



Palmer High School Renovation Steering Committee Roles and Expectations

Date: 10/2024

Purpose of the Steering Committee

The Palmer High School Renovation Steering Committee is an advisory group composed of Palmer High School representatives, alumni, neighbors, and community members. The committee's purpose is to gather feedback and provide input to the District and the design team throughout the design development phase of the renovation.

Drawing on the diverse experiences and perspectives of its members, the committee will help shape the design process and prioritize key aspects of the renovation to ensure the project aligns with the needs and the community feedback that has been gathered thus far. The Steering Committee serves solely in an advisory capacity and does not have decision-making authority. However, its input is crucial in guiding the design toward the District's overall goals.

Committee Duration

Committee duration: October 2024 - April 2025.

Pre-Design Phase: 1-2 months (or until the completion of the master plan deliverables) November / December 2024

Schematic / Early Design Development Phases: Approximately 5 months (or through early phases of design development) April 2024

The steering committee does NOT participate in detailed design work, such as material selection or value engineering, which is performed to bring a project within budget. Any significant changes made by the design team and District manager during later design phases, including value engineering, will be communicated to the Steering Committee by the District.

Primary Responsibilities

1. Provide Community and Stakeholder Input: Ensure the project meets the needs and expectations of the Palmer High School community, including students, staff, parents, and local residents.
2. Review and Evaluate Master Plan Option: Offer feedback on design concepts, ensuring alignment with educational goals, community values, and project scope.
3. Facilitate Communication: Serve as a conduit between the project team and broader community, ensuring transparency, and two-way communication throughout the process.
4. Assist with Public Engagement: Help plan and participate in public outreach events, town hall meetings, and forums for gathering community input.
5. Monitor Progress: Track project timelines, deliverables, and major milestones in the early design phases, ensuring the project stays on track and within budget.



Committee Structure

The Steering Committee will consist of 12-14 members representing a cross-section of Palmer High School stakeholders:

1. School Leadership

- Principal: Oversees committee operations and represents the school's administrative interests.

2. Faculty and Staff

- Teacher Representatives (2): Represent the interests of academic departments and provide input on instructional space needs.
- Support Staff Representative (1): Provides perspective on non-teaching staff needs, such as lead facilities manager cafeteria, or office staff.

3. Student Representatives

- Student Representative (2): Acts as the voice of the student body, ensuring student concerns and ideas are considered. Represents the wide and diverse perspectives of students.

4. Palmer High School Alumni

- Alumni Representative (1): Acts as the voice of the Palmer High School Alumni, ensuring alumni concerns and ideas are considered. Represents the wide and diverse perspectives of alumni.

5. Parents and Guardians

- Parent Representatives (2): Offer insights on behalf of the parent community, with a focus on student safety, accessibility, and family engagement.

6. Community Members

- Neighborhood Representative (1): Ensures the renovation considers local residents' concerns including traffic, noise, and access.
- Local Business Representative (1): Represents the interests of businesses near the school that may be affected during renovation.

7. District Leadership

- School District Official (2): Provides alignment between district priorities and the renovation project. Examples would be Capital Projects Manager, Facilities Project Manager or other District level leadership as determined by the District.

8. City Officials



- Local Government Official (1): Represents the city's perspective on public resources, zoning, and regulatory compliance.

9. Design Team

- Project Design Team: Advises on the technical aspects of school design and facilitates the design process with the committee.

Roles and Expectations

1. Palmer School Leadership - Principal

- Advocate for the needs of faculty, staff, and student needs of the school.
- Ensures the committee's feedback is shared to the community.
- Acts as the liaison between school administration and the committee.

2. Teacher and Staff Representatives:

- Advocate for the needs of faculty, including classroom space, common areas, and staff facilities.
- Relay feedback from peers to the committee and keep staff informed about project progress.

3. Student Representatives:

- Advocate for the needs of current and future students.
- Gather and convey student opinions, including but not limited to building safety, technology, and learning spaces.
- Communicate progress to the student body.

4. Alumni Representative:

- Gather and convey alumni opinions, including but not limited to traditions, history, and significance of Palmer High School.
- Communicate progress to the alumni.

5. Parent and Guardian Representatives:

- Focus on aspects such as security, accessibility, and how the renovation will impact the parent community.
- Engage with parent groups to gather input and present concerns to the committee.

6. Community and Business Representatives:

- Highlight how the renovation will impact the surrounding community, including traffic, neighborhood relations, and potential opportunities for local businesses.
- Foster positive relationships between the school and local businesses.



7. District Representatives:

- Ensure compliance with district goals, policies, and legal requirements
- Monitor progress of project based on contractual requirements and project timeline.

8. City Representative:

- Provide perspective on topics related to the City of Colorado Springs including considerations of planning, utilities, right of way improvements, traffic, and safety.
- Foster positive relationships between the school, the City, and other municipal entities.

9. Consultant Team:

- Facilitates the Steering Committee process with District Leadership
- Offer insights on design, technical issues, and construction timelines.
- Address committee concerns regarding design solutions, feasibility, costs, and deadlines.

Committee Meetings

Frequency: On average every 3 to 4 weeks until April of 2025 or through early Design Development.

Format: In-person meetings,

Duration: Approximately 1 1/2 hours per meeting, with additional sub-committee meetings as needed.

Location: Palmer High School; Library

Decision-Making Process

Consensus-Based: Consensus-based decisions will be the goal throughout the process. If necessary, the committee will vote, with a simple majority required to pass proposals. If necessary, recommendations will then be evaluated by the District, and Chief Resource Officer, to validate the recommendations of the committee align with the broader District and project goals.

Reporting Structure: A select number of committee members will support district representatives as they periodically report progress to the school board throughout the process.

Expectations of Members

- Attend all scheduled meetings and actively participate in discussions.
- Communicate with their respective groups (e.g., staff, students, parents) to gather input and represent their constituents during meetings.
- Stay informed about project progress and developments and share appropriate information to the public and interested stakeholders.
- Maintain a collaborative, solutions-oriented mindset.
- Decision making will be made within the committee meetings, with the expectation that all committee members will support those outcomes as the project moves forward.



- The committee represents various school stakeholder groups, bringing their interests to the design forum. In addition to providing input on the design, members are expected to act as liaisons, sharing the team's work with their peers and conveying their stakeholder groups' perspectives to the design team. This interaction ensures that concerns and interests are communicated to the design team.
- Attend site visits to other communities and/or schools as needed.

Public Outreach and Engagement

- Members are expected to support and attend public outreach events (e.g., town halls, workshops).
- Help distribute information to the wider community through newsletters, social media, and school channels.

Steering Committee Selection Process

- Applications will be accepted until 5pm on October 24th.
- The Design Team will evaluate the potential candidates for the committee and determine if any follow-up information is necessary prior to recommending committee members to the District for final approval.
- If multiple qualified candidates have submitted for specific committee roles the Community Engagement Team will request additional clarifications as necessary to recommend a selection and communicate the process and outcomes to interested candidates.
- The Community Engagement Team will present the recommended Steering Committee members to the D11 board for consent. Committee members will be notified in advance of the recommendation of selection and allowed the opportunity to confirm their interest in participation.
- Selected committee members will be notified by **October 28th** with a presentation to the board on **October 30th**.

Community Engagement Leadership Contact Information

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