



MEETING RECORD

PROJECT: Washington Elementary School
PROJECT NO: 18012.02
DATE: 08-29-2018
TO: See Meeting Attendance Sheet
SUBJECT: Design Advisory Group Meeting 1

The meeting was held to introduce the Design Advisory Group, review general project information, and to begin to define goals and visions for the project. The following discussion took place.

1. Meeting Norms

- a. Doug reviewed the meeting norms established for Design Advisory group meetings. The following Meeting Norms are expected for all meetings.
 - Attendance is expected at all scheduled meetings.
 - The meetings will start and end on time with duration of **1-1/2 hours** (typical). Group members should be on time and expect to remain for the entire meeting.
 - The purpose of each meeting will be defined; members are requested to come prepared to discuss the topic.
 - The students' interests come first.
 - Committee members will operate and work towards consensus on all issues. All agree to support the solutions and decisions of the group.
 - Committee members are requested to focus on solutions that address the needs of Canon City Schools as a whole.
 - Committee meetings will stay on task.
 - Discussion, evaluation, and decisions will be research and data based guided by district's mission statement.
 - Minutes of each meeting will be distributed by email within one week of meeting date.
 - All members are to speak up in an open forum- all points of view will be heard and valued.
 - All participants will be treated with mutual respect.
 - Members of the committees will operate on a first name basis.
 - Snacks and Refreshments will be served at all meetings to give "energy boost."

2. Project Schedule

- a. Doug and Ken reviewed the current Project Schedule. The following discussion took place.
 - i. The design process will occur to March of 2019. It will include phases that allow district reviews. The design phases include Schematic Design, Design Development and Construction Documents.
 - ii. Construction will occur from June 2019 to July 2020.
 - iii. DAG meetings will occur during the Schematic Design Phase and will include public meetings or open houses as needed.
 - iv. The existing building will stay functional through design and construction of the new facility. This will require careful coordination to minimize disruption to students in the existing facility.
 - v. There will be district design reviews of the project at the end of the Schematic Design, Design Development, and Construction Document phases.

3. Project Budget

- a. Doug reviewed the overall budget for the project. The BEST Grant includes dollar amounts for specific items. Below is a general overview of the project budget.

Construction Costs	\$19,038,466
Soft Costs	<u>\$3,597,000</u>
Total	\$22,632,466

- b. George reviewed the BEST Grant and how it works with the bond funding. The Bonds will be sold in November. The School District is working through a couple of items regarding the COP process with the state. They are paying off a debt associated with the PV panel systems to allow the property to be collateralized free of debt. They are also going through the process with the City of Canon City to rezone the property to a school use.

4. Project Master Plan

- a. Doug reviewed the site plan graphic that was included in the BEST Grant application.
- b. The building will be placed on the east side of the site to allow the existing building to remain in use during construction.
- c. Although this site plan has been studied and developed by the design team for the BEST Grant, multiple options will be studied and explored with input from the design advisory group.

5. SWOT Analysis

- a. The group participated in a SWOT analysis for the project. The SWOT acronym stands for Strengths, Weaknesses, Opportunities and Threats. Please see the attached document that includes notes from the SWOT card activity. The following is a summary of the discussion.
 - i. Threats
 1. Parking and Traffic flow on the site
 2. Honor input from the community. Focus on positive input and response.
 3. Safety during construction
 4. Designing space that is not flexible
 5. Budget – prevent perception that there is a misuse of funds
 - ii. Opportunities
 1. Beautiful structure that is inviting.
 - a. Provides natural light
 - b. Use of color
 - c. Bring the outside in with wonderful landscaping
 2. Great technology
 3. Learning environment that includes flexible spaces
 4. Provide student safety
 5. Provide large rooms with a lot of storage
 - iii. Weaknesses
 1. Parent Support
 2. Heating System
 3. Safety
 4. Technology
 5. Parking and circulation
 6. Gym/Cafeteria Scheduling
 7. Lack of space
 8. Outdated building
 9. Limited property
 - iv. Strengths
 1. Staff Collaboration and family atmosphere
 2. Great admin staff
 3. School Culture – Leader in Me program
 4. Location – Neighborhood school

5. Wellness commitment including committees and activities
6. History –
7. Multi-generational attendance
8. Low staff turnover

6. Next DAG Meeting

a. Wednesday, September 5th, 3:15 to 4:45pm

i. Proposed Agenda

1. Review Goals and Visions
2. Review School Tour Information and Feedback
3. Written Space Program
4. Graphic Space Program

ii. Homework

1. Consider Project Goals and Visions based on DAG feedback
2. Discuss SWOT Analysis with other Students and Staff

Attachments: Attendance Sheet
Written SWOT Cards Typed

REPORTED BY:

Signature

Kenneth Gregg, AIA
Printed Name and Title



MEETING ATTENDANCE

Project: Washington Elementary

Project Number: 18012.02

DAG Mtg. #1												NAME	REPRESENTING	PHONE	EMAIL ADDRESS
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X										Ken Gregg	RTA Architects	719-471-7566	ken@rtaarchitects.com



SWOT Analysis

PROJECT: Washington Elementary School

PROJECT NO: 18012.02

DATE: 8/29/2018

SUBJECT: SWOT Analysis

SWOT Card Notes

Strengths:

- Bonded staff/collaboration
- Commitment
- Dedicated
- Design
- Culture
- Staff
- Creativity
- Wellness
- Caring, dedicated staff
- Direction for building student leaders
- Staff who are great at collaboration
- Some dedicated parents
- Great support staff
- Solid instructors
- True "neighborhood" culture
- Good performance trajectory among students
- Respectful staff interactions
- Teachers and staff are very committed to our kids, the safety and education of them
- Leader in Me school
- Very welcoming to parents and families
- Caring staff
- Leader in Me school
- Great support staff
- Leader in Me (culture)
- Community around it
- Staff
- History
- Personal touch
- Friendly staff
- Close to community
- Gathering place for kids and families

- Small enough to know community
- Great staff to work with
- Staff – caring – working together
- Programs
- Teamwork with staff
- 7 habits
- Wellness, mindfulness
- Caring for student wellness
- Understanding of what the kids need to grow
- Willing to try new programs to improve education
- Literacy programs (flood in)
- Staff
- School culture
- Wellness committee
- School location
- Talented staff
- Title I and Bell Interventions
- Walk to neighborhood school
- Strong math instruction
- Valued kids klub site
- Leader in Me
- Great staff – extremely dedicated
- Neighborhood school – walking
- Academic growth
- CC school board – supportive and attentive
- Administration
- Culture leader in Me school
- Staff
- Neighborhood school in the middle of town
- Flexible
- Supportive of staff, and community families
- Creative ways to get things done
- Staff/teachers
- Large open playgrounds
- Location
- Staff interdependency and collaboration
- Student happiness and positive atmosphere
- Administrative leadership – growth mindset
- District support – good priorities
- Flexible use of space
- Staff – we are a family
- Primary classrooms are close to the library
- Hallway classrooms are large
- Grade levels work as a team
- Stable staff (low turnover rate)
- Leader in Me
- Neighborhood school
- Administration space
- Extra-curricular activities on site/park and recreation activities
- Close neighborhood community
- Easy to spot/knowledge of location

- Use of space for small groups
- Meeting needs of students with walk to read
- Leader in Me
- Student behavior and expectations
- Building relationships with kids
- Neighborhood school
- Central location
- History in the city (reputation)
- Auditorium
- Staff
- Leader in Me
- Community
- Tradition/reputation
- Open playground space
- Collaborative and supportive staff
- Little turnover by choice
- Students are great
- Well-known in community
- Local neighborhood school
- Great location
- Generations of families have attended school
- Close to my home
- Friends and families work here
- 7 habits/leader in Me
- Leadership
- Stable staff (people come and stay)
- Awesome support staff/paraprofessionals
- Respectful students
- Skilled teachers
- Efficient schedule
- Staff – hard working
- Administrative support
- Learning environment – leader in Me
- Consistent expectations school-wide
- Programs coincide and work together
- Sense of humor among staff
- Student emphasis on social, emotional and academic achievement
- History as a community school

Weaknesses:

- Leaking roof/ceilings
- Lack of parent involvement
- Cold in winter
- Gym/cafeteria/auditorium
- The current physical environment is obviously dated and dilapidated
- Declining enrollment is a challenge
- Long building – keeps people apart, no place for garden
- Erratic climate – so much it keeps people out
- Water in faucets is brown
- Drains clog
- Some playground equipment is old

- White boards are yucky
- Bathrooms are closed before end of day
- Gym and cafeteria together
- Family involvement
- Lack of technology
- Lack of room
- Sound system
- Outdated facility
- Limited ability to utilize technology
- Limited parenting
- Some outdated playground equipment
- No separate gym/cafeteria
- Lack of bathrooms
- AC and heating issues
- Security
- Old furniture
- Feeling that we have been the “have nots”
- Technology behind the times
- Old building
- AC sucks
- Limited space to work with
- Limited budget
- Lack of AC in this room
- Location at busy intersection
- Building structure and safety
- Appropriate room for some programs
- Student clubs, activities, programs, traffic danger before and after school
- Parking
- Windows
- Traffic
- Age of current building
- Unused temporary buildings (deterioration)
- Struggling to maintain current grounds
- No walking trail outside
- Not enough bathroom facilities (water fountains)
- Terrible parking and pick up/drop off system
- Need separate gym from cafeteria
- Block long – hard to get students to opposite end in a timely matter
- Air conditioning is inadequate or inconsistent
- Carpet is old, moldy and smelly
- Cockroaches and mice everywhere
- Building in general
- Not safe – no safe entry, doors, or windows
- Heating and cooling
- Traffic
- Parking
- Lack of use of technology
- Old fashioned style of teaching – too much teacher talk
- Not enough space
- Gym and cafeteria together
- Parent support

- Poor parking and flow
- Lack of electrical for new technologies
- Heating and cooling balance
- Sound systems
- Updated kitchen large enough to cook homemade meals and serve well
- Gym, cafeteria and auditorium combined
- Lack of students
- Too spread out (building)
- Safety (school/classroom)
- No gym
- Playground
- Building has parts falling down
- No pre-school in house
- Entry level safety is minimal
- Heating and cooling inconsistent
- Technology is limited in building
- Not enough classroom (small group)
- HVAC very inconsistent
- 9th street is not safe
- Leaks in roof
- Windows no insulated
- Parent support
- Lack of space
- Heating/cooling
- Lack of iPads for students
- Lack of security
- Poor lighting
- Parent involvement
- Old building
- Parking
- Building space
- Enrollment dropped last few years
- Combined gym and cafeteria
- Design
- No parking
- Crowded drop off locations
- Empty/unused buildings
- Bad heating and cooling
- Lack of experience with future thinking
- Socio-economic level of community
- Drug and alcohol dependence in community
- Low test scores
- No preschool
- High poverty
- Mice and roaches
- Inconsistent temperature
- Bad traffic

Opportunities:

- Design innovative instruction spaces
- Build a school to support our preparation of students for uncertain futures

- Create something that is useful even 30 years in the future
- Show the community we can do it right
- The community can use the building beyond school time
- More room for pull-out groups
- More room for grade level group teaching
- Outdoor instruction area
- Better parking
- Better equipment
- Better water pipes
- More electrical outlets
- Provide more white boards
- Better student space for small groups
- More space
- More parking
- Increased enrollment
- Safe zones
- Separate gym and cafeteria
- Better technology/wifi
- Water fountain in gym
- Flexible seating
- Safe doors
- More natural lighting
- Spaces for more staff collaboration
- Spaces for more small groups, combined classrooms, maker spaces, etc. (walls that open)
- Rethink how we teach (outside the box thinking)
- Separate cafeteria and gym
- More specific space for teaching
- Better plumbing
- Better climate control
- Possible space for murals to support culture
- Better colors for classroom and colors
- More areas for display
- Big library for all kids with reading space
- Different eating and PE space
- Preschool
- Working (consistent) HVAC
- Small group areas
- Outlets
- A workspace for teachers
- Safe playground
- Continued growth in academics
- A school parents and students flock to
- Help families in poverty
- Learning environment
- Safe doors
- Safe building
- Teacher lounge
- Technology for all staff
- Community room
- Art room bigger
- Room for storage

- Have a building that supports smooth transition among programs
- Electrical plus in rooms
- Work in an environment where air ducts are clean
- Window in room rather than 4 cement walls
- Closet space (storage space)
- Space for service providers
- Air conditioning in all rooms
- One gym and one cafeteria
- My own office
- A track outside
- Better playground
- More natural light
- Provide better learning center
- Better facilities
- No more ugly temporary buildings
- Upgrading current neighborhood
- Better student/teacher space
- Facility and equipment to support modern instructional needs
- Increased security
- More parking
- New clean classrooms
- Up-to-date everything
- AC
- Safety
- Technology – smart boards
- Leadership lounge – teacher lounge
- Storage
- The change to create an inviting and appealing structure
- The opportunity to craft a place of leaning look, feel and culture
- A chance to re-think how professional practice can change in positive ways
- Drinking fountains in classrooms that don't have brown water
- Attract families that have left the district
- Technology updated
- Safe building
- Better playgrounds
- More bathrooms
- Walking trails outside
- Better/more parking
- Better drop off/pick up system
- Separate gym/cafeteria/auditorium
- Technology upgrades
- Magnetic dry erase boards
- Flexible spaces
- Room for special services
- Walls that are more useful than hanging things
- No carpet in the health office and art
- Bright colors
- Outside light
- Separate gym and cafeteria
- Clean water
- Walking track

- Separate gym
- New technology –wiring
- Tile instead of carpet
- ¼ mile track for PE, running club, community use
- Great kitchen for homemade meals
- Efficient heating/cooling
- No orange water, new pipes

Threats:

- Availability of funds
- Too much thinking about now and not enough about the future
- Possible loss of community valued space such as auditorium
- The building is too small for an increase in kids
- Ground movement
- Pull of support and funding
- Fire
- Design being limited
- Pulled funding
- Problem with selling bonds
- The design not being what we are looking for as a staff
- Community members not supporting it
- Unforeseen costs
- Community negativity
- Making sure design team looks at all areas, maybe getting input from those involved with the building at Harrison School – something they should have done
- Making sure construction is checked so there are no cracks etc.
- Over budget
- Public/tax payers feeling not informed
- Building delays
- Concern that when the building is done it is not what we want– correct approval of all construction prior to final okay
- Needs being addressed and not stated in design process
- Cost over runs
- Bonds don't sell
- Not enough space
- Not following through with promises to our tax payers
- Not doing the proper ground work
- Staff, community input
- Cooperation from surrounding area, neighbors
- Closed minded teachers
- Not using Harrison K-8 staff feedback
- Not valuing staff and parent input
- Not enough thought into growth - # of classrooms
- Putting the cafeteria with the gym
- Creating something that will already be out of date when it is built
- Not enough space for staff needs
- Safe areas for students to play
- Weather
- Not knowing who is on construction crew so students can be safe
- Making poor decisions
- Not having access to playground for students

- Not having a place for staff to park
- Making poor decisions
- Not planning for future
- Needs change quickly
- Enrollment declines
- Community declines
- Money issues
- Not enough playground area
- Drop off area not well planned
- Not enough small group room that has sound reductions
- Over budget
- Not big enough
- Construction interrupting learning
- Losing more students during construction
- Too many demands or contradictory ideas so no one gets what they want
- Too many students want to come to new school and not enough space
- Parking, pick up, and drop off will still be difficult
- Some get to make all the decisions for others and needs won't get met
- Close to town
- Parents can come in
- Skunks, homeless people can access the trailers lots of roaches, rodents and pigeons
- Not valuing teacher/staff input
- Cutting corners
- Run low on funds
- Clogging traffic areas due to construction
- Children's safety during construction
- Challenges to conducting business with construction taking place
- Skimping on flexible use spaces
- Classrooms without natural lighting/light
- The missed opportunity to rethink and retrain professional practices to mirror out new facility
- Traffic (neighborhood vs school vs construction)
- Available monies to complete on time
- Safety of students/faculty during construction
- Local neighborhood safety