

Meeting Minutes

To: **Tonia Hobaugh-Toca**
From: **Gardner Clute**
Project: **Adams 12: Westview Elementary Remodel**
Project Number: **PR16-0671**
Subject: **DAG 02**
Location: **Westview Elementary**
Meeting Date: **May 9, 2017**
Issue Date: **May 18, 2017**
Attendees: **Leslie Burk-Dominick, Alanna Westbrook, Laura McCalmon, Robert Buster, Kathy Ochoa, Kim Dowd, Glenda Tombarelli, Matt Mondragon, Tonia Hobaugh-Toca, Sonya Roth, Kevin Denke, Morayma Salas, Amy McCann, Gardner Clute**



Item	Description
1	Introductions
2	Shared CGA Intention
3	Discussed scope and re-prioritization <ul style="list-style-type: none">Priority 1 items are most likely to be completed but not guaranteed. Priority 2 items will be completed as funding allows. Priority 3 and 4 items are unlikely to be funded and will not be completed unless further direction is provided.New, revised, or re-prioritized items shown in blue.

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Priority 1:

- Continue to develop Kiva option A; Kiva to remain, replace carpet, consider keeping one or both planters, add risers and teaching wall, Kiva is used for groups from 6-60+
- Replace main entry doors/hardware; doors are not latching and sills leak
- Purchase new entryway furniture
- Improve security at main entry; investigate additional options, proposed solution A with pass through is district standard, identify space for locked storage and copier
- Improve ventilation at nurse's office
- New paint/color scheme in main corridor
- Provide cork boards in corridors for student art work; maybe specials budget
- District to test water quality to track down issues; poor water quality in classrooms
- Purchase additional chrome book carts to reach 1 per classroom; evaluate electrical capacity
- Evaluate and correct HVAC controls schedules
- Evaluate/mitigate vibrating rooftop unit vibrating above east addition
- Replace / improve marquee sign
- Paint exterior metal panels new color
- Replace classroom chairs
- Repair closets in classrooms; add locks/provide keys to teachers
- Replace casework in triad; provide consistency across the building, maximize storage without losing student work space



Item	Description
	<ul style="list-style-type: none">• Replace exterior doors and frames at classrooms; currently exterior doors are wood• Add upper cabinets in classrooms• Evaluate and replace “buzzing” lights in classrooms• Provide overhead projectors with built-in white boards in all classrooms; W-5 & W-3 receiving test equipment• Provide more writing surface on primary teaching wall; prefer magnetic, potentially wall talker• Replace chalk boards; E13, Art; Cunningham Group to inventory• Remove unit ventilators; replace with storage• Replace restroom flooring• Replace restroom fixtures• Improve restroom ventilation• Replace older of two sinks in Art room• Replace tables in art• Improve ventilation in art; heat from kiln• New paint/color scheme in library• Provide new chairs in computer lab• Improve sound transfer at music room• Replace gym PA system• Replace gym flooring• Improve gym acoustics• Paint gym• Replace cafeteria furniture• Improve ventilation in library• Replace library furniture• New projector in library; currently on a cart, needs to be capable of projecting from north and south side of reading risers, currently two drop down projection screens in Library• Improve heating and ventilation in computer lab• Provide overhead projectors with built-in white boards in computer lab

Priority 2:

- Replace heaving sidewalks around building where there are ADA or drainage concerns
- Replace courtyard furniture
- Replace sidewalk in courtyard
- Replace single pane windows
- Assess parking lot; replace areas with significant damage; parents have requested in the past for additional HC parking
- Repair leaking windows
- Repair foundation issues at window sills
- Provide new sound system in cafeteria
- Purchase new folding chairs and racks for assemblies
- Add tubular daylight devices to landlocked classrooms
- Repair or replace classroom sinks/fixtures



<u>Item</u>	<u>Description</u>
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- Purchase new music instruments
- Provide headset mic through speakers in music room
- New sound system in music
- Improve heating in conference room
- Provide instrument storage/moveable stands in music
- Add display space in classrooms
- Replace “buzzing” gym light fixtures
- Increase art storage

Priority 3:

- Improve flow of activities in music
- Provide built in risers in music
- Replace drinking fountains with drinking fountains with bottle fillers, consider adding at cafeteria
- Replace classroom desks; may come out of instructional upgrades
- Repair crack at door to room E-5
- Purchase new music instruments
- Provide headset mic through speakers in music room
- New sound system in music
- Display in art classroom
- New furniture in staff lounge
- Replace casework in staff lounge
- Provide irrigation in courtyard; currently hand watering
- Replace courtyard furniture
- Provide built in storage on stage for BASE
- Provide additional book storage
- New paint/color scheme in corridors other than main corridor
- Replace single pane windows

Priority 4:

- Address echo in art room
- Replace mail boxes; too small and not enough slots
- Replace bathroom partitions
- Provide new staff toilets
- Provide dishwasher in staff lounge
- Purchase new aquarium
- Provide additional space for whole school assembly
- Replace flooring in corridor
- Consider revisions to typical classroom/share room layout
- Re-stripe outdoor basketball court
- Improve daylighting at nurse’s office



- 4 Follow up meetings times set, invites sent by Tonia
 - DAG #3 23 May 2017, 2:00 PM - 4:00 PM

GC:am

The foregoing is believed by the author to be an accurate and materially complete reflection of the discussions described. Requests for any corrections or additions to this document should be forwarded to the author within five business days. Thereafter, this document shall be deemed the official record of the discussions described herein.