



## MEETING RECORD

**PROJECT:** Washington Elementary School  
**PROJECT NO:** 18012.02  
**DATE:** 09-05-2018  
**TO:** See Meeting Attendance Sheet  
**SUBJECT: Design Advisory Group Meeting 2**

The meeting was held with the Design Advisory Group to review the school tours and to begin to define relationships within the program for the project. The following discussion took place.

1. Meeting Norms
  - a. Ken reviewed the meeting norms established for the Design Advisory Group meetings.
  - b. It was noted to correct the district title to Canon City Schools, not Fremont County Schools
2. SWOT/ Goals and Visions, the group reviewed the analysis that was completed last week. Below are additional items and clarifications regarding the SWOT summary.
  - a. Strengths Review
    - i. Leader in Me program is extremely important to the school culture.
    - ii. Low turnover of the staff
    - iii. School wide goal to improve reading scores, this is a goal that continues year after year.
  - b. Weaknesses Review
    - i. Security, existing exterior doors don't always lock.
    - ii. Existing office set-up, the secretary is too far from the front door, lack of visibility to the entry.
  - c. Opportunities
    - i. Teachers would like to see more colorful Spaces that are both inviting and exciting. The existing beige and "institution blue" is drab
    - ii. Teachers noted that flexible learning spaces are only useful if there is visibility from the classroom for management. There was a discussion on how passive visibility and direct visibility impact how the students work differently.
  - d. Threats and Fears
    - i. Teachers wanted to know if flexible space meant no walls or doors. Ken explained that flexibility can mean a variety of things including no walls, no doors, flexible furniture, & flexible partitions.
    - ii. The group wanted to know what capacity are we designing for and is the district anticipating student population to grow? George addressed this question by noting that the BEST program has designated a 425 student capacity.
3. Review of the School Tour Information & Feedback
  - a. Black Forest Elementary
    - i. Teachers commented on the safety video that George shared previously. The take away from this safety video was more visibility to the outside from the classroom was desired.
    - ii. Teachers like the windows which bring in more daylight and more visibility for better security.
    - iii. Cubbies in the corridor, teachers are not sure about if they like them there or not. They would like to see what the flexible learning spaces and cubie spaces look like when school is in session.

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- b. Reunion Elementary
  - i. Teachers like the ceiling in the Media Center, see the clouds as low maintenance
  - ii. The Fine Arts Stage is too narrow.
  - iii. Teachers are concerned about long, narrow rooms making it difficult for students to hear teachers in the back of the room.
  - iv. Teachers liked the sealed concrete floors, cleanability, durability, & bright colors.
  - v. Teachers brought up the idea of reusing the existing wood floor from the gym.
  - vi. Teachers liked the signage and corridor graphics. Joel encouraged Leader in Me to be considered for the graphics for the corridors.
- c. Prairie View Middle School
  - i. The group liked the black box stage and how the stage extends into the cafeteria. It is important that the music room was separate space.
  - ii. Library at Washington Elementary is currently used to check out a book and go back to the classroom. There is currently not a time in the student's schedule that includes spending time in the library.
  - iii. The group thought a separate entrance would be nice for community events using the multi-purpose spaces. The community does use the school on off hours. The afterschool program at Washington Elementary currently uses the gym and/or playground and a classroom for about 15 students.
- d. Three Creeks K-8
  - i. Teachers noted the breakout spaces are not visible from the classroom. This is wasted space since the teachers cannot supervise the students.
  - ii. The loft space in the Media Center seemed like wasted space. Several comments were mentioned about wasted space where teachers do not have good visibility of students.
  - iii. Outdoor Courtyard is cool, how can we incorporate boulders without being dangerous? The group felt that the outdoor chalk board is an opportunity for graffiti and is not a good idea.
  - iv. The exterior materials are nice. The group suggested switching the green for blue.
- e. Meadowlark K-8
  - i. The group felt the building did not have enough windows. They also noted that the dark windows and frames make the building look like a prison.
  - ii. Teachers liked the cafeteria tables that could fold into benches. This type of furniture would omit the need to set up folding chairs.
  - iii. Teachers liked the concept of having a "Curiosity Center" in the school.
  - iv. The group also saw it as a wonderful opportunity to have glass doors open up from the Curiosity Center to the Commons.
  - v. Teachers liked the ceiling fans. Ken mentioned how the ceiling fans assist the mechanical system to save energy.
- f. Summit Middle School
  - i. Teachers commented on the standing desks in the classrooms. The teachers were interested in flexible furniture being mixed into the classrooms.
- g. Douglass Elementary School
  - i. The teachers felt the exterior of the building invited the students into the building.
  - ii. The group had concerns about the durability of the LVT in corridors and frequently used spaces. Joel responded that Creekside was the school that had problems with the durability of LVT in the corridors.
  - iii. Teachers would like to see sliding or garage doors in their spaces to provide flexibility. There were some concerns about acoustics between spaces and acoustics specifically with folding panel partitions.
  - iv. Wellness and exercise is important to the school culture, the teachers asked that a track length distance be designated on the property.
- h. Creekside Elementary
  - i. Concerns about the durability of the LVT in corridors and frequently used spaces.

4. Ken began reviewing the programing diagrams. The group will continue review of the diagrams at the next meeting on September, 12<sup>th</sup>.
    - a. Admin & Student Services
      - i. Ken walked the group through the connections of the administration program and their connections.
      - ii. Patti asked how the Conference Rooms are currently used and who uses them?
        1. IEP meetings occur one day a week all day in the conference room.
        2. Brian stated that having a separate entry to the conference room from outside of the office does not seem necessary.
      - iii. Ken asked who would use the Itinerant Offices. Brian explained that this additional office space and would be used by OT, Vision Impairment, Literacy Coach, & Social worker.
        1. The group emphasized that there needs to be enough space to work with the students in these offices.
      - iv. The group liked the location of Teacher Break Room off the main circulation. Overall location of the Teacher Break Room should be close to the admin office.
        1. Teachers wanted to know if this is to be the only teacher workroom. Ken informed them that there would be workrooms closer to the classrooms as well.
        2. Teachers still liked the idea of a centralized Breakroom for community with localized workrooms for convenience.
      - v. George explained to the teachers that staff will have access to the building at specific doors through key card access.
      - vi. The teachers want the design of the building to allow for expansion if school population grows in the future.
    - b. Special Education
      - i. Kelly stated that the Special Education program will need to accommodate spaces for nine interventionists. All are considered full time.
        1. Kelly listed off the staff including four Title One Personnel; who currently teach groups of up to six students. All of the Title One teachers currently teach in the same classroom.
          - a. 2 Teachers
          - b. 2 Paras
        2. In addition to the Title One teachers there are Five Special Education Teachers.
          - a. Including Speech Therapy which occurs four days a week.
      - ii. Discussion of the Itinerant Offices continued including the suggestion from Ken to move Iterant Offices closer to the Special Ed Suite.
1. Next DAG Meeting
    - a. Wednesday, September 12<sup>th</sup>, 3:15 to 4:45pm
      - i. Proposed Agenda
        1. Written Space Program
        2. Graphic Space Program

Attachments: Attendance Sheet

REPORTED BY: \_\_\_\_\_ Patti Sharp, AIA  
 Signature Printed Name and Title

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# MEETING ATTENDANCE

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Project Number: 18012.02

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