

MEETING MINUTES

Date: January 24, 2013
Project: Salida Elementary School Replacement
Project No: 1290.00
Reference: General Issues Meeting #1
Location: Longfellow Elementary School- Principal Estell's Office

Attendees:

DW	Darryl Webb	Salida SD
DE	Dan Estell	LES
JC	Jeff Chamberlin	RLH Engineering
DS	Derek Spinuzzi	RLH Engineering
AW	Anne Weber-Williams	BWG Architects
SS	Scott Sondrup	BWG Architects

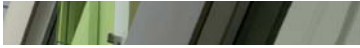
Action Key: NAR - No Action Required AR - Action Required

No	Item	Action
	<i>The ES Team (indicated above) met in Principal Estell's Office to discuss a wide array of issues. A record of the issues discussed is compiled below, in no particular order.</i>	
1	<i>LES would like configuration of new school to be more conducive to collaboration among teachers and students, and between grades as well. There is also a lot of community involvement, volunteerism, guest instruction, etcetera. It is desirable to have more small break-out spaces for small group instruction, collaboration. Flex spaces in hallways might be a good way to address this. Additional Flex classrooms in the program will also be useful in this regard.</i>	
2	<i>Desire for location where two classes could be combined. Look at operable partition between two flex rooms if collocated, or between classrooms within grade pod(s).</i>	
3	<i>Discussion of a possible 5th Kindergarten classroom. The District and RLH shall make determination for the program and advise A/E Team as soon as possible how to proceed in this regard.</i>	AR-RLH
4	<i>Typical class sizes are 18-22 students for 1-4</i>	
5	<i>Typical class sizes are 20-22 students for K. They are trying to move away from the half-day program. 2014 will be first year the School Board has agreed to pay for full-day program.</i>	

MEETING MINUTES

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6	<p>Security:</p> <ul style="list-style-type: none"> -Make windows difficult to get into -Make glazing that is within reach range laminated/ safety for better security -Be sensitive to view angles for lock-down sequences- classroom layouts... provide blinds for classroom windows to hallways where line-of-site cannot be controlled by building layout/ classroom geometry. -Treat main entry/ vestibule as secure sally-port -Treat Admin area as control room/ control room for school- keep secure and safe, no unwanted entry can be achieved. -Consider bullet-proof glazing at Admin area -Need system to much more efficiently check visitors into the building- look at new technologies.. Cameras for instant ID? Drivers license scanners? 	
7	<p>Gym: Program size based on Rangeview Elementary. A/E Team to use that configuration as starting point. The court shall be of official dimensions so that it can be used for competitive games. Number of seats (bleacher capacity, if desired) for the gym needs to be finally determined by the District and RLH.</p>	AR-RLH
8	<p>HVAC Notes:</p> <ul style="list-style-type: none"> -DX for Admin area -Dedicated cooling (DX) for IT closets and server rooms/ computer labs. -Evaluate evap cooling as Alternate for academic wings... or will economizer cycles and thermal lag be enough...? -Evaluate evap cooling for public use spaces (lobby, gym, library, music room/ stage, commons) <p>-Evaluate additional HVAC needs if Boys and Girls Club uses the building during summer (and/ or year-round). The District and RLH shall coordinate with the Boys and Girls Club and advise A/E Team as soon as possible how to proceed in this regard.</p> <p>There is the potential (in theory, no set plans or agendas in this regard as yet, per se) that year-round school may be the norm- think of this and plan accordingly for expandability of systems in future (to degree that can be accommodated by current budget)</p>	AR-RLH
9	<p>Curriculum/ Teaching Philosophy Notes:</p> <ul style="list-style-type: none"> -Currently relatively traditional instructional approach, but want to have flexibility and framework for alternative instructional methodology (project-based learning, groups, breakout, teaming, etc) -Push toward future, 21st Century Learning -High Performing Classrooms... -Teachers as facilitators -Ability to support/ provide multiple learning approaches; graphic/ interactive/ technological/ dynamic/ AV -Music program is strong -Currently, Art is only half-day. Art room will be configured for that use, but will be available as flex space for other half of day... 	

MEETING MINUTES



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10	<p>Exterior Spaces/ Outdoor Learning Environments:</p> <ul style="list-style-type: none"> -There was a sentiment that these areas should be thought of collectively, like a natural mountain environment, or meadow, or rock outcropping- more natural, as opposed to a field with a play structure. Something more organic and natural is desired. -Garden, farm-to-table connection -Need 5' tall fence around entire site with lockable gates for security. A/E team would prefer black vinyl coated fencing since less institutional in feel, but will evaluate costs. 	
11	<p>Community Use/ Access/ Layout. This building is not only a school. In many ways, it is a community center- or, as we prefer to think of it, a Center of Community. The building must lend itself to after-hours use, and must be capable of being utilized in 'segments' (like the Commons, Gym, Library) without allowing free access to classrooms, computer labs, and so on. The building will be designed such that certain areas can be secured (inaccessible) after hours for security purposes, while still allowing access to those public-use functions in a safe and straight-forward manner.</p> <p>Clubs: Choir, Ecology, more Community: Fencing, Square-Dancing, Circus, more</p>	
12	<p>School Identity, Name, Mascot:</p> <p>Not sure whether new school will be known as Longfellow still, or will be named something different. Mascot, too, has potential to change (Spartans?, keep Mountain Lions?, Other..?)</p> <p>Discussed student re-naming assignment, possible teacher input, maybe even community vote on new name/ mascot.</p> <p>A/E Team requested that this process get underway as soon as possible. If new identity of school will shape identity, materials, symbolism, etc of new school, better to know as early as possible in design process to have best integration of that identity into the final design.</p> <p>District/ RLH o advise as soon as possible.</p>	AR-RLH
13	<p>Foodservice:</p> <ul style="list-style-type: none"> -Food service situation has changed from program plan. The High School kitchen was not set up as the main kitchen, so the new ES kitchen will not necessarily be a 'simple warming kitchen'. A/E Team will meet with Danny Quinto to discuss the overall situation (all schools, interaction thereof) and determine optimal program/ equipment requirements for the new ES kitchen area. -Currently 5 lunch 'periods' due to small size of eating commons. -Goal is to get down to 2 lunch periods (3 if 2 is not possible/ feasible) -Currently students have 25 minutes, but much time is wasted in the queue so limited time to actually eat. K-2 is served a set meal to keep things moving, 3-4 are given some options/ selections -Goal is to get them through the line much quicker. 10 minutes should be plenty of time to eat. -Evaluate 5 minute stagger of classes to optimize flow...? -Again, Discuss all with Danny! 	

MEETING MINUTES



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14	<i>IT:</i> <i>-There will only be MDF and IDF rooms allocated for the new school- no other dedicated IT offices or workroom spaces</i> <i>-IT staff can use flex spaces, workrooms, etc when on-site for service</i> <i>-Discuss IT requirements with David Blackburn and Jeff Blondeau ASAP</i>	AR-A/E

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.

*Respectfully Submitted,
Scott R Sondrup
Project Architect*

prepared by: Scott R Sondrup

cc: File, RLH Engineering