

MEETING MINUTES

FROM: Sarah Pranoto, Architect

DATE: January 08, 2024

SUBJECT: **South Whidbey S.D. – Design Steering Committee Mtg #2**
Held January 03, 2024
Integrus Project No. 22221.00

Parties In Attendance:

James Baird	John Patlon
Val Brown	Kayla Phillips
Tom Fallon	Dan Poolman
Valerie Heggenes	Pat Rawlins
Doug Hofius	Susie Richards
Marnie Jackson	Tammi Sloan
Kymy Johnson	Brook Willerford
Erik Jokinen	
Leo Langer	Rebecca Baibak – INTEGRUS
Carter McKnight	Jeff Luedeman – INTEGRUS
Darren Merritt	Sarah Pranoto – INTEGRUS
Dr. Jo Moccia	Andrew Thies - INTEGRUS
Lori O'Brien	

The following is a record of the author's understanding of comments made and direction given, corrections should be directed to the author.

- I. The meeting began with a tour of the High School and Middle School building, followed by tour of the Elementary School north campus building.
- II. Discussion items during High School/Middle School building tour included:
 - A. New middle school awning was recently added to differentiate the high school and middle school entry during regular drop-off and pick-up time. After 8.15am, if a student is late, all students (both High School and Middle School) go through the High School entrance.
 - B. Improved site lighting at the entries and food service access is desired.
 - C. Maintenance-wise, it is preferable to not have trees near any entrance, unless it is evergreen tree.
 - D. Middle School entrance is adjacent to food service. Needs screening, lighting and improved access. It would benefit from additional doors
 - E. Secondary covered entrance is desired from the Cougar Den, however, needs to be mindful of the septic which is in the same area.
 - F. Field & Stadium
 1. People enter the grandstands about 50-50 on both ends. Site lighting is not effective, and it's dark.
 2. Fields restroom count is not sufficient, and it is not ADA accessible.
 3. Fields lights need to be updated.

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4. Softball fields are difficult to access, especially for ADA or elderly.
 5. Pavement aesthetic needs improvement.
 6. Seating capacity for the stadium is been adequate.
 7. The possibility of closing off the bottom of the guest stadium seating to avoid accumulation of trash, and maybe opportunity for storage.
 8. Behavior items were noted regarding equipment being left on the track that could be causing damage.
 9. The track had been replaced within the last 10 years, but having an incorrect subsurface could also be leading to inconsistencies in the surface.
 10. When selecting a new material for the field, environmental considerations including runoff, life cycle and healthy materials should be considered.
 11. Press box condition is much farther deteriorated than the rest of the grand stand structure
 12. Electrical needs for site and track meets is not qdequate
- G. Theatre
1. HVAC doesn't work well.
 2. There is a need for centralized and user friendly controls is needed.
 3. There is a need for actual functioning storage for ASB.
 4. There is water intrusion in the orchestra pit when it rains.
 5. Turn around seating is not adequately protected with in motion.
- H. Gymnasium
1. In locker rooms, there has been desire for a more private changing space/room.
 2. Locker room shower areas have limited privacy and are not used.
 3. There are accessibility issues with the main gym bleacher seating.
 4. There is a water damage issue in the main gym. The school had to replace flooring in the past because of the water damage.
 5. There is a safety issue with the bleacher's railing.
 6. Acoustic treatment on roof deck is falling
- I. Courtyard
1. Used for outdoor lunch space all year round.
 2. Right now, it is functioning as eating, social, and play area. However, it is preferred if there is a different play area, and this becomes more eating and socializing.
 3. Lockers in the courtyard are no longer in use.
- J. There are currently 260 students in the middle school and the main stair is very narrow and steep. Lighting at this stair should be updated.
- K. Separation between High School and Middle School is very important.
- L. There is currently only one middle school girls bathroom.
- M. Corridor lighting for the middle school is very dark, needs improvement.
- N. Hallway lockers in the middle school are still being used. It is considered a part of life skill to navigate and using that. The 2-tier lockers is preferable compared to the 3-tier lockers. High School mostly doesn't use lockers.
- O. Library is a shared space between middle and high school.

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- P. There is a lack of office space in the High School, especially for confidential conversations. The school added a few walls along the library to create smaller office space, however, it is not ideal since people have to go through the library first before going in for confidential conversation.
 - Q. There are classroom spaces with no windows to the exterior. These spaces have poor ventilation.
 - R. Currently the admin does not have a conference room that can accommodate 10-15 people and there is a need for it. The smaller offices by the office are not ideal to be combined as 1 conference room because the space is very narrow.
 - S. High School main office needs improvement of visibility from the staff area to be able to monitor who is coming and going.
 - T. Health room is shared with both middle school and high school. This room currently accommodates students from Special Ed classroom for toileting. Built-in furniture in this room is limiting.
 - U. Old Commons has a water leaking issue at the outside corner and bottom of storefront. There is desire for some sort of extended canopy into the courtyard. The Commons has good daylighting, can there be borrowed daylight to the circulation above?
 - V. Life Skill program has sink, washer and dryer in the classroom, but no bathroom. Toileting is needed for life skills.
 - W. The art classroom has a existing dark room which is not being used for its intended purpose. This area was identified as a possible additional restroom location. However, the sink is currently being used for ceramics which is a popular and often over crowded.
 - X. There is needs for inclusive restrooms, and restroom that is accessible for students with special needs.
- III. Discussion items during Elementary School building tour included:
- A. Not enough one on one/small group space, especially with 5th graders
 - B. Main office needs more visibility on who's coming in going. There is a question if the open admin plan still a good fit for current school flow.
 - C. Right now, south campus gym is utilized during the gym period, and the north campus gym is used for lunch period.
 - D. Outdoor play area and playground needs to be accessible to all students, including but not limited to ADA accessibility, or for students with special needs.
 - E. The existing work room may be large enough to subdivide and get more office space.
 - F. Existing boiler is a maintenance issue.
 - G. There are issues with the gutters and downspout locations.
 - H. Wood exterior cladding is in need of repair / replacement in some areas.
 - I. There is desire to utilized the south campus not only for PE.
 - J. There is needs for inclusive restrooms, and restroom that is accessible for students with special needs.
 - K. Drop-off and pick-up traffic flow needs improvement and potentially a covered area for student waiting.

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- L. Some parents had raised concern about fencing around the playground, where vegetation grows up to the fence and limiting visibility.

IV. General discussion topic included:

- A. Consideration for ambiance to create inspiring space in these schools, ie by changing light fixture, adding windows, etc.
- B. Update on potential owner's rep. There is an applicant that the board is working through the selection process on.
- C. No decision yet on GC or delivery method.

Attachments: N/A

CC: file