

MEETING MINUTES

Date: Monday 4-17- 2017 - 1-3 PM.  
 Project: Adams 12 Five Star Schools - Multiple Renovations  
 Project No: 17003.00  
 Reference: DAG # 1  
 Location: Mountain View Elementary School  
 12401 Perry St. - Broomfield - CO 80020

1	<b>INTRODUCTION</b>	
	The DAG team was introduced, consisting of a group of administrators, teachers, parents and architects. Anne Weber and Tonia Toca gave a brief introduction to the DAG purpose, preliminary schedule, basis of bond issue, and the basic process of the meetings.	
2	<b>THE DESIGN PROCESS AND CONSTRUCTION</b>	
	TT reviewed the bond scope in more detail, including different areas that the bond covers: cameras, crawlspace repair, exterior door and window restoration, sewer line repair, site drainage, and renovation.	
3	<b>THE DESIGN ADVISORY GROUP</b>	
	TT covered the purpose and scope of the DAG; see attached sheet for the description. AW described how DAG members are ambassadors to the rest of the school.	
4	Sonya Rath described the ORC Scorecard evaluation process and how Mountain View scored; see attached score card.	
5	AW explained the budget basics for the project. TT delineated the differences between specials and renovation scope of work.	
6	<b>BOND SCOPE AND VISIONING: CURRENT ISSUES AND HOPES</b>	
6.1	Art: The kiln was described as being in good condition, but there was a request for additional storage and a sink in the art room. SR will check the kiln age.	
6.2	There may be a need to coordinate electrical with the instructional upgrade in each room.	
6.3	Locations of previously-approved cameras and card / keypad readers were discussed. There was a request to add additional card readers and a priority given for them. See attached floorplan for locations.	

MEETING MINUTES

6.4	<p>Gym:</p> <ul style="list-style-type: none"> <li>• There was a request for new basketball hoops with motorized operation to raise and lower.</li> <li>• A suggestion was made to replace the sound system, but that may fit under the instructional budget.</li> <li>• The lighting in the gym is inadequate, but that may be part of an upcoming district-wide upgrade.</li> <li>• Recommendations for new equipment were discussed: climbing wall, crash pads, wall mats, and a cargo net.</li> <li>• There is sound transmission through both folding partitions, as well as difficult opening operation. Gym and music are both loud activities, and they also transmit into the hallway.</li> <li>• The Gym would like white boards instead of chalk boards, possibly to be connected with the operable partitions.</li> </ul>
6.5	<p>A request was made for a piece of playground equipment that spins for kids with sensory issues.</p>
6.6	<p>Landscaping: There are currently no plans to use a garden as a teaching tool, but a garden may be used by an after school club. A recommendation was made to increase the curb appeal of the school near the front door if financially feasible.</p>
6.7	<p>A comment was made that the front entrance is dark and dreary.</p>
6.8	<p>LMC: There was a request for more light in the LMC, natural if possible. There is also a desire for new book displays.</p>
6.9	<p>The central courtyard is currently not used at all. There was significant interest to add a shade structure. The lottery-dream would be to enclose it all in glass. Perhaps an area for gym, lunches, teacher eating area, etc. Be advised of the need for snow removal in the space</p>
6.10	<p>Music: It was pointed out that a new sound system in the gym would also benefit the music program. A suggestion was also made for new directional lighting for the stage, though it seemed to be a lower priority.</p>
6.11	<p>Some comments were made about the noise transmission between classrooms due to removable partitions. Permanent gyp walls would be universally welcome.</p>
6.12	<p>PreK: The school may want to expand its preschool program at some point; at the moment the only preschool is a part of DHH.</p>
6.13	<p>The layout and requirements of DHH need to be examined and analyzed.</p> <ul style="list-style-type: none"> <li>• Full ADA restroom</li> <li>• Direct access without crossing through other rooms</li> <li>• Access to water</li> <li>• A laundry station</li> <li>• Ceiling mounted swing.</li> </ul> <p>DHH uses the ceiling mounted swing in the SSN room because it's the only one. SSN needs to have these same needs analyzed.</p>

MEETING MINUTES

6.14	Classroom "K" will soon be out of use as the computers will be moved to other areas. It may be utilized to address any number of needs. Suggestions offered included community space, study space, an extension for indoor gym activities, or a place for all staff to meet. Likewise, Classroom "N" has no listed purpose and is used as teacher workspace and meeting room.
6.15	There is a desire for break out spaces. Currently the students use the hallway and Kiva for this use. The kiva can be reconfigured to accommodate furniture facilitating work and break out space.
6.16	There is a Maker Space in the library and there is a request to address storage for maker supplies. Room 107A may be used for this purpose, but the space needs to be evaluated.
6.17	It was suggested that the Book Room, "P", is being underutilized and could be better allocated. AW suggested switching the functions of "P" and 108 Teachers' Lounge as a possibility.
6.18	There was a desire expressed to have coat hooks in classrooms.
6.19	Requests were made by staff to replace, refinish, or remove the univents at exterior doors.
6.20	A suggestion was made to ensure that classroom faucets are replaced or adjusted to prevent splashing onto surrounding casework and walls.
6.21	New Wing: It was reported that current bathrooms are loud (both fixtures and kid noise) and impact classrooms A8 and A9
6.22	Bathrooms 15 and 16 adjacent to the front entry need upgraded exhaust
6.23	It was suggested that the teacher's lounge could be made more inviting. A dishwasher would be beneficial.
6.24	Electrical: There was a request to add electrical capacity in the original wing; several crock pots can trip the circuit.
7	UPCOMING SCHEDULE
	DAG Meeting #2: May 11, 11:00-12:30pm
	DAG Meeting #3: May 23, 11:00-12:30pm

These notes are considered to be an accurate accounting of the meeting. If any discrepancy exists, please contact our office, in writing, as soon as possible.

prepared by: Matt Furedy, BWG Architects



## **Design Advisory Group (DAG) Overview**

### **What is the Design Advisory Group?**

A Design Advisory Group (DAG) is a group of no more than eight (8) representatives from a school community who will collaborate with other members of the District-appointed design team to clarify and refine the specific scope of work outlined for the project. The DAG assists the architect to meet the District's educational goals and the community's expectations for the facility.

The design team usually consists of:

- Members of the DAG
- District project manager
- Project architect
- Architect's consultants

### **What is the purpose of the DAG?**

The DAG's role is advisory in nature. The DAG is not the client or the owner's representative. As the primary users of the building, the DAG members have the most knowledgeable perspective on how the building needs to function. The DAG helps the project architect understand the users' needs to enable the architect to design a building to support those needs. The architect and the project management team will be responsible for all final design decisions. The project management team is ultimately responsible for delivering the scope of work. The input provided by the DAG will inform those decisions. The DAT begins its work with the basic scope of work outlined in the Educational Facilities Master Plan.

### **Who serves on the DAG?**

The school principal will work with the district bond team to select members to serve on the DAG. The bond team will provide final approval of all DAG membership. The membership should represent the interests of the school community and have enough members to present sufficient viewpoints. Membership should range be about eight members, although group size may vary with the size of the project scope of work.

A recommended DAG group membership should include:

- School Principal

- 2-3 classroom teachers
- 2-3 parents/community members
- 1-2 students (optional depending on age)

**When and how often does the DAG meet?**

The district bond team will work the school's principal to identify the best potential time to convene DAG meetings. The DAG will typically meet for **blank hours** every other week for 2 to 3 months until a project reaches the Design Development (DD) phase.



**OPERATIONS  
REPORT  
CARD**

**Mountain View Elementary  
Adams 12 Five Star Schools  
Broomfield, CO**

<b>Subject</b>	<b>Grade</b>
<b>Energy Efficiency</b>	<b>98</b>
<b>Thermal Comfort</b>	<b>65</b>
<b>Acoustics</b>	<b>72</b>
<b>Visual Quality</b>	<b>51</b>
<b>Indoor Air Quality</b>	<b>83</b>

Date: May 15, 2015

School Representative: Lynn Saltzgraver

District Representative: Margi Ammon

