

MEETING MINUTES

Date: Monday 5-08- 2017 - 1-3 PM.
 Project: Adams 12 Five Star Schools - Multiple Renovations
 Project No: 17003.00
 Reference: DAG No. 2
 Location: Woodglen Elementary School
 11717 Madison Street - Thornton - CO 80224

1	INTRODUCTION	
	The DAG team was re-introduced. Anne Weber asked about the previous Meeting Minutes, and if anyone had any issues with them. She then re-capped the purpose and goals of the meeting. The DAG Facilitation Team took the concerns and thoughts and proposed solutions, as well suggesting designs based on current new school design. AW stated that the final meeting will be concerned with budgets and design priorities.	
2	OPERATIONS REPORT CARD	
	Sonya Rath described the ORC Scorecard evaluation process and how Woodglen scored and gave a Record Copy to the Principal. AW referenced how the results of the ORC will be impacted by the scope of the planned renovations.	
3	PROPOSED DESIGN AND CHANGES	
	The DAG team covered their proposed changes to the design of the school. This includes room organization, the addition of daylight to interior rooms, the re-organisation of the Administration suite to allow for a more useful Nurse station, an upgrade to the teacher’s lounge area, and other upgrades or changes to various aspects of the school.	
3.1	Matt Furedy covered the suggested upgrades to the Gym and Stage area, including a new operable partition door, a new soffit to house presentation lighting, and a retractable projection screen.	
3.2	MF showed where Solatubes and Roof Monitors could be added to increase daylighting into the interior classrooms. See plan for locations.	
3.3	AW suggested that the Art room could be moved from current Room W to Room P to engage visitors and students along the public lobby corridor. Through-wall glass art display cases and art displays along hallway could activate the space as well as celebrate the talents of students. Art asked if it would be possible to find another solution to the placement of the kiln room; AW suggested taking some of the Break-Out space directly adjacent to the Art room.	
3.4	AW laid out the intention for the Teacher Lounge entrance, availability of ADA accessible restrooms and additional storage closet space.	
3.5	AW covered the addition of a hallway wall to enclose the OT/PT / Speech room and provide access to the LMC. 3’ deep open shelving was also suggested to give more storage inside the room.	

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3.6	MF explained the proposed casework layout: tall storage and lowers with tackable surface for main bank and a floor-supported set of uppers with coat hooks beneath. Storage to be lockable. Tonia Toca pointed out that the proposed locations are merely representational, and Laurie Jessen confirmed a walk-thru would be made to verify wall types and preserve exit routes and ADA accesibility.
3.7	AW led a discussion about the addition of bottle-filling drinking fountain units throughout the school. Staff suggestions included one bottle filler in the main lobby, and one down each of the academic corridors to service the playgrounds. These could be worked into the current sink locations if the hallway casework is renovated. One sink would remain in each bank. See plan for locations.
3.8	Laurie Jessen mentioned that there is no available adult ADA restroom in the public area of the school. She suggested placing it in current custodial closet, and the custodial closet moves to take over the plumbing of the PE Teacher shower. The water heater would also be relocated.
3.9	Room 105 could become a Flex class, to be used by ESL as needed. The office 105A would be demolished, allowing for more flexibility in future. Base office space would expand into what is now the paper storage, with paper storage moving, to join Base office adjacent to cafeteria.
3.10	LJ covered the secured entry to office options. SR mentioned that safety-filmed transaction windows are now district standard. A hybrid of Option 1 and Option 2 seemed to work best. Elements include: <ul style="list-style-type: none"> • A transaction window • Seating for people waiting • A more remote entrance to the staff bathroom from the working area • Optional storage for the PTA by creating closets on the cafeteria side • Demolish small storage cabinet 100H. Create additional personal storage space within storage 100E or with furniture. • Possibly add square footage on to the conference space by eliminating small closets in between Conference and Principal's office. Storage to be addressed by furniture.
3.11	AW led Staff in discussion of the uses of the current work room, and where to move the equipment housed therein. Suggested equipment to stay: 1 large copier, 1 smaller rapid copier, 1 counter top laminator, paper storage, and some flat work space. BWG to review where the mailbox would be located. Woodglen Staff is asked to come up with a list of what they think sould remain.
3.12	Solid walls to be added in Admin area for acoustic privacy and to block off the new BASE office.
3.13	Tonia Toca spoke to the reallocation of funds from the playground budget; it was as yet unknown. LJ then covered the existing playground scope and what else they would need, should the playground move forward.

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4	UPCOMING SCHEDULE : 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