



Minutes

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CCE-003

Project:	Cotton Creek ES Addition and Renovations	Date:	2017-05-10
Project No.:	17-12	Time:	5:00 pm
Attendance:	Tim Dolezal - Project Manager - Adams 12 Corky Bradley - Principal in Charge - RB+B Architects Matt Arabasz - Educational Planner - RB+B Architects Josh McGarvey - Project Manager - RB+B Architects Kevin Denke - Communications Specialist - Adams 12 Sonya Rath - Facilities Planner - Adams 12 Bill Kempzell - Principal - CCE Tami Johnson - Office Manager - CCE Keri Roberts - 4th Grade Teacher - CCE Christie Andrus - Parent - CCE Chris Stimpson - Community Contact/Neighbor Quinn Waller - Parent - CCE Melissa LaRusso - Parent - CCE	Location:	Cotton Creek ES

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
	MINUTES REVIEW	
3.1	Comments or questions on previous meeting's minutes.	-
	PROJECT TEAM UPDATE	
3.2	-Update on surveying and GC selection -Surveying awarded to Flat Irons surveying -General Contractor proposals due 25th of May; should be on board by middle of June and be able to do schematic design package estimates at the end of June -Design team site visit next Monday -From 10am-noon: Will need Billy to give team access to crawlspace, roof, closets and elec/mechanical rooms	-
	PROJECT SCOPE	
3.3	Review Project Scope and Priorities List -Any additional unknown needs or desires? -The suggestion was made to possibly move art room to new addition and make old art room into shared club room/maker space -There is a need for pull-out space for gifted and talented program -Consider flexible walls between classrooms for team teaching opportunities	RB+B to incorporate new information into scope document

	<ul style="list-style-type: none"> -The current SSN calming room is subpar -The current clinic is very small -Due to site restraints, an ECE program is not anticipated in the future -Special Education could use a shared conference room for private meetings if provided -Additional staff restrooms are a top priority, conference room is second -There was a concern over kids jumping off of the kiva in the central area of the building. Is there a better way to configure this area for multiple purposes? Possibly remove steps and purchase new flexible furnishings? -There are acoustic issues in the classrooms particularly near the restrooms. -The small SSN room in the east wing near the restrooms is undersized, not acoustically separated and the switching for the lighting may be connected to the lighting in the library. Adams 12 SSS will be able to explain minimum requirements for a room of this kind. - Could parking be added against the building on the southeast side of the cafeteria? Note that funds for additional parking are not included in the Bond/budget/scope of work. 	
3.4	<p>FF&E and IU Budget Items <i>(Not in RBB scope)</i></p> <ul style="list-style-type: none"> -Adams 12 procurement dept. will be in charge of FF&E. Sonya will assist in choosing the desired furniture for the new addition. 	
	CONCEPTUAL DESIGN	
3.5	Conceptual Design Presentation	
3.6	<p>Pros/Cons Discussion</p> <ul style="list-style-type: none"> -Really like the idea of cutting a hallway through an existing classroom to access the new 2 story wing option more directly. -Setbacks may restrict how close to the street the addition could be built. -Concern over the height and required grading of a one-story option. -Concern over removing natural light and direct outside access to many classrooms in one-story option. 	RB+B to revise and refine concepts
	PROJECT SCHEDULE	
3.7	Next meeting time?	
	QUESTIONS AND COMMENTS?	

Next Meeting

Date and Time: May 31st at 1 pm

Location: Cotton Creek ES