



PROJECT: Canon City MS Addition and Renovations

PROJECT NO: 18012.01

DATE: 08/28/2018

ATTENDANCE: (see 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. DAG meetings will occur during the Schematic Design Phase and will include public meetings or open houses as needed. Jesse noted that there was a fall open house on September 6th. The group agreed that this was too soon to have enough design information to present to the community.
 - iii. There will be district design reviews of the project at the end of the Schematic Design, Design Development, and Construction Document phases.
 - iv. Construction will occur from June 2019 to October 2020.

- v. Construction will include phasing to allow the educational process to occur and remain on site. This will require careful coordination to minimize disruption to students in the existing facility. The Design Advisory Group should communicate with other teachers and staff to be prepared for phased construction.

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	\$27,973,678
Soft Costs	<u>\$4,845,000</u>
Total	\$32,818,678

- b. George reviewed the BEST Grant and how it works with the bond funding. The MS project is a cash grant with the BEST program. By selling bonds early, additional revenue is generated.

4. Project Master Plan

- a. Ken reviewed the site plan graphic that was included in the BEST Grant application.
- b. A new building addition will be placed on the east side of the existing gym to allow the existing building to remain in use during construction.
- c. Based on phasing and configuration of the building additions, there is a great opportunity to focus, and organize the school around an exterior courtyard. The intent is to separate the bus traffic from the visitor and drop off traffic by placing the bus drop off on the west and the student drop off on the east.
- d. 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. Strengths
 - 1. Staff – strong comradery
 - 2. Students – diverse and respectful
 - 3. Programs – after school clubs, shop, sports etc.
 - 4. Community support and involvement – after school building use
 - 5. Historic – preservation – school building is unique to the town – sense of pride
 - 6. Future Minded – Think forward into the future – not a traditional mindset – open minded
 - 7. Location in the town
 - ii. Weaknesses
 - 1. Plumbing/Heating and HVAC issues
 - 2. Classroom size is too small
 - 3. Security – Separate buildings require leaving one building to enter another
 - 4. Restrooms – poor shape – Distance to staff restrooms
 - 5. lack of natural light in classrooms
 - 6. Parking / traffic issues
 - 7. Technology - poor Wifi signal throughout building
 - 8. Existing Site Constraints
 - iii. Opportunities
 - 1. Instructional design
 - 2. Safety
 - 3. Technology upgrades
 - 4. Focus on Student Learning Opportunities (votec)

- a. Don't replicate what we have now
 - b. Leave flexible space for unknown future programs and growth
 - 5. Updated Gym
 - 6. Value to students – privacy, lockers
 - 7. Flow – class to class – grade separation
 - 8. Value for staff – collaboration spaces
 - 9. Build Community trust – spend money wisely
 - 10. Student healthcare center
 - 11. Cost savings
 - 12. Focus on traits and skills in students
 - 13. Great opportunity for change in a new building
- iv. Threats / Fears
 - 1. Safety
 - a. Lockdown
 - b. Compromise safety to cut corners – lesson learned at Harrison
 - 2. Instructional
 - a. Loss of programs – engage during construction
 - b. School stays the same after construction
 - 3. Budget
 - 4. Physical Environment
 - a. Spaces end up being noisy (Harrison example)
 - b. Not ending up with useful or purposeful spaces
 - 5. Construction phase
 - a. Timeline too tight
 - b. Unknowns
 - c. Over budget
 - 6. Kitchen ends up being an after thought
 - 7. Cafeteria isn't designed to feed lots of kids at one time
 - 8. Flex space not used (Harrison example)

6. Next DAG Meeting

- a. Wednesday, September 4th, 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:
CC:

REPORTED BY:

Signature

Kenneth Gregg AIA

Printed Name



MEETING ATTENDANCE

Project: Canon City Middle School

Project Number: 18012.01

DAG 1 Aug 28th	DAG 2 Sep 4th	DAG 3 Sep 11th	DAG 4 Sep 25th	DAG 5 Oct 9th	DAG 6 Oct 23rd	DAG 7 Nov 6th					NAME	REPRESENTING	PHONE	EMAIL ADDRESS
X											Cortney Richardson	CCMS	719-371-2399	cortney.richardson@canoncityschools.org
X											Brandy Price	CCMS	719-252-0766	Brandy.price@canoncityschools.org
X											Geneva Williams	CCMS	719-429-6935	Geneva.williams@canoncityschools.org
X											Stephanie Day	CCMS	417-973-1440	Stephanie.day@canoncityschools.org
X											Karen Rogers	CCMS	719-429-5389	Karen.rogers@canoncityschools.org
X											Shad Johnson	School Board	719-289-1183	shad@themuellercompanies.org
X											Lloyd Harwood	School Board	719-334-2445	harwoodfuneral@yahoo.com
X											Jesse Oliver	CCMS	719-334-9013	Jesse.oliver@canoncityschools.org
X											Russell Braiden	CCMS	208-821-5214	Russell.braiden@canoncityschools.org
X											Randy Smith	CCMS	719-671-8610	Randy.smith@canoncityschools.org
X											Jeff Peterson	Operations	719-429-0656	Jeff.peterson@canoncityschools.org
X											Sandy Jones	CCMS	719-729-0236	Sandy.jones@canoncityschools.org
X											Dee Leonhardt	CCMS	719-431-1952	Dee.leonhardt@canoncityschools.org
X											George Welsh	District	719-850-3439	George.welsh@canoncityschools.org
X											Mike McDaniel	CCMS	719-371-7791	Michael.mcdaniel@canoncityschools.org
X											Mike Tully	GE Johnson	303-829-1462	tullym@gejohnson.com
X											Chris Koenig	GE Johnson	719-459-8799	keonigc@gejohnson.com
X											Chuck Jordan	RLH Engineering	303-304-4863	cjordan@rlhengineering.com
X											Mike Kusters	GE Johnson	719-331-6809	kustersm@gejohnson.com
X											Adam Hartman	District	719-429-3839	Adam.hartman@ccsrel.org
X											Paula Buser	District	719-729-7159	Paula.buser@ccsrel.org
X											Doug Abernethy	RTA Architects	719-471-7566	doug@rtaarchitects.com

X										Christine Costa	RTA Architects	719-471-7566	christine@taarchitects.com
X										Ken Gregg	RTA Architects	719-471-7566	ken@taarchitects.com



SWOT Analysis

PROJECT: Canon City Middle School

PROJECT NO: 18012.01

DATE: 8/28/2018

SUBJECT: SWOT Analysis

SWOT Card Notes

Strengths:

- History
- Community involvement
- Proximity to outdoors
- School culture
- Historical look
- 6, 7, 8 wings
- Performance/arts department
- Some secure features (lock down doors)
- Great admin/staff
- Amazing performance venue
- Climate – people work together
- School climate – SOAR
- Staff willing to try new things
- Staff committed to student development
- Good administration – willing to work with staff
- Space for community involvement
- Culture – SOAR
- Strength and commitment of staff
- Convenient location
- Community history
- Space for community activities i.e. gym and auditorium
- Professional performance venue
- Staff level of caring (family feel)
- Students – great kids
- Admin – strong leaders that model and allow learning to happen without micromanaging
- Community that supports students – passing grant, raising taxes
- Staff
- Students
- Great staff
- Good relationships building
- Starbucks
- Caring community

- Strong relationships
- Thinks outside the box
- Always looks for ways to improve
- Safety conscious
- Supports the whole child
- Empathetic and encouraging
- Great communicators
- Cohesive staff
- Traditional middle school program
- Beautiful old building that is structurally sound
- Wonderful kids
- Diverse student population – includes developmentally disabled kids
- Extracurricular activities
- Performance arts
- Wood shop
- Administrative styles
- Climate
- Hiking
- Rock climbing
- District involvement
- Fishing
- School atmosphere
- Culture
- Course offerings
- Belonging
- Teams (6, 7, 8)
- Academic rigor provided by an excited staff
- Professional performance venue
- Multi-level sports
- Location
- Programs offered
- Staff
- Administration
- Teacher, para and staff collaboration
- Great kids
- Community
- Location
- Historical look
- It's a traditional middle school
- Pretty green front lawn
- Update a cafeteria
- Culture
- New administration
- Focus on student needs
- Excellent staff at present
- 3 years of quality student performance of state measures
- Students are friendly and culture is high
- Enthusiasm toward 21st century skills
- Great climate with lots of sunshine
- Focus and appreciation of the outdoors
- Strong sense of community

- Staff
- Kids
- Caring staff
- Excited students
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Weaknesses:

- Plumbing
- Heating
- AC
- Gym
- Lighting/windows
- Room sizes
- Lack of safety modifications
- Student to teacher ratios
- No AC in gym
- Outside classrooms
- Wifi blocks (dead spots)
- Staff restrooms
- Heating/AC – hot auditorium, gym, etc.
- Small classroom sizes
- Wifi
- Little storage
- Windows (gaps and cracks)
- Lockers in hallways (top/bottom combo)
- Connection to gym: life skills
- Staff restrooms
- Roof leaking
- Structural problems
- Plumbing, electricity, and wifi
- Tech functioning in rooms
- Small odd shaped rooms
- Community skeptics
- Overcrowded rooms
- Old building
- Limited classroom space
- Limited technology and tech knowledge
- Leaks/roof
- Limited staff bathrooms
- Safety issues – students outside to get to life skills
- Heating/AC issues
- Tech and wifi
- Over population/ over-crowded classrooms
- Bathrooms not up to code
- Elevator
- Building not up to disability code
- Insufficient tech
- Old building
- Low funding opportunities for kids
- Malfunctioning geothermal field
- Limited space for building

- Need to blend old with new
- Wifi signal is spotty
- Location CSO close to a busy street
- Administrator hairstyles
- Location
- Current design of drop off parking
- Structural
- Heating pipes
- Water lines
- Roofing
- Traffic flow
- Room sizes
- ADA or not
- Buildings not connected
- Difficulties to keep it secure
- Plumbing
- Heating and AC
- Small classrooms with little open space
- Door do not close
- Windows
- Heat/air won't work
- Classrooms too small
- Restrooms falling apart
- It's old
- Student drop off
- Parent parking
- Mechanical aspects
- Classroom size
- Natural light
- To many "out buildings"
- Public announcement system
- Structure itself (physical)
- Inconsistent instructional practices in some areas
- Need for increased safety and security
- Curriculum needs updating to match 1:1 Chromebook initiative
- Hard to clean building
- Teacher's lounge/combo workroom
- Leaks when it rains
- Safety – places to hide in classrooms don't exist
- Bathroom – students – no privacy
- Windows don't open – fresh air
- Wifi problems
- Rooms are too small to accommodate 35-40 students
- Athletics could be better - tennis, indoor pool, etc.
- Leaky ceilings (roof and pipes)
- Bugs and plants growing in drains
- Can't open several windows
- Snows inside through closed windows
- Staff restrooms
- Space – small rooms
- Temperature control

Opportunities:

- Build a stronger community
- Technology
- Safer school design
- More conclusive staff team areas
- Multiple athletic areas
- Auditorium
- Large functional classrooms
- Lockers
- Auxiliary staff space – psych therapy
- Better drop off and pick up
- Improve look of area
- Improve historic building – combine old and new
- Better learning environment
- Continue to offer courses in new facilities
- Safe and functional facility
- Place for performance venues
- Place for multiple athletic events
- Technology that works
- New offerings
- Outdoor learning spaces
- Re-design instructional space
- New direction for instruction
- Show the community we support and use money correctly
- Updated codes
- Safety
- Update tech
- Living in light
- Privacy for students
- Space for all “no overcrowded classrooms”
- Small group rooms
- Maker space
- Technology
- Safer school design
- More opportunities for community involvement
- Updated hardware/supplies
- Auxiliary gym and auditorium – needed
- Smooth transition to/from classes
- Host multiple events at the same time
- CCMS should be a showcase for all student talents
- Class sizes
- Environment
- Less maintenance
- Better student drop off/pick up
- Update resources/tech
- Incorporate school based health center
- Nicer staff lounge
- Enhanced communication system
- Better/more cameras
- No out-buildings
- Growth

- Vision
- Future
- Legacy
- Creativity
- Increased morale, which increases motivation to learn and grow
- Whole families brought into an amazing environment to learn
- Opening up a new world for a lot of students
- Accessibility to teach to prepare them for their future
- A feeling of safety which helps them to learn better
- We must look at this opportunity to re-think and dedicate to doing things/work better, can't recreate the same old
- Student input should be valued and included
- Safer school(s)
- Spaces should be structurally flexible
- New building should exude space of learning
- Fiscal responsibility
- Maker spaces
- 21st century spaces
- Updated computer usage for kids that work
- Indoor pool for kids and community usage
- Nice auditorium for kids and community
- State-of-the-art wood shop area
- Design rooms for safety – to keep students safe
- Relaxing teachers' lounge to reflect and relax and destress
- Outdoor classroom
- Save – restore 1925 portion of school
- Construct building to meet educational needs
- Improve parking – traffic flow
- Improve access to technology
- Improve safety of buildings
- Focus community on education, build excitement
- Students will feel like they're important and education is important

Threats:

- Loss of 2nd gym
- Loss of auditorium
- Loss of space to expand the school
- Loss of historical components
- Disruption of learning environment
- Building of open/non-instructional space that can be used elsewhere, i.e. least space in some new schools that could be a multiuse room
- Going over budget
- Not being as "useful" as designed
- Poor sound quality – space used for concepts/plays – Harrison is horrible
- Lack of space or room consideration for students with disabilities as other issues
- External security
- Community support
- Outgrowing space too early – fear
- Loss of important venues – auditorium, aux. gym
- Things breaking
- The community's support waning because not understanding why we are doing these things

- Over-budget
- Will it be an A+ facility
- What will soft-cost cover?
- Safety of staff
- Safety of students
- Low productivity issues in classrooms – no glass
- Nonfunctional staff work space (we need classroom desks)
- Community feels less ownership because they don't have meeting/auditorium space
- Too many distractions
- Run out of money and we are stuck with old equipment or sub-standard equipment to save money
- We won't keep safety in mind
- Think too small
- Room size won't fit all of our children
- Noise while building keeps kids from learning
- Won't build with future in mind
- Classrooms we can't lockdown
- Classrooms that have no natural light
- Hallways that feel like hospital corridors
- Entry way that doesn't scream "place of learning" and an excitement about being at school
- How can we use the space in the future?
- Come in over budget
- Not finish on time
- Will compromise safety
- Cutting corners to save money
- Finding unknowns that force change in direction
- We don't deliver what we told the public
- 2 years down the road we have structural issues
- We don't set quality subs
- Loss of programs
- Not as much of a quality venue
- Instructional spaces
- Hidden spaces
- Safety for staff and students
- Community outlook on results
- Current numbers and use of modular
- We don't have a big enough budget
- Tight timeline for construction
- How can we keep teaching kids during construction process?
- Foundation not stable
- Not having space for students
- Noise
- Dirt/dust in building
- Safety issues for kids during construction
- Displacing teachers/learning environment
- Community involvement lessons is we lose certain venues (auditorium, etc.)
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