



Meeting Minutes

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CC-001

Project:	Cotton Creek ES Addition and Renovations	Date:	2017-04-20
Project No.:	17-11	Time:	9:30 am
Attendance:	Margi Ammon - Coordinating Architect - Adams 12 Tim Dolezal - Project Manager - Adams 12 Kim Walsh - Executive Director - Adams 12 Bill Kempzell - Cotton Creek Principal - Adams 12 Sonya Rath - Facilities Planner - Adams 12 Corky Bradley - Principal in Charge - RB+B Architects Matt Arabasz - Educational Planner - RB+B Architects Josh McGarvey - Project Manager - RB+B Architects	Location:	Cotton Creek

These meeting minutes are believed to be an accurate account of this project meeting. If there are any questions and/or comments, please contact RB+B Architects.

Item #	Item	Action
01	This is the Design Steering Committee (DSC), who is the decision making committee for the project. The Design Advisory Group (DAG) is to give guidance but is not the decision making team.	-
02	The general scope of work is 8 new classrooms plus deferred maintenance items. Additional items may be added as budget allows.	-
03	Adams 12 educational specifications and technical specifications are the base standards for construction. Any standards issued by the school district prior to January 2015 are now obsolete and should be discarded. There is a Consultant Guideline section in the new specifications.	-
04	Project will be a success if team communication is good, schedule is upheld and DAG involvement is strong. Putting kids first is the #1 goal.	-
05	The Authorities Having Jurisdiction over the project will be CDFPC and Westminster Fire. Adams 12 does not technically under the jurisdiction of the city of Westminster but plans to take a "good neighbor" approach to interactions with the city.	Josh to contact AHJs.
06	Tim will be the primary point of contact for the school district acting as project manager. Sonya and Margi will be supporting Tim in various capacities throughout the duration of the project. Kevin will assist with all public communications aspects of the project.	-
07	Bill has assembled a DAG consisting of 3 parents and 4 staff including a neighbor of the school, lead custodian and a teacher.	Bill to notify DAG of first meeting.

08	A community meeting or two will be important for this project. Plan after schematic design to allow the neighbors to see the plans and voice any concerns. DAG will help spread the word.	-
09	It may be beneficial for the design team to visit a few of Adams 12's newer schools such as Coronado Hills & Stellar.	RB+B to set up walks.
10	The school is overcrowded. There are 80 employees (mostly female) and 620 students. Additional parking and bathrooms are important considerations.	-
11	The school houses two Special Needs Programs. SSN (Significant Support Needs) 13 students and SLS (autism spectrum) 14 students. Calming room, restrooms etc. are needed for these programs.	-
12	There is major community involvement through parent volunteers at the school.	-
13	The students come from very diverse socioeconomic backgrounds. It's a neighborhood school, no ECE, K-5 four round. Full time pysch and part time instructional coach will be added next year.	-
14	Existing building issues: Cafeteria and playground are not adjacent. No conference room. There is little storage.	-
15	Who is Cotton Creek? Community centered school; open and inclusive, comfortable and warm, all heart.	-
16	Project scope include replacing all of the window/door/unit ventilator on the exterior of the building.	-
17	There is a desire to move the flag pole to where the tree with the curved trunk is.	Tim to see if Adams 12 staff can remove tree.

Next Meeting

Date and Time: DAG - April 27th, 2017, 3:00 pm

Location: Cotton Creek ES