

MEETING MINUTES

Date: Monday 4-17- 2017 - 1-3 PM.  
 Project: Adams 12 Five Star Schools - Multiple Renovations  
 Project No: 17003.00  
 Reference: DAG No. 1  
 Location: Woodglen Elementary School  
 11717 Madison Street - Thornton - CO 80224

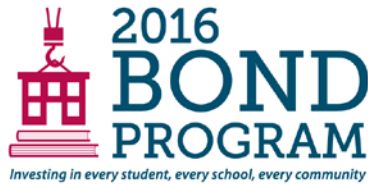
1	<b>INTRODUCTION</b>	
	The DAG team is introduced consisting of a group of administrators, teachers, parents and architects. Anne Weber and Tonia Toca gave a brief introduction to the DAG purpose, preliminary schedule, basis of bond issue, and the basic process of the meetings.	
2	<b>THE DESIGN PROCESS AND CONSTRUCTION</b>	
	TT reviewed the bond scope in more detail, including different areas that the bond covers: cameras, card access, electrical upgrades, window replacement, epoxy flooring, various other flooring replacements, intercom upgrades, playground upgrades, plumbing repairs, and renovation and specials sections.	
3	<b>THE DESIGN ADVISORY GROUP</b>	
	TT covered the purpose and scope of the DAG; see attached sheet for description. AW described how DAG members are ambassadors to the rest of the school.	
4	<b>BOND SCOPE AND VISIONING: CURRENT ISSUES AND HOPES</b>	
4.1	Kiln and kiln room (especially ventilation) need immediate attention. There is the possibility of Art moving room as long as the kiln room needs to be addressed (possibly to Room Q?). There's no day lighting in Art, or exterior access. If Art remains in place, can the Kiln be addressed before the beginning of next school year? BWG to return with ideas to address issues with Art. [Specials]	
4.2	Sound issues between Gym and Band: examine replacement of acoustic moveable partition to one with higher STC rating. Create synergy between band and music areas, as well as the performance area adjacent to Gym. Possibly add acoustic panels to Gym. [Specials]	
4.3	A dream would be to have day lighting in the interior classrooms via Solatubes. Create a budget line item for Solatubes in Specials rooms, as well as Solatubes in other interior classrooms.	
4.4	Speech and Therapy area including OT/PT is housed next to access to the LMC, and is exposed to student traffic. It is noisy and lacks privacy. OT/PT needs more storage, more than the 12' of standard casework per room. White boards and projectors are also requested.	

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4.5	Twelve feet of casework is requested as standard in all classrooms to replace movable units. Casework in hallways could be redesigned to have tall cabinets. One grade level doesn't have access to a bank of casework in the hallways.
4.6	Lack of coat hooks in classrooms was discussed; it is difficult to organize a place for coats and bags. Cubbies could possibly be utilized. Plan for 28 students per room.
4.7	Gym can be rented out for basketball, and Boy scouts occasionally use space in the building. The central area of the school isn't well set up to be utilized for community use. Possibly address with addition of adult rest room.
4.8	There are no ADA compliant restrooms in the main lobby area.
4.9	Hallway bulletin boards are dark, and could be replaced to be less visually heavy. Add paint and other finishes to brighten the school. Some way finding in the school would be appreciated, whether its color coded wings, signage, or lines on the floor. Hope is to have hard surfaces in the common areas / hallways for wear and health.
4.10	There is desire to shift budget from playground replacement to Administration area and nurse station. Budget adjustments will be addressed at a later time.
4.11	<p>There are access issues with reception, administration, and nurse areas directly inside the main entrance of the building. Parents crowd the hallway while trying to check in; need to find a way to relieve congestion. An expanded covered exterior waiting area was suggested.</p> <ul style="list-style-type: none"> <li>• Visibility for check-in and security is poor.</li> <li>• There is lack of quiet work space for administration staff.</li> <li>• The nurse's station and attached rest room are insufficient for needs of students.</li> </ul> <p>It is hard to maintain privacy under current conditions. Shuffling of staff can accommodate more room in the admin area to allow for updated layout to fit expanded needs. May be able to use adjacent teacher work room for additional space.</p>
4.12	See attached floorplan for in-meeting comments and sketches; areas highlighted requiring attention include the administration suite, the OT/PT Speech Room, the hallway storage, the work room, and the teachers' restrooms.
5	UPCOMING SCHEDULE
	DAG Meeting #2: May 8, 1:00-2:30pm
	DAG Meeting #3: May 15, 1:00-2:30pm

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.