooms and work rooms. <p>Counseling on the second floor</p> <ol style="list-style-type: none"> 1. Julie Ikler noted that a second floor location provides easy access for students and teachers to "pop in" during passing periods. Also, keeping counseling separate from administration prevents a possible negative connotation being conferred on counseling. 2. The second floor counseling location displaced one classroom. This classroom would need to be replaced through further addition. <p>The consensus was to locate the new counseling suite with administration on the first floor. MOA will reflect this decision in on-going designs.</p>
02/14	Info	An area will need to be provided in the new counseling suite for approximately 15 file cabinets that are accessible by staff and students.
02/15	Info	The new counseling suite is to contain offices for the registrar, counselor and (3) specialists.
02/16	Info	The new administration area is to include offices for the dean of students, principal, assistant principal, (3) secretarial staff and the treasurer.
02/17	MOA	The mailboxes in administration generate much foot traffic. It was requested these be located in an area where this traffic does not create congestion. MOA will reflect this in on-going designs.
02/18	Info	The workroom should contain space for a sink, fridge, work counter, paper storage, printer, fax and (2) recycling bins.
02/19	Info	There should not be direct access for parents or students to the principal.
02/20	Info	Though counseling and administration may share amenities they should not share an entrance and separation between entrances is desired.
02/21	Info	The clinic should be adjacent to administration with a possible connection to the hallway.

DATE / #	Responsibility	ITEM / ACTION
02/22	Info	Next meeting: Tuesday, October 20, 2009 at 3:30 pm at Nederland Middle/High School to include floor plans with furniture, floor plans that delineate existing from new and a site plan or site conditions shown on the floor plans.

END OF MEETING MINUTES

This record of the Meeting is considered complete and accurate unless written notice is received by M+O+A within 5 days of issuance.