

School Design Team Meeting Minutes

Garfield High School

Meeting No. 17 / March 11, 2004 / 2:30 p.m. / Garfield Library

Follow-up Items:

- Design team to review the possibility of providing office furniture at Lincoln for teacher workstations.

1. Introductory Remarks

Don Gillmore reminded the group of the community meeting scheduled for March 25 between 6:30 and 8:30 p.m. and requested volunteers. He indicated that the format would be similar to the past community meeting. The design team will set up three to four stations around the room with at least two SDT members at each station to review the design. There will not be a formal presentation at this meeting.

The SDT meeting scheduled for April 15 will focus on the project budget and the current cost overruns. During the meeting, the group will be asked to prioritize cost-cutting items. Don stated that square footage will have to be reduced out of the added spaces both in the new addition and the addition to the existing building.

2. Locker Survey

The design team compiled a list of recently built high schools and the locker size and quantity used at each site. Kathryn Emtman distributed the list and indicated that it was for informational purposes only, to give the Garfield SDT an idea of what other high schools in the area are doing. The following comments were made in regards to lockers at Garfield.

- There is a big difference between the space available for parking at an urban school in comparison to a suburban school. More students are able to drive and park at a suburban school making it more realistic to store stuff in their cars.
- 9th and most 10th graders do not drive to school – storing items in their cars is not an option.
- The Garfield student survey has not yet been completed. The students verified this will be done prior to the April 15 SDT meeting.
- Several staff members indicated that they would like to see half-size lockers installed to allow students the option of storing their books. It becomes a health issue when students are forced to carry heavy books around all day.
- An option was presented to install school lockers near the locker rooms in the new addition.
- BLRB did a rough approximation of the number of lockers that would fit in the two widest hallways on the 2nd and 3rd floors. Installing 200 lockers in each hallway would allow for 800 half-size lockers.

The decision made at the end of the discussion was to review the student survey prior to making a final determination on the locker quantity and size.

3. Staff Conferencing Review – Tom Bates and Sue Robertson

A. Physical Education Space

Tom Bates reviewed the changes made to the PE area since the last SDT meeting

- Seating capacity in the gymnasium will be 2,280, which meets the requested of 2,200.
- Refinements have been made to the gymnastic/wrestling spaces.

B. Administration

Tom reviewed the current administration design and layout

- A reception counter was added at the main entrance.
- The administration layout has changed to allow people to enter the office directly from the main lobby instead of going around the corner.
- Staff members will have a back door to the office to pick up their mail.
- Attendance will be located across from the administration area along the east hallway.
- There will be windows looking into the hallway in both the administration office and the attendance office.

*Visibility was important to almost everyone with whom the design team met.

C. Security Office

- The security office has been located off of the commons.
- The office will have space for four people and storage.
- The room will be divided into two spaces, allowing the security officer to separate people.
- Most likely there will be a window looking into the commons and between the two offices.
- Currently, the design team is assuming that the video surveillance equipment would be stored in this space.
- All interior windows throughout the school will have blinds.

D. Fiscal Officer:

The new design places the fiscal officer across from the administration office to dispense supplies, with an office across the hall in the admin area.

- Security played a role in the location of the dispensing area. Because she is handling money, she wanted to be visible and not tucked away in the storage room.
- An SDT member indicated that it is common for the fiscal office to dispense supplies from the bookroom to prevent having to carry items back and forth.
- The activity coordinator's office will be located off of the commons and will be used to sell prom tickets, etc.
- Tom recommended that the team look into distributing supplies to the staff by learning community.
- Text book dispersal can require a full-time staff member.
- Currently Garfield is in the process of scanning its textbooks.

E. Counselors

The design team met with the counselors, the registrar, counseling secretary, and the psychologist to review the design of the new counseling space.

- Tom indicated that the counseling team was very excited about its new space.
- The design includes a permanent record room near the registrar's office and the secretary's station.
- The design team is reviewing the option of installing high-density storage shelves to allow for more storage in a smaller space.
- An SDT member indicated that this team is moving towards a system that is all electronic and will no longer need storage space for files in the future.
- Tom indicated that the storage room can easily be converted into an office in the future.
- Tom also reviewed the career center space which is nearly three times larger than the current space.

F. Teen Health Clinic

Mike held a conference with the teen health clinic staff and reviewed the results with the SDT members:

- The school nurse and children's hospital will share a similar area.
- BLRB feels that they have found the best use of the space available to fit the needs of the clinic.
- High-density storage shelving is also being researched for this area.

G. Individualized Education

- Will have four individualized classrooms. Two will be 500 sf, and two will be slightly larger to accommodate a kitchenette and a restroom.
- The OTPT room will be shared with speech therapy.
- Currently in the process of adjusting the spaces to reflect this conference.

H. Science

- Currently in the process of laying out the science labs.
- May have to reduce to 10 labs when we hold the cost-cutting meeting in April.

I. Library

The design team has started doing a layout for the library area and will send the drawing to the library staff early next week for review. The main concept of the library is lots of computers and visibility.

- Currently only designing shelves around the perimeter of the classroom.
- Any shelving located within the library will be low shelving. The goal is to maximize the perimeter shelving to avoid any interior shelving units.
- SDT members indicated that it is nice to have windows in the library even when they are up high. Tom stated that he would review adding high windows to the library; however, he feels that the large skylight will provide a lot of natural light to the library.
- The library must have a certain number of items per student in order to obtain the school's accreditation.
- The layout of the library will be such that it allows for large group gatherings.

J. Maintenance and Custodial

Tom indicated that the design team is working with custodial staff to provide adequate closet and storage facilities throughout the building.

K. Learning Communities

Today the design team held a conference with the learning community staff members. The conference did not accomplish what they were hoping due to the fact that many of the faculty members wanted their own classroom and were opposed to the idea of staff offices. Tom made a request that the SDT members discuss ideas and decisions made with the rest of the staff to avoid similar conflicts in the future. In order to achieve a 90 percent classroom efficiency, teachers will have to share their classrooms.

- An SDT member commented that more education should have been done during staff meetings to keep the faculty up to speed on the design. At this point, an emergency meeting might need to be held to discuss the decisions the SDT members have made.
- Gathering members for the SDT was an open process from the beginning.
- SDT members are the representative of their group regardless of whether or not they are the department head.
- When meeting with the departments, the design team should try to ensure that an SDT member is also present.

Tom indicated that currently there are some teachers who share classrooms, but there are no personal workstations for staff members. The new design will provide workstation areas for each teacher and much bigger classrooms.

- Don indicated that West Seattle High School would be a good comparison to the new Garfield model.
- An SDT member suggested that the interim site be set up in a way that prepares the faculty for the new transition.
- Don stated that the design team will look into providing office furniture at Lincoln to allow teachers to get used to personal workstations as opposed to personal classrooms.

Don stated that after conferencing with the GHS staff, the design team will review the project with the District heads of each department.

4. Design Review

Flooring

Tom indicated that the current District standard is to install carpet in all the classrooms. The carpet used by the District is a high-end carpet that is extremely durable and is also used in many hospital applications. In order to change to a different flooring system, the SDT would have to decide on an alternative and present it to the School Board.

Don listed the downsides of linoleum in classrooms:

- Increased noise levels which have been proven to change students' behavior.
- Does not hold heat as well as carpet.

The hallways will be a hard flooring material. The best way to avoid dirt in the classrooms and hallways is to provide long walk-off mats at all the entrances.

Appearance of the New Addition

Tom reviewed the changes made to the roof line of the new addition. He indicated that the seating in the gymnasium is what is driving the height in the gymnasium; however, he was able to reduce the height of the building on both the east and west ends. The reduced scale of the building addresses community concerns and helps the new building fit better with the neighborhood.

5. Adjournment

The meeting adjourned at approximately 4:30 p.m.

6. Next Meeting

The next SDT meeting will be held on Thursday, March 25, 2004, from 2:30 to 5:00 p.m. at the Garfield High School Library.

A community meeting will be held on March 25 from 6:30 – 8:30 p.m. in the library. The meeting will follow the regularly scheduled SDT meeting, and dinner will be provided during the break. Don encouraged SDT members to attend the community meeting and to invite others as well.

The preceding Minutes are the Construction Manager's interpretation of the items discussed and decisions reached at the above referenced meeting. Any persons desiring to add to or otherwise change the Minutes are asked to put their comments in writing to the Construction Manager not later than **March 25, 2004**; otherwise, the Minutes will stand as written.

The preceding Minutes were prepared by Kathryn Emtman, Project Manager.