



PROJECT: Monarch PK-8 Renovation

PROJECT NO: 2023-083.00

DATE: 01/30/2024

ATTENDANCE: See Attendance Sheet

SUBJECT: Design Advisory Team Meeting #1

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

1. Introductions
2. Doug reviewed the meeting agenda
3. Design Advisory Team (DAT) Guidelines
 - a. Doug discussed the process of the project and how the DAT will be involved during the design phase of the project
 - b. Doug explained that the DAT's purpose is to bring the stakeholders perspective and help the architects interpret the bullet point list of improvements that are part of the Bond.
 - c. Doug also noted that the DAT is advisory in nature, it is not a decision-making body. DAT members are responsible for communicating to their peers what is discussed in the DAT meetings, as well as bringing what they are hearing from their peers in the community to the DAT meetings.
 - d. There is a webpage dedicated to the Bond projects and this Monarch PK-8 project in particular.
 - Meeting minutes are posted on this site
 - Project updates are added to this site all the way through construction
4. 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 a 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 Monarch PK-8 School as a whole.
 - Committee meetings will stay on task.
 - Discussion, evaluation, and decisions will be research and data-based and guided by the district's mission statement.
 - Minutes of each meeting will be distributed by email within one week of the 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 attendees an "energy boost."

5. Scope and Budget

- Christine and Charles reviewed the list of scope items that are part of the Bond.
- Scope items:

Building Envelope

- Repair/replace roof components
- Repair stucco
- Apply water-repellent sealant to exterior masonry

Building Systems

- Repair/replace electrical systems components to avoid potential system failure
- Replace select fluorescent lighting with LED
- Update obsolete HVAC controls

Infrastructure/Site

- Repair/replace grass turf and irrigation system components
- Repair/replace concrete and paving
- Replace playground equipment as needed
- Replace playground surface material

Safety/Code

- Update fire protection systems

Interior Space Improvement

- Replace dust collection system
- Improvements to interior finishes such as carpeting and paint
- Replace stage curtains

Career & Technical Education Improvements

- Monarch PK-8 is eligible to receive up to \$455,000 in additional funds to invest in renovations to create learning environments to support career & technical education.

- Charles noted that the playground equipment and surfacing work will be part of a separate project in the future.

d. Budget

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|-----------------------|--------------|
| Critical Needs Budget | \$ 1,982,840 |
| CTE Budget | \$ 350,000 |
| Total | \$ 2,332,840 |

6. Arlie discussed the CTE Pathways "Accelerate" program. (refer to presentation slides)

- The budget has allocated funds for CTE - this includes the new dust collection

7. Initial Input from DAT on scope items

a. Site Comments:

- Bike Rack Location - these were put in at the last BOND and are located inside the playground fence. The kids have to walk through the maze of bike racks to and from recess - the kids will mess with the bikes and it is a distraction in that location.
- Opportunities for outdoor spaces - the plants and dead trees need to be cleaned out to make them usable
- Providing shade outside of the classroom doors would be nice
- They would like more trees around the building and the site in general

- b. Interior Comments:
 - The tiered seating in the cafeteria needs to go - if it was filled in the room would be more usable - It is also a fall hazard
 - In the previous Bond they looked at filling it in and the cure time for the concrete was schedule prohibitive
 - The bleachers in the gym are broken and need replacing
 - The orchestra room has acoustic issues inside - it is not carpeted
 - The acoustics in the small gymnasium need improvement
 - The stage needs sound reinforcing
 - Restrooms - there are only 2 in the lobby that the kids can use if they are in the cafeteria or on the playground. To get to more bathrooms they need to be buzzed into the school
 - There is not enough power in the library or classrooms that are needed to charge student laptops - there are a lot of extension cords in use
 - In room 702 during study hall a teacher can't see the students' screens because of the tiered seating setup - if it was flat it would solve the problem and allow for more capacity in that room

- 8. Doug asked, since the school is one-to-one, where are the computers stored?
 - a. Elementary classes have them stored in carts in classrooms - mid-level grades take them home - there are also carts in the library.
 - b. Where is IT support? - they partner with the high school to help but the high school students don't have a designated "help desk" location in the PK-8 building.

- 9. Doug asked about the existing pod layouts in the school.
 - a. From an instructional standpoint they could be improved
 - b. I-commons opportunities? - they were envisioned as flex spaces
 - c. There is a noise issue due to the location of the restrooms and the loud hand dryers - you can't hear yourself talk when the dryers are on.
 - d. In the masterplan the red dot on these central pod flex spaces are highlighted as the focus but how does that permeate through the rest of the building?
 - e. Need professional development to support new flexible STEM spaces so that you can deliver a number of different pathways in the same space.
 - f. Could the library become part of the icommons without losing its other functions?
Possible small interventions in the library.

- 10. Project and DAT Schedule
 - a. The next meeting will be on February 20st
 - Agenda
 1. Review Project Goals and Vision
 2. Program Review
 3. Brainstorm Design Solutions
 - Homework: Consider project goals based on group discussions

 - b. PROJECT SCHEDULE

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|-----------------------------|------------------------|
| Pre-design/Schematic Design | Jan – March 2024 |
| Design Development | June 1 – July 2024 |
| Construction Documents | July 29 – October 2024 |
| Bid | November 2024 |
| Permit / Procurement | Nov 2024 – Feb 2025 |
| Construction | March 2025 – July 2026 |

c. DAT MEETINGS

Tuesdays 3:15 PM – 4:45 PM

January 30 #1

February 20 #2

March 19 #3

April 9 (placeholder) #4

Attachments:

CC:

REPORTED BY: Christine Costa _____

