



Benson Polytechnic High School DESIGN ADVISORY GROUP CHARTER

Purpose and Role

The Design Advisory Group (DAG) will advise the Benson Polytechnic Modernization Project Team in developing a comprehensive, equitable, integrated and visionary school design with authentic school community engagement. The District's project team will work directly with the DAG to ensure that their concerns and aspirations are understood and considered. The DAG will be a part of the multifaceted design & stakeholder engagement process including District & school staff, students, parents, community members and the consultant design team. This process will include consideration of background guiding documents, building, site, budget and regulatory requirements that must be used in evaluating design options.

DAG members' role and responsibilities:

- Attend meetings and provide input.
- Advise project team on school community concerns, issues and perspectives.
- Report to and bring feedback from groups and organizations DAG members represent.
- Advise on effective communication strategies to reach entire school community for project process and public participation events.
- May assist project team with public open houses.
- May assist with groundbreaking and grand opening events.

Membership

The design of Benson Polytechnic High School will consist of three primary phases: Schematic, Design Development and Construction phases. DAG members will be expected to serve approximately 12 months throughout the programming, schematic design and design development phases. The design team may elect to inform DAG members of notable project changes after the design development phase.

Benson Polytechnic High School and District staff will select and appoint DAG members through an open application process. Group size may be limited for balanced representation. Additional applicants may be recruited to ensure a balanced and full representation of the school community.

The DAG will include representative members from each of the following stakeholder groups: teachers, students, parents, alumni, industry professionals, postsecondary education, existing and/or potential program and/or capital partners, the principal and school board representative.

The DAG will nominate a **Chairperson** or **Co-Chairpersons** to assist in DAG meeting agenda & presentation review, planning meetings and meeting protocol. *PPS staff/employees and Board members may not serve as Co-Chairpersons.*

A member wishing to resign from the DAG shall do so in writing to the District's project manager; e-mail is acceptable.

If a member fails to attend two consecutive DAG meetings without reasonable excuse, or otherwise becomes unable to serve on the DAG, the District's project manager may declare the position on the DAG to be vacant and appoint another appropriate person to the DAG.



DAG Meeting Schedule & Format

- Estimated commitments include: Six DAG meetings, one design workshop and one public open house during the 2018-2019 school year. Timing of these events will be aligned with overall project schedule and other school and district stakeholder engagement.
- Meetings are held during programming, schematic design and design development. The DAG will be informed of significant project scope changes that may occur later in design and construction.

DAG meetings will be held at Benson Polytechnic High School unless noted otherwise. Room location will be determined.

DAG meetings are open to the public and provide an opportunity for public comment; meeting materials and meeting notes will be posted online.

Opportunity for public comment will be provided at the end of each meeting. Public comment will be limited to 10 minutes with a maximum of 3 minutes of testimony per person. Those wishing to provide testimony to the DAG will need to sign up at the meeting. Testimony will occur in order of arrival. Comment cards will be provided at each meeting. The public is encouraged to provide written comments to the DAG.

Additional Public Participation Opportunities

- Design workshops and open houses will be open to the wider school community as well as the general public. Everyone is encouraged to attend these events.
 - The purpose of design workshops is to obtain public feedback on analysis, alternatives and decisions.
 - The purpose of open houses is to inform the public on project process and progress.

Project Team

The project team will be comprised of architects, engineers, planners, the Office of School Modernization (OSM) project managers and department staff. They will provide agendas, presentations and site considerations; the project team will also facilitate discussions, record input, develop analysis and options for DAG meetings and public events.

The project manager, as the District's primary point of contact for the project, will oversee DAG meetings and public participation events. All communications from DAG members outside of DAG meetings should be directed to the PPS project manager.

Project decision making will be the responsibility of the Office of School Modernization in collaboration with other District Leadership as required. DAG members perform in an advisory role.

Meeting Guidelines

- Make efforts to attend every meeting and to arrive on time.
- Participate and share your perspectives.
- Allow all DAG members to speak.
- Listen, consider and respect the views of others.