

MEETING MINUTES

Date: Wednesday 4-26- 2017 - 12-2 PM.  
 Project: Adams 12 Five Star Schools - Multiple Renovations  
 Project No: 17003.00  
 Reference: DAG # 1  
 Location: North Star Elementary School  
 8740 North Star Drive - Thornton - CO 80260

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. Sonya Rath briefly describes the Operation Report Card process.	
2	<b>THE DESIGN PROCESS AND CONSTRUCTION</b>	
	AW and TT reviewed the bond scope in more detail, including different areas that the bond covers: cameras, card access, electrical and intercom updates, exterior window replacement, flooring upgrades, playground equipment, plumbing repairs, skylight replacement, and various Specials and General renovations.	
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	SR described the ORC Scorecard evaluation process and how North Star scored; see attached score card.	
5	AW explained the budget basics for the project, including Specials and general budgets. TT commented on new furniture for the space, and what budget is available for that.	
6	<b>BOND SCOPE AND VISIONING: CURRENT ISSUES AND HOPES</b>	
6.1	Administration voiced a hope that part of the budget could be used to demolish the existing Promethean boards this summer to make room for the new projectors and white boards. This would be working with the instructional upgrades project.	
6.2	Administration, maintenance and staff discussed the advantages of carpet vs tile in classrooms and common areas with SR. Requests were made for hard wearing, easily cleanable, and cohesive flooring options. TT mentioned that we must stay within the technical specifications of the district, unless a special exception is requested.	
6.3	Daylighting: A strong faculty request was made to find a way to get daylight into the interior classrooms. AW described the options available: Solatubes, clerestory windows, large skylights, and small skylights.	

MEETING MINUTES

6.4	A staff suggestion was made for easier access to water fountains. BWG will check code to make sure the current count is good. AW also suggested bottle filling stations as an option.
6.5	Some classrooms do not have a connection between them, and there was a staff request to make this condition more consistent. TT brought up grade level connection and team teaching, and increasing collaboration. AW mentioned that operable walls with high STC ratings and white boards may be utilized. North Star team to identify where connections would be best.
6.6	A staff request was made for more usable wall surface, including white boards with magnetic surfaces. The brick walls especially have little utility for teachers.
6.7	SSN Classroom: Administration indicated that the current state of the SSN room is inadequate for their needs. Special attention should be paid to the restrooms and back hall organization, as well as the open section of wall between E109 and E101
6.8	Faculty suggested addressing the sound transmission across all the walls shared by rooms E101, E103, E105, and E109.
6.9	A request was made to update the marquee in front of the school, possibly upgrade to digital. There was also discussion as to whether it makes sense to mount the marquee on the building instead, or in addition to the main marquee out front.
6.10	Art: Several requests were made for the Art classroom: <ul style="list-style-type: none"> <li>• The kiln has reached end of life</li> <li>• They would like to have more storage</li> <li>• The sinks and immediate surrounding casework need to be addressed</li> <li>• There is a soft spot in the floor near the casework</li> </ul>
6.11	Peak Program is a large program, utilizing room E101 as well as the Cafeteria and Gym. There was discussion around better addressing their needs, as well as perhaps moving the Art room to E101 and Peak to B102.
6.12	If Art moves to E101, C117 could become a general classroom. Room layout will be evaluated to ensure needs are being met.
6.13	A suggestion was made for coat storage in rooms, perhaps with integrated storage above. This would follow throughout all general classrooms, as many classrooms lack adequate storage.
6.14	A request was made to connect the lower hallway (E135) to the library with direct access. AW suggested possibly creating a hallway by borrowing room from E114.
6.15	There was interest in a new operable wall between Music and Gym with higher STC ratings. The music teacher will create a list of desired upgrades to their spaces and pass it on. Staff requested upgrades to the Gym include: <ul style="list-style-type: none"> <li>• Repair of wooden panels - will check on locations</li> <li>• Replacement of all four short basketball hoops and backstops</li> <li>• Addition of an electric screen that moves up and down</li> <li>• Installation of a new sound system for the Gym</li> <li>• Replace black board with white board</li> </ul>

MEETING MINUTES

6.16	Several requests were made concerning the suite of F-rooms just outside of PK: <ul style="list-style-type: none"> <li>F102 doesn't work for its current use; must be able to hold 6-8 people easily.</li> <li>There is a useless window between F105 and F103, and they would prefer white board.</li> <li>F104 has no window or daylight</li> <li>All the F rooms in this area have thermal comfort issues.</li> </ul>	
6.17	After a discussion about the need and desire for break-out rooms, AW suggested creating one by borrowing room from C101 and E102.	
6.18	Maintenance reported that the restroom fixtures are in rough shape throughout the building, and need to be replaced. Staff restrooms included.	
6.19	There was a request for the teacher's lounge to be updated. Requests were for it to be more cozy, have room to eat as a group, feel cleaner, have more storage, and have daylight. Their preferred list of equipment would be 2 refrigerators, 2 sinks, a dishwasher, a garbage disposal, and preferably four microwaves. There was talk of lounge furniture, and SR had suggestions.	
6.20	There is an existing telephone room in the staff lounge; it was suggested that that room be re-configured to serve multiple purposes: a pump room, a quiet room to be alone, and a telephone room (telephone rooms are required by Adams 12). This would include a new phone shelf and different and more comfortable furniture.	
6.21	It was mentioned that they sometimes blow electrical circuits when using multiple crock pots on parent day.	
6.22	Matt covered camera and card access. In addition to the card readers already covered within existing scope, the staff and administration requested additional readers at the two playground entrances on the west side of the building, the door that the staff regularly uses to access the building, and the door next to the entrance to the SSN room. There was also concern that there may be blind spots on the exterior of the building that the cameras don't see.	
6.23	There was a suggestion that all the door seals should be examined and fixed if possible.	
6.24	Playground: There was interest in adding playground equipment and a shade structure on the south west corner of the building, as there is a lot of utilized black top there. BWG to examine the Playground Evaluation Report and the Masterplan for other suggestions.	
6.25	A request was made for some sort of visual barrier between computer screens in the existing computer lab to protect against cheating during testing.	
7	UPCOMING SCHEDULE	
	DAG Meeting #2: May 10, 1:30-3:30pm	
	DAG Meeting #3: May 22, 1:00-3:00pm	

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**

**North Star Elementary  
Adams 12 Five Star Schools  
Thornton, CO**

<b>Subject</b>	<b>Grade</b>
<b>Energy Efficiency</b>	<b>98</b>
<b>Thermal Comfort</b>	<b>64</b>
<b>Acoustics</b>	<b>71</b>
<b>Visual Quality</b>	<b>47</b>
<b>Indoor Air Quality</b>	<b>72</b>

Date: May 7, 2015

School Representative: Trena Speirs

District Representative: Margi Ammon

