

## MEETING RECORD



**PORTLAND PUBLIC SCHOOLS**  
**Office of School Modernization**  
501 North Dixon Street • Portland, OR 97227  
Fax: (503) 916-3253

**PROJECT:** Franklin HS Modernization  
**MEETING DATE:** June 10, 2013  
**RECORD TAKEN BY:** Rolando Aquilizan - PPS

**MEETING:** Design Advisory Group (DAG) #1  
**LOCATION:** Franklin HS Library/Media Room  
**DURATION:** 5:30 - 7:30 PM

### INVITEES

(ATTENDEES NOTED WITH ✓)

- ✓ Debbie Pearson – PPS OSM / Project Team
- ✓ Rolando Aquilizan – PPS OSM / Proj Team
- ✓ CJ Sylvester – COO / PPS OSM

Shay James – FHS Principal  
Marshall Haskins – FHS Vice Principal  
Ivonne Diblee – FHS Vice Principal

- ✓ Steve Mathews – FHS Business Manager

- ✓ 5 Members of Public

#### DAG Members

- ✓ Greg Belisle – Sch. Board Representative
- ✓ Leigh Brown – SPED Representative
- ✓ Maria Carlsen – Student Representative
- Joyce Gago – Community Representative
- ✓ Jeff Hammond – Neighbor/Local Bus Rep.
- ✓ Roger Kirchner – Parent Representative
- Pam Knuth – FHS Alumni President
- ✓ Heidi Leineweber – Teacher Rep
- ✓ Amber McGill – SUN School Rep
- ✓ Dana Vinger – Teacher Representative
- ✓ Lisa Zuniga – Parent Representative

### SUMMARY

The following is a brief summary of the discussion that took place at this meeting. Action items will be specifically noted.

#### **I. Group introductions**

- Opportunity for members to introduce themselves; roundtable on name, affiliation, and interest in being on the Franklin Design Advisory Group (DAG).
- The meeting will be recorded and meeting minutes will be distributed for the benefit of members unable to attend.

#### **II. Meeting Format & Group Make-Up**

- Participation and collaboration with the “Design Team” thru the master planning process was introduced/explained
- Expectations of DAG members per the DAG Charter – see attached Charter
  - Provide input into planning & design, organize & participate in community meetings, advise on characteristics unique to school community, synthesize community wide input into the design process.
- One of the DAG goals is to review and discuss concerns related to the Education Specification’s goals that describe the needs of a comprehensive high school.
- The DAG will inform and influence the design process through these conversations. Also to finesse the design process for local community needs.

- Bus Tours will be scheduled and are intended to give group an idea of what has been done and what is possible. Seattle has many examples of historic buildings, that have been renovated in an urban setting.

### **III. Design Process & Phases**

- PowerPoint presentation outlined the design process, project phases, design and construction schedule of Franklin project, and outlined DAG participation throughout the design process. See attached
  - Attached power point presentation
  - Stakeholders Engagement Schedule
  - Full modernization Scope.
- DAG process, purpose, intentions and expectations were introduced and discussed
- DAG involvement intended most heavily through Master Planning and Schematic Design (SD) phases.
- Intention is to also have focus group meetings with the “design team” through Master Planning and Schematic Design (SD) phases.
- Eventually the Project team will transition to working more closely with the school through Design Development (DD) and Construction Development (CD) phase.
- DAG is still expected to participate in the later phases by helping share developed ideas with community.

### **IV. Topic Brainstorm**

- The DAG group was invited to suggest various topics for future meeting discussion.\*
- These topics will be assigned in advanced of future meetings to allow members to prepare for these conversations.\*
- This will also provide an opportunity for the stake holders to provide potential design ideas to the project design team.
- Topics were recorded and will be appended at the end of this meeting record.
- In-put for suggested topics will be an on-going process throughout the SD & DD phases.

### **V. Communications & Outreach**

- Sign-up sheet circulated for project mailing list at meeting. Mailing list will be used to send out project newsletter and public meeting announcements.
- E-mail currently the best method for most members.
- Maria Carlsen, Student Rep, requested to be sent a text message for better communication with her.
- DAG members are encouraged to evaluate current group make-up and share recommendations for expansion and/or outreach.
  - Potential outreach to: Neighborhood Associations and groups, neighboring business associations.
  - DAG members are also encouraged to attend other outreach meetings and bring back feedback from community to DAG meetings.
  - As representatives of stakeholder groups, the hope is for DAG members to promote/encourage broader public input at those outreach meetings
  - Provide better information from the public thru these outreach groups.

**VI. Scheduling & Meeting Frequency**

- DAG meetings will be scheduled throughout the duration of the project.
- Requested for meeting times to be somewhat flexible...likely to be after hours.
- Most members stated preference for weekday meetings.
- Scheduled time preference is that these meetings occur at end of the day
- No second Wednesday of the month....most people have prior commitments, PTSA meeting is held on this date, and PPS Board meetings occur on Wednesday
- Many members taking vacations or will be out town during summer.
- Scheduling of next meeting needs to occur...after AE design team is on board, approximately beginning of August 2013.

**VII. Public & DAG Comment Period**

- Opportunity for members of public in attendance to voice comments. Followed by opportunity for DAG members to add comments and ask questions.
- Q: how will Design Team (architects/engineers) will interface with DAG and factor into public outreach?
  - Design Team, once onboard (early August) will attend DAG meetings, and will help facilitate public outreach through “design charrettes” and focus group meetings. This will be part of their contract with the District.
- Comment that there is a lack of diversity within the group....perhaps more community outreach is necessary
- Comment that City partnership opportunities should be explored.

**APPENDIX A: TOPICS BRAINSTORMED AT FHS DAG MEETING #1**

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- Community - Adjacencies to property and partnership with other entities (PPR)
- Security - Lighting on the property
- Partnerships - Adjacencies with other PPS schools and properties
- Security - Card readers and access by staff after hours use.
- Community - adjacencies and involvement with neighboring educational facility-Warner Pacific
- Community - sports facility and athletic needs
- Arts
- Educational – Library improvement, better communication and accesses into & exterior exit points (see attached library suggested improvements from librarian)
- Health and Nutrition - kitchens and foods - delivery of product and a more equitable system of delivery to users. More locally (school based garden) produced foods and use of locally produced food items
- Educational - writing lab
- Sports - Outdoor sports facility on Franklin property – Basketball, etc.

\*Exercise will be repeated at Meeting #2.



## Franklin Design Advisory Committee (DAG) MEETING #1 AGENDA

FACILITATOR:	Debbie Pearson - PPS	MEETING #:	1
MEETING DATE:	July 10, 2013	LOCATION:	Franklin HS – Library/Media Room
RECORD TAKEN BY:	Rolando Aquilizan - PPS	DURATION:	5:30 - 7:30 PM

### AGENDA

- |                |  |
|----------------|--|
| <b>5:30 PM</b> | <b>Introductions</b> (DAG Roster) <ul style="list-style-type: none"><li>• Name</li><li>• Affiliation</li><li>• What is your interest in being on the Franklin HS DAG?</li></ul>  |
| <b>5:45 PM</b> | <b>Meeting Format</b> <ul style="list-style-type: none"><li>• Today's agenda</li><li>• Expectations of DAG members (DAG Charter)<br/>(provide input into planning &amp; design, organize &amp; participate in community meetings, advise on characteristics unique to school community, synthesize community-wide input into the design process)</li></ul> |
| <b>5:50 PM</b> | <b>Group Selection</b> <ul style="list-style-type: none"><li>• Assess current stakeholder representation on group</li></ul>  |
| <b>6:00 PM</b> | <b>Project Overview</b> (powerpoint/Modernization Scope handout)   |
| <b>6:15 PM</b> | <b>DAG Schedule</b> (Stakeholder Engagement Schedule) <ul style="list-style-type: none"><li>• Milestones (DAG selection – June, A/E Selection August, CM/GC Selection Feb. 2014)</li><li>• Meeting frequency</li><li>• Future Meeting info (day, time, location)</li></ul>   |
| <b>6:30 PM</b> | <b>Topic Selection</b> (Topic Handout) <ul style="list-style-type: none"><li>• Review proposed topics</li><li>• Brainstorm additional topics</li><li>• Assignment of topics to future meetings</li></ul>   |
| <b>7:00 PM</b> | <b>Public Comments</b>   |
| <b>7:10 PM</b> | <b>DAG Comments</b>  |
| <b>7:25 PM</b> | <b>Next Steps</b>  |

### NOTES

- Content from this meeting will be repeated and reviewed again at Meeting #2 for the benefit of members not attendance.
- Meeting record will be posted on the Franklin High School bond website at: <http://www.pps.k12.or.us/bond/8495.htm>

## FRANKLIN HIGH SCHOOL DESIGN ADVISORY GROUP CHARTER



### **Mission**

Portland Public Schools is committed to achieving quality work while completing construction projects on time and within budget. The use of this Design Advisory Group will be effective in ensuring that site-specific program needs are addressed and incorporated into each project.

### **Charge**

The Design Advisory Group (DAG) will help Portland Public Schools ensure that stakeholder representatives of the Franklin school community have the opportunity to take part in the planning and design of school improvements and to stay current on the progress of construction.

The Chief Operating Officer for Portland Public Schools, in response to the need for school community involvement in the master planning of Franklin High School, will appoint members to a Design Advisory Group.

DAG members will be briefed by the District's Project Manager on the budget, schedule and general scope of work set by the Board of Education. The DAG will review PPS's Long Range Facilities Plan, educational specifications, master plans, and schematic and design development drawings.

While DAG members do not speak on behalf of nor do they represent the District, DAG members will work with PPS and the project management design team to provide input. DAG members will also help to organize and participate in community meetings during the master planning, schematic and design development processes, which may last up to 12 months.

DAG members will help to:

- Advise project management design team on characteristics unique to school community
- Help to synthesize community-wide input to design process  
Assist staff and community with tours, public design events, public conversations with the contractor, groundbreaking and ribbon cutting
- Work together to provide input into planning and design, and learn about renovation and construction projects.



### **Design Advisory Group Structure and Membership**

The Design Advisory Group (DAG) is chartered for the Franklin High School capital improvement project, and will be expected to serve for a minimum of 12 months.

The PPS Chief Operating Officer will appoint the DAG members.

DAGs will meet as scheduled through the Design Development Phase (approximately 12 months).

The DAG shall consist of twelve members to include representatives of/from:

- Franklin High School principal (or designee) (1)
- Franklin student (1)
- Franklin teacher (1)
- Franklin Cluster Parents (2)
- Wrap around service providers (2)
- School community members (e.g. alumni associations, etc.) (2)
- Local business/neighborhood representatives (2)
- Board of Education liaison (1)

The meetings will be open to the public.

#### **DAG Meetings**

1. The DAG shall meet as scheduled by the District's Project Manager to review the individual school status and related information, and to perform other duties as provided herein. The project management design team may request additional meetings as may be needed.
2. DAG meetings shall be public meetings held in a public setting with the public allowed to attend.
3. The DAG shall report to the Project Manager for the Franklin High School Capital Improvement Project.



## **Ethics Policy**

An ethics policy provides general guidelines for DAG members to follow in carrying out their roles. Not all ethical issues that DAG members face are covered in this Policy. However, this Policy captures some of the critical areas that help define ethical and professional conduct for DAG members. DAG members are expected to strictly adhere to the provisions of this Ethics Policy.

- a. The DAG members receive no direct or indirect compensation from the District for their services as members of the DAG
- b. The DAG members may not have an active or pending contract with the District, nor enter into a contract during their term of service.
- c. The DAG may not include any vendor, contractor or consultant of the District.
- d. A DAG member serves at the direction of the Project Manager. If a DAG member resigns, violates the Ethics Policy contained herein (see attachment), fails to attend two consecutive DAG meetings without reasonable excuse, or otherwise becomes unable to serve on the DAG, the PPS Chief Operating Officer may declare the position on the DAG to be vacant and appoint another qualified person to the DAG.

**CONFLICT OF INTEREST:** A DAG member shall not make or influence a District decision related to:

1. any contract funded by bond proceeds; or
2. any construction project which will benefit the DAG member's outside employment, business, or provide a financial benefit to a family member, such as a spouse, child, parent or sibling.

**OUTSIDE EMPLOYMENT:** A DAG member shall not use his or her authority over a particular matter to negotiate future employment or contract with any person or organization that relates to:

1. any contract funded by bond proceeds; or
2. any construction project. A DAG member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind.

For a period of one (1) year after leaving the DAG, a former DAG member may not represent



any person or organization for compensation in connection with any matter pending before the District that, as a DAG member, he or she participated in personally and substantially. Specifically, for a period of one (1) year after leaving the DAG, a former DAG member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to:

1. bidding or proposing to provide services on projects funded by the bond proceeds; and/or
2. any construction project funded by the District.

**COMMITMENT TO UPHOLD LAW:** A DAG member shall uphold the federal and Oregon Constitutions, the laws and regulations of the United States and the State of Oregon, and the policies, procedures, rules and regulations of the Portland Public School District.

**COMMITMENT TO THE PUBLIC:** A DAG member shall place the interests of the public above any personal or business interest of the member.



## Full Modernization Scope

A "modernized" facility is expected to have operational and efficient building systems, sustainable, clean and maintainable interior finishes, bright and "healthy" classrooms and public spaces. It should be flexible, functional and focused on both educational and community needs. Strengthening of infrastructure components within school facilities will extend the overall lifespan and functionality of the buildings.

Green building materials and procedures will be utilized to provide environments that are not only energy and resource efficient, but also healthy, comfortable, well lit, and containing the amenities for a quality education.

As technology continues to progress more rapidly than construction systems, spaces will be designed to incorporate current systems while having the flexibility to adapt to future technology needs.

General scope of modernization:

- Upgrading and/or Replacement of Main Power Service and Distribution
- Replacement of Heating and Plumbing Systems as Required
- New Lighting and Ceiling Systems
- Remediation and Repair of Areas Containing Lead, Asbestos, Termite or Water Damage
- Removal and Replacement of All Interior Finishes Including Paint, Flooring, Wall Covering, Tile, etc.
- Removal and Replacement of Interior Cabinetry
- Reconfiguration of Floor Plans in Administrative Areas including associated structural upgrades
- Remodeling of Science Rooms to Better Facilitate Current Curriculum
- Modernization of Auditoriums Including New Seating, Acoustical Treatment, Lighting and Sound Systems
- New Marker Boards
- Replacement and/or Restoration of Window Systems
- Improve Access and Egress Throughout
- Upgrade Disability Access
- New Doors and Accessible Hardware
- New Lockers
- Refinish and Painting of All Exterior Walls
- Upgrading of Kitchen Facilities
- Refinishing or Replacement (if necessary) Gymnasium Flooring
- Upgrade Locker Room Facilities
- Elevator Upgrades as Required
- Preservation of Historic Components
- Upgrade Fire Suppression as Required
- Upgrade Fire Alarm Systems As Required
- Upgrade Library/Media Centers

# FRANKLIN HIGH SCHOOL (Attachment C-2)

## Stakeholder Engagement Schedule

		Community Design Input												Community Updates											
		2013				2014				2015				2016				2017							
		MASTER PLAN			SCHEMATIC			DESIGN DEV			CONSTRUCTION DOCUMENTS				CONSTRUCTION										
J	J	A	S	O	N	D	J	F	M	A	M	J	J	J	A	S	O	N	D	J	D	Mar			
PTSA		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	1			
Students		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2			
Building Staff*		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2			
General Community Outreach		1	Ch	Ch	B	1	Ch	Ch	B	1	1	1	1	1	1	1	1	1	1	1	4	1			
School Wrap Around Services		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
DAG		1	1	1	1-2	1-2	1	1-2	1-2	1	1	1	1	1	1	1	1	1	1	1	1	1			
Facilities** small groups		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
Two Day Facilities Reviews																									

\*Building Staff shall include Administrative Staff, Teachers, Custodians, Food Service & Grounds, and Program Related Groups  
 \*\*Facilities shall include: all Maintenance Departments, IT, Nutrition Services, Transportation, Groundskeepers, Custodial

Ch = Design Charrettes  
 B = Board Approval  
 PR = Facilities Team Plan Review

Franklin Design Advisory Group (DAG)											
Applicants	Principal/ Designee (1)	Student (1)	Teachers (2)	Parents (2)	Wrap Around Services (2)	Community/ Alumni (2)	Local Business (2)	School Board (1)	Email	Phone	Other
Steve Matthews	X								<a href="mailto:smathew@pps.net">smathew@pps.net</a>		
Maria Carlsen		X							<a href="mailto:maria.carlsen@gmail.com">maria.carlsen@gmail.com</a>		
Heidi Leineweber			X						<a href="mailto:hleineweber@pps.net">hleineweber@pps.net</a>		
Dana Vinger			X						<a href="mailto:dvinger2@pps.net">dvinger2@pps.net</a>		
Lisa Zuniga				X					<a href="mailto:lisazuniga@yahoo.com">lisazuniga@yahoo.com</a>		
Roger Kirchner				X					<a href="mailto:rkkpdx@aol.com">rkkpdx@aol.com</a>		
Amber McGill (SUN)					X				<a href="mailto:amcgill@impactnw.org">amcgill@impactnw.org</a>		
Leigh Brown (Sped)					X				<a href="mailto:lbrown2@pps.net">lbrown2@pps.net</a>		
Pam Knuth						X			<a href="mailto:pamknuth@msn.com">pamknuth@msn.com</a>		
Joyce Gago						X			<a href="mailto:jgago@pps.net">jgago@pps.net</a>		
Jeff Hammond							X		<a href="mailto:jeff@seallp.com">jeff@seallp.com</a>		
Greg Belisle								X	<a href="mailto:gbelisle@pps.net">gbelisle@pps.net</a>		

**Chief Operating Officer**

CJ Sylvester

**PPS BAC Members**

Kevin Spellman

Anita Decker

**Project Director**

Debbie Pearson

**Project Coordinator**

Rolando Aquilizan

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[ks@kspellman.com](mailto:ks@kspellman.com)

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[dpearson@pps.net](mailto:dpearson@pps.net)

[raquilizan@pps.net](mailto:raquilizan@pps.net)

# Franklin H.S.

## Aerial map



# **Best Features:**

**Visibility is a key factor**

**Sink with hot/cold water (grime on books and spills on tables require lots of hand washing)**

**Circulation services with a book return**

**Comfortable adequate seating for staff at circulation area**

**(2) 20" or larger monitors at circulation counter (monitors are often tilted or turned around to share information with students at the counter)**

**Separate computer for cataloging**

**Wi-Fi**

**Cordless phones (for when IT needs you to go directly to a computer 50 ft. away!)**

**Speaker system for presentations**

**Teaching and learning space for library instruction (computer lab with a data projector and interactive Smart Board)**

**Large hanging projection screen (with remote control)**

**Secure storage area (near circulation area) for storing digital cameras, MP3 players and laptops**

**Storage with drawers and cabinets**

**Reading areas with comfortable, durable, moveable furniture**

**Improved lighting (florescent is harsh)**

**Moveable book shelves and counters on wheels**

**Study areas (both tables and carrels with electrical outlets)**

**Locations for webCatalog Search Stations**

**Student Work/Production area (print and digital)**

**Staff Restroom**

**Presentation area**

**Conference room (good sound-proofing)**

**Recycling stations for waste**

**Copier**

**Laminator**

**Textbook & novel sets storage**

**Work area for book repair, book processing & shipping books to other locations**

**Storage room for book carts, AV equipment, etc.**

**Clocks that work**

**Adequate lighting in staff work areas**

**New windows that hold heat in & screens on windows so birds don't fly in when windows are open**

**Additional book carts that push easily when full**

**Re-structure computer lab area**



Proposed Meeting Topics:

**EXISTING CONDITIONS**

Communication Tools

- Meeting locations
- Means of communication
- Frequencies
- Outreach

School Site Evaluation

- Desirable Features
- Undesirable Detractors

**PLANNING**

Physical

- Access to School from neighborhood
- Sound Issues
- Evening Sports
- Security

Educational

- Existing Program Priorities
- Current functional distractions
- New Programs planned/proposed

Extra-curricular

- Existing Programs to remain
- Current functional distractions
- New Programs planned/proposed

Community

- Non-School programs using School Property (Wrap-around Services)
  - Multnomah Health Clinic
  - SUN Program
  - Step Up



# **FRANKLIN H.S. DESIGN ADVISORY GROUP**

**Design & Construction Overview**

July 10, 2013



# DESIGN PHASES



## 1. Master Planning (Pre-Design)

(complete – November 2013)

## 2. Schematic Design (SD)

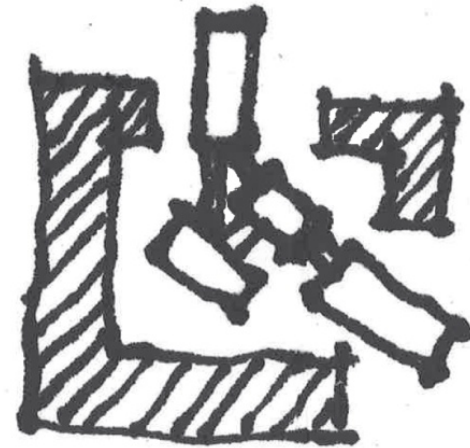
(complete – March 2014)

## 3. Design Development (DD)

(complete – July 2014)

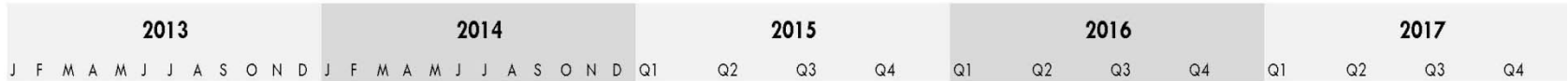
## 4. Construction Documents (CD)

(complete – February 2015)



EDUCATIONAL VILLAGE

# DESIGN & CONSTRUCTION SCHEDULE

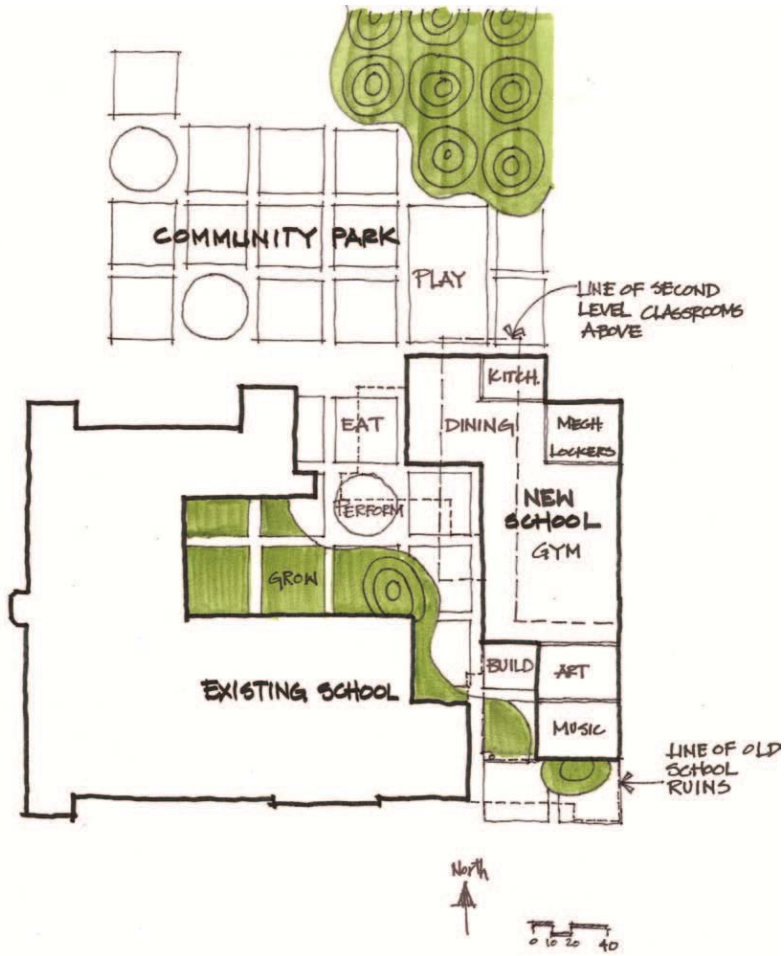


**FRANKLIN  
HIGH SCHOOL**



# MASTER PLANNING

(A VISIONARY PLAN FOR THE FUTURE RENOVATIONS &/OR EXPANSIONS OF THE FACILITIES)



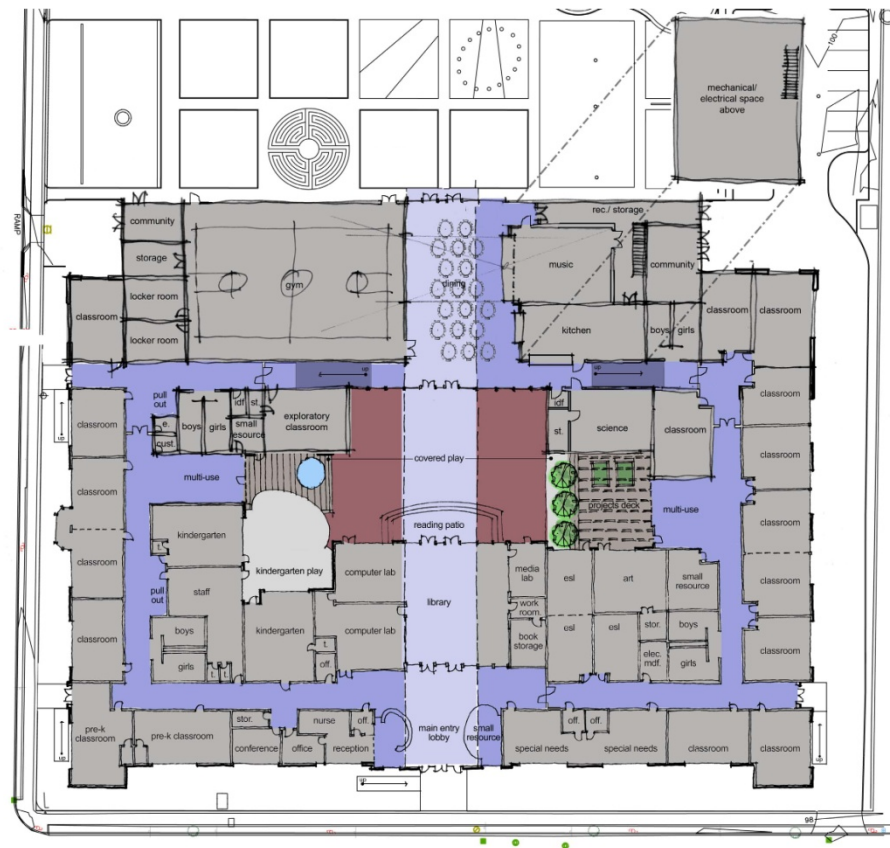
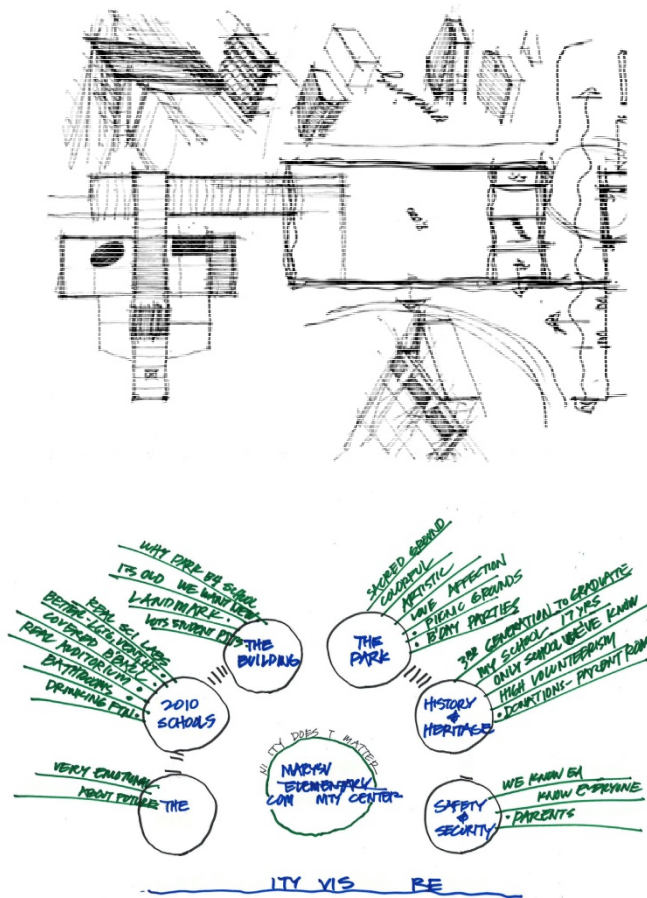
# PUBLIC CHARRETTES

(A COLLABORATIVE DESIGN SESSION LEAD BY THE ARCHITECTURAL DESIGN TEAM – MIN. 2X.)



# SCHEMATIC DESIGN PHASE

(INCLUDES SPATIAL RELATIONSHIPS, SCALE AND FORM)



# DESIGN DEVELOPMENT PHASE

(IDENTIFIES BUILDING SYSTEMS, REFINES ARCHITECTURAL DETAILS, SPECIFIES MATERIAL TYPES)



50% DESIGN DEVELOPMENT color and material concepts



DLK Group

portland public schools  
MARYSVILLE K-8 REBUILD

Design Concept 01 "Blended Elements"

03.18.18





# CONSTRUCTION PHASE



- Contract describes relationship between PPS, builder, & architect
- Scope of work – PPS Standards specified quality, Budget & Schedule
- “Substantial completion” defines District use of facilities
- District orders furniture, fixtures & equipment during final months
- “Complete & Usable”







# **FRANKLIN H.S. DESIGN ADVISORY GROUP**

# FRANKLIN H.S. DESIGN ADVISORY GROUP



## Proposed Meeting Topics

### EXISTING CONDITIONS

#### Communication Tools

- Meeting locations
- Means of communication
- Frequencies
- Outreach

#### School Site Evaluation

- Desirable Features
- Undesirable Detractors

### PLANNING

#### Physical

- Access to School from neighborhood
- Sound Issues
- Evening Sports
- Security

#### Educational

- Existing Program Priorities
- Current functional distractions
- New Programs planned/proposed

#### Extra-curricular

- Existing Programs to remain
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#### Community

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(Wrap-around Services)
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  - SUN Program
  - Step Up

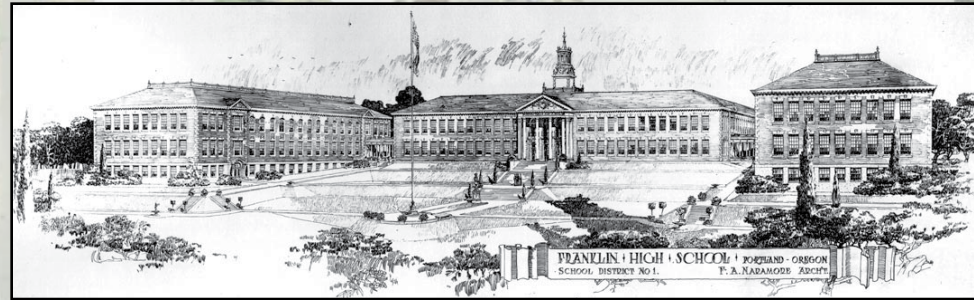
# Franklin High School

5405 SE Woodward St, Portland OR, 97206

[View Site in Google Maps](#)

## Building Periods

1. Original Building (215A), 1915
2. Boiler Building (215D), 1915
3. Gymnasium Building (215B), 1916  
(remodeled to classrooms in 1986)
4. Auditorium Addition (215C), 1924
5. Field House, 1950
6. Classroom Wing (215D), 1950
7. Connecting Addition (215C), 1954
8. Gymnasium (215E), 1954
9. Shop Building (215F), 1970



1910s architectural rendering of Franklin High School, designed by Floyd A. Naramore.



1915 photograph during construction of Franklin High School, looking north.



## Historical Significance and Building Integrity

- Contributing High Significance
- Contributing Moderate Signif.
- Non-Contributing

