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MEETING MINUTES

PROJECT:	Portland Public Schools – Grant High School Modernization	**PROJECT NO:**	2015909.00
DATE:	17 September 2015	**FILE NAME:**	DAG01.docx
SUBJECT:	Design Advisory Group 01		

MEETING DATE:	09 September 2015	**TIME:**	5:30-7:25pm
LOCATION:	Grant High School Library		

ATTENDEES (shown in **bold**)

Project Team:

Michelle Chariton, PPS OSM	**Katie Davidson, GHS DAG**
Kristie Moore, PPS OSM	**Pam Knowles, GHS DAG**
Rene Berndt, Mahlum	**Jack Kolze, GHS DAG**
Emi Day, Mahlum	**Connor Kolze, GHS DAG**
Alyssa Leeviraphan, Mahlum	**Heather Leek, GHS DAG**
Diane Shiner, Mahlum	**M. Taylor Matsushima, GHS DAG**
JoAnn Wilcox, Mahlum	**Monique McClean, GHS DAG**
Renee Anderson, GHS DAG	**Zack Olson, GHS DAG**
Jason Blumklotz, GHS DAG	**Jim Regan-Vienop, GHS DAG**
Carol Campbell, GHS DAG	**Michael Tom, GHS DAG**
Doug Capps, GHS DAG	**Tess Waxman, GHS DAG**
Miriana Clark, GHS DAG	**Daniel Weidman, GHS DAG**
Bill Dickey, GHS DAG	**Abby Williams, GHS DAG**

Members of the Public:

Paul Anthony	**Jen Maas**
Scott Baley	**Aaron Olson**
Stuart Emmons	**Otto Schell**
Ken Fisher	**Angel Van Note**
Kimm Fox-Middleton	**Cameron Vaugn-Tyra**
Jon Issacs	**Daniel Wasil**
Keith Johnson	**Ellen Bergstone Wasil**
Dan Jung	**Craig Williams**

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The following represents the architect's understanding of discussions held and decisions reached in the meeting. Anyone with amendments to these minutes should notify the author within five (5) days of the minutes date in order to amend as appropriate.

ITEM #	DISCUSSION ITEM

DAG 1.01 Portland Public Schools Introductions
- **Michelle Chariton** – Project Director, Office of School Modernization
- **Kristie Moore** – Project Coordinator, Office of School Modernization

DAG 1.02 DAG Charter
- Michelle explained that there are no teachers on the DAG because teachers are stakeholders and are part of a stakeholder cohort team.
- 7 Lessons Learned about the DAG (handout provided by PPS – see attached)
- If stakeholders are not accounted for they should email Michelle & Kristie.
  - 12 stakeholder cohort teams
  - 70 staff members - Michelle and Kristie have met with all of them

DAG 1.03 Mahlum Introductions
- **JoAnn Wilcox** – Project Architect, Design Lead
- **Diane Shiner** – Principal-in-Charge
- **Alyssa Leeviraphan** – Project Manager
- **Rene Berndt** – Design Support

DAG 1.04 Mahlum Experience (see attached PowerPoint slides) – JoAnn presented the following:
- Mahlum is supported by a team of 77 members
- Our work and practice is to includes:
  - Healing (healthcare)
  - Living (higher educational residential living)
  - Learning (pre-K thru 12 + higher education)
  - Multicultural Environments
  - Commitment to Community
- Historic Renovation Experience
- Complex Renovation Experience
- High School Experience
  - Cleveland HS case study
  - Nathan Hale HS case study

DAG 1.05 Design Advisory Group (DAG) Introductions
- **Renee Anderson** – Local Neighbor
  Husband worked at Grant, daughter and she also from Grant, lives in neighborhood.
- **Tess Waxman** – Grant HS Student
  Sophomore at Grant, Grant magazine, state wide advisory council.
- **Jack Kolze** – Cluster Parent
  Neighbor, has a son (Conner), and 2 daughters that will attend Grant. Engineer by profession and likes old architecture.

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::   **Connor Kolze** – Grant HS Student
Freshman at Grant
::   **Daniel Weidman** – Grant HS Student
Currently attends Grant, state wide advisory council for student health.
::   **Jason Blumklotz** – Cluster Parent
Has two kids - 6th grader & 4th grader at Irvington, born on 39 & Knott, grew up in Irvington, went to Irvington, Harriet Tubman MS, and went to Lincoln HS. Has lived here all his life, excited about potential to create something incredible.
::   **Miriana Clark** – Local/Neighborhood
VP of fundraising at Laurelhurst, coach for baseball & basketball, has one son.
::   **Abby Williams** – Local Neigborhood
Grant alumni from two years ago, currently attending PSU.
::   **Pam Knowles** –Board Member Liason
PPS board member, native Portlander, 3 sons that went to Grant, graduated in 2004, 2006, & 2010, excited about project.
::   **Katie Davidson** – Grant HS Student
Junior at Grant, 3rd generation Grant student, student representative on school board.
::   **Jim Regan-Vienop** – Grant HS Parent
Parent of current Grant student, daughter starting next year, will start as freshman in existing Grant and come back as senior after Grant renovation (sandwich student).
::   **M. Taylor Matsushima** – Grant HS Student
Sophomore at Grant & plays lacrosse at Grant.
::   **Heather Leek** – Neighborhood Business Rep
Has a current Grant student and 2 coming in soon; works in the mortgage industry in the neighborhood and lives across the street. Is a former hotelier – has ground up and redesign building experience; dad & brother are architects, mom is an interior designer.
::   **Michael Tom** – Grant HS Parent
Has a son who is a junior at Grant, and a 12-year-old son who will be a "sandwich" student; professionally works for OHSU and serves on the physical access community that looks at accessibility issues for those with disabilities; serves on the university advisory council; will see project through different lens.
::   **Carol Campbell** - Principal
Principal, four kids that went to Grant, taught at Grant for 9 years, went away and became a principal, came back as principal, 3rd year back, 32 year in education, excited to be a part of something that most people don't get to experience in their lifetime.
::   **Monique McClean** – School Community
8 years as Grant parent, two sons heavily involved in theater and choir – performing arts kids, past PTA president, works with husband who is a commercial photographer.
::   **Zack Olson** – Grant HS Student
Current student at Beaumont, going to be a Grant student, interest in architecture.
::   **Doug Capps** – Grant HS Alumni
Graduate of Grant, daughter attended Grant, lives a block away, married high school sweet heart here. Background in land use and project development; was the executive director state agency of capital planning, worked with architects reviewing major state building projects; was also on the school board.

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DAG 1.06   Elect DAG Committee Chair
::   Responsibilities of the chair include: gatekeeper, help group to stay on track, all voices are heard, maintain a level playing field, be the point person, make sure that everyone is coming to a consensus.
::   Question: How much more time would the chair put in.
::   Michelle responded that most of the time will be spent here at meetings.
::   Nominees:
1.   Jason Blumklotz
2.   Monique McClean
3.   Carol Campbell
4.   Doug Capps
::   DAG members were asked to vote, ballots were collected, outcome to be announced at end of meeting.

DAG 1.07   Agenda
::   Process & Schedule
::   District Principles & Values
::   Foundational Questions
::   Creative Exercise
::   Next Steps
::   Public Comment

DAG 1.08   Process (see attached PowerPoint slides) – JoAnn presented the following:
::   Contributing Voices
-     Various contributing voices and the movement of information
::   Project Schedule
-     Project overview
-     DAG engagement occurs during Pre-Design and Schematic Design phases
::   Design Process
-     Description of design phases: masterplan, schematic design, design development, and construction documents.
::   Ed Specs
-     Building design characteristics that establish equitable facility standards, but can be tailored to individual schools.
::   DAG Process
-     Masterplan & Schematic Design – DAG input
::   DAG Outcome
-     What the DAG's participation will inform
::   Visioning
-     Looking ahead
-     Where will we go? - big ideas, future trends, conceptual design
::   Eco Workshop / Site Assessment
-     Sustainable schools, goals, strategies & opportunities
::   Conceptual Design
-     Setting the framework for the design direction

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- :: Bond Guiding Principles
  - Reimage & redefine the education that happens within our schools
  - Overarching goals to guide the process
- :: DAG Role & Responsibilities
  - DAG member expectations
- :: DAG Ground Rules
- :: DAG Operating Framework
  - Review of outside elements that guide the design process
- :: Additional Factors Influencing Design
- :: Project Budget
  - Breakdown summarizing project costs

DAG 1.09 Process – Comments & Questions
- :: Outreach and support, what have Roosevelt and Franklin done, how much in this process already in place?
  JoAnn responded that the workshops and open houses are available. Michelle noted that DAG members were selected for their connections with the various communities and suggested that we can put this on the agenda for another meeting if needed.

DAG 1.10 Schedule (see attached PowerPoint slides) – JoAnn presented the following:
- :: Masterplanning & Schematic Design Process – Outline of proposed participation through early design phases with emphasis of DAG meetings (shown blue in the PowerPoint). Potential engagement with other participants such as stakeholder cohorts, students, staff & guest experts, parents & community, are also represented. DAG participation outline:
  - **Gather**
    LISTEN – Team pre-work to review existing information & programs
  - **Discover**
    LEARN (DAG 1): Principles & Values, Foundational Questions, Creative Teaser
    UNCOVER (DAG 2): Historical Focus, Learning Models, Virtual Tours
  - **Envision**
    INSPIRE (DAG 3): Goalsetting, Relationships
  - **Analyze & Synthesize**
    DISCOVER (DAG 4): Teaching & Learning Environments
    CONCEPTUALIZE (DAG 5): Programming & Spatial Implications, Key Design Features
  - **Schematic Design**
    TEST (DAG 6): Programming & Spatial Implications, Organizational & Site Analysis
    DEVELOP (DAG 7): Building Development, Site Development, Program Organization & Confirmation
    REFINE (DAG 8): Building Development, Site Development, Visualization
  - **Document**
    FINALIZE (DAG 9): Schematic Design Review & Confirmation
- :: Design Advisory Group Schedule
  Dates that might need to be rescheduled are highlighted in the slide and noted below:
  - DAG 3: ~~Currently scheduled for October 8 (Thu), Proposed for Oct 12 (Mon)~~
    (Post meeting note: Original meeting date of Oct 8 is now viable)

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- SCHOOL TOURS: Proposed date of Oct 22.
  Tours will be to visit other high schools and will likely take the full day.
  School conferences are scheduled for Oct 21-23.
  Oct 22 could be a good day since students will be out of school and could attend.
  Two days of parent drop-in conferences.
  Asked DAG members to review their calendars and we will review at next meeting.
- DAG 6: Currently scheduled for December 17 which is the same day as Grantasia!
  Asked DAG members to review their calendars.
  Will propose an alternate date at future meeting.

:: Community Schedule
Master Planning Workshop 1 – Site focused (Sat, Oct 24, 9am-12pm)
Master Planning Workshop 2 – Building focused (Sat, Nov 7, 9am-12pm)
Master Planning Open House – conclusion of Master Planning (Thu, Dec 3, 5:30-7:25pm)
Saturday Schematic Design Workshop 1 – Site focused (Sat, Jan 9, 9am-12pm)
Saturday Schematic Design Workshop 2 – Building focused (Sat, Feb 6, 9am-12pm)
Thursday Schematic Design Open House – conclusion of Schematic Design (Thu, Mar 31, 5:30-7:25pm)

- Michelle noted that food and childcare will be provided at the Saturday workshops.
- Michelle emphasized that it is important that we hear from everyone, and that the focus of workshops & open houses is for the community to provide input. DAG members should also attend but their focus should be to listen, collect, aggregate, and bring information back to the next DAG meeting.

DAG 1.11 Schedule – Comments & Questions

:: Interaction Between Contributing Voices
- Jason noted that the students, staff, community, etc. are listed as separate pieces and asked if there would be cross over points for blending.
- JoAnn explained that we will be engaged together with the community meeting (workshops and open houses), and that we hope to work with a group of students on site who are interested in the process, during the school day, in their place. We can involve parents as needed, and if different ways to mix and mingle are needed, we are available.
- Michelle noted that some student engagement has already taken place. Apex, the environmental consultant participated for career day; the geotech engaged students on site with their boring machine; and our electrical engineer will be coming to talk about load studies with engineering classes.

:: Intent of Community Meetings
- Carol noted that there was a little bit of confusion around when there can be more community participation from those other than DAG members.
- Michelle clarified that the workshops & open houses are dedicated to the public, and that the public is invited to the DAG meetings to observe.
- JoAnn noted that there will be the opportunity at end of each DAG meeting for public comment. But that the workshops and open houses are more formal meetings that are owned by the community. Listening stations will be set up and the workshops will focus around getting into the meat of the matter, and understanding the public's interests.
- Carol was encouraged to advertise all meetings on Facebook & Twitter.
- Diane mentioned that at any time the public can make write down comments if we are not able to get to them all during the meetings.

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DAG 1.12   District Principles & Values (see attached PowerPoint slides) – JoAnn presented the following:

        ::   PPS Strategic Framework
- Putting students first: Every student succeeds, regardless of race or class.

        ::   GHS Mission
- To graduate students able to excel in both the workplace and higher education with an enduring love for learning and ready to contribute as citizens of diverse communities.

        ::   Bond Mission
- Remedy building deficiencies and modernize learning environments to support student achievement and prepare students to compete in the 21st century.

        ::   It will be important that we use these missions as checkpoints as we move forward.

DAG 1.13   General Comments & Questions

        ::   Alyssa will be the Project Manager all the way through construction.

        ::   Mahlum is backed up by a large team of consultants and will provide a list at the next DAG meeting.

        ::   All slides, DAG meeting minutes, and materials will be available on the PPS website.

        ::   Michelle emphasized the importance of sending folks to the website, which will be a single location to get the most up-to-date information.

        ::   If DAG members would like to add notes/comments to the website. This is not yet available. For the time being, Michelle suggests sending comments to Kristie via email, and they can review the comments for potential posting.

        ::   Jim asked about the permitting process. Alyssa noted that we have a Land Use consultant and will be engaged with the City early on and throughout the process. Although the graphic schedule in the presentation highlighted the permitting phase, City engagement is happening in parallel with the design process.

        ::   Tess asked if the DAG meetings are the only meeting time for everyone to come together and collaborate? Or if there was another platform? Michelle noted that we can meet more often if needed. Mahlum intends to engage and working more with students. The more voices we can gather, the more we hear the better we'll be.

        ::   Additional ideas around how to connect: Group text, website to communicate, blog or Facebook group could be closed group. Have someone set up network. Could start up a Facebook group. Involvement with Grant magazine. Pinterest page, to reach out to constituents farther than us.

        ::   Construction Manager / General Contractor (CM/GC) is the process that will be utilized, which includes selection of the GC early in the design process in order to tap into their expertise to gain efficiencies around constructability, budget, and schedule.

        ::   The GC is still required to bid out the work.

DAG 1.14   Foundational Question "1-2-4-All" Process

        ::   JoAnn explains the process:
- Step 1: Think independently for 1 minute about a response to the question
- Step 2: Partner with someone from your table to bring together the 2 ideas
- Step 3: Join as group of 4 to come together to answer the question. It doesn't have to be one answer, but consider highest prioritization of everything discussed to that point.
- Step 4: Report back, record answers, begin to establish as goals.

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DAG 1.15 Foundational Question #1:

What should our initial priorities be for the GHS renovation?

- :: Save historic aspects, put in renovation
- :: Spaces that work with reimagining programs, think outside classroom
- :: Students should be involved in entire process (tech spaces, computers available for student access)
- :: Safe, light, airy space that's sustainable and flexible
- :: Flexible and universal learning to meet vision of the future
- :: Safe learning environment that students and staff like
- :: Get cafeteria out of the basement
- :: Study and project space, eg. variety of project rooms
- :: Partnership with the community, becomes a community asset
- :: Career tech
- :: LGBTQ – Showcase of community voice
- :: Expanded use by connecting basements
- :: Continue traditional education
- :: Hands-on
- :: Balanced technology with spaces for "old craft/skills"
- :: Variety of study spaces
- :: Easy circulation, diversity, and universal access
- :: Salvage, recycle, reuse

DAG 1.16 Foundational Question #2:

What makes a school healthy, both physically and emotionally?

- :: Bright happy colors
- :: Light
- :: Bring the nature in, connection to nature
- :: Inclusive of all
- :: Physically safe, emotionally safe
- :: Meet kids where they are at
- :: Air space
- :: Student health center
- :: Fresh air
- :: Atrium
- :: Large groups
- :: Spaces that can change; spaces that change for special needs
- :: Safe, light, and diverse spaces
- :: Welcoming to community
- :: Comfortable
- :: Make the school for the students
- :: Art in hallways
- :: Outdoor spaces, variety of places to work outside
- :: Community building spaces
- :: Reflect different cultures

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DAG 1.17   Creative Exercise

   :: Respond with imagery to answer 3 questions.
   :: Select image, write quick note on back of why you selected the image, add to collage.
      A. What is an ideal learning environment?
      B. What is the spirit of Grant HS?
      C. If Grant HS were the center of Community, what would it look like?
   :: Will discuss at outcome at next DAG meeting.

DAG 1.18   Next Steps - The learning environment

   :: Historic Focus – share what we've learned from our tour with SHPO their impression of what is important historically, what are your beloved spaces
   :: Learning Models – how can a learning environment look different and inform the program (differentiated & personalization)
   :: Virtual Tours – from around the world, inspire thinking outside of what we might be familiar with to encourage discussions that would enrich that.
   :: Educational specifications – homework to dive into Ed Specs, review design concepts, overall goals, understand what's available, come to table as informed as you possibly can, to have an enriching conversation.
   :: Reminder through Microsoft invite. Minutes, presentation, links, etc. to be sent via email.
   :: Follow Carol on Facebook at: PPS Grant High School
   :: Follow Carol on Twitter at: @ccampbellGHS
   :: Kristie will send out a contact list to everyone in the DAG so they can meet each other!

DAG 1.19   Grant Bond Website

   :: www.pps.k12.or.us/bond/grant

DAG 1.20   Committee Chair Election Results

   :: Tally: Jason-5, Monique-5, Carol-6, Doug-2
   :: Is it a problem to have a PPS person as a chair? Vice chair? Public perception? Public comment.
   :: Confusion about role & responsibility of "Chair"?
   :: Should the position be labeled "Facilitator"?
   :: Facilitator is typically outside of process. Carol needs to participate.
   :: PTA president – typically set the agenda, and don't get a vote. Carol's voice needs to be heard.
   :: DAG decided to take turns with a rotating facilitator/chair.
   :: Amend charter so that it is rotating chair/facilitator/wrangler.
   :: Chair should arrive 15 mins before meeting to review the agenda.
   :: Carol will be the chair for the next DAG meeting.

DAG 1.21   Public Comments

   :: Aaron
      - If DAG member is unavailable who do they contact? Email Michelle or Kristie. DAG members should not miss more than two meetings because there are only 9 total.
   :: Scott
      - Web page currently does not show meetings and needs to be updated.

- Facilitator/chair? Feels rolls are confused. Carol already has a lot to do and should be focused on where we are going. Chair should focus on setting the agenda.
:: Jen (parent from Irvington)
  - Why are there no teachers on the DAG? Teachers considered stakeholders.
  - Is there going to be a final report for the DAG? Outcome is the conceptual design and framework for overall project. Sharing back work of the DAG to community during the open houses and workshops.
  - How is all the information getting synthesized, and how will the decisions/reports we made? Who is making the final decision? All the meeting minutes, workshops, etc. will be updated on the website. As far as implementing the design, we will work on it together.

DAG 1.22   Parking Lot Items (issues to be discussed)
:: Community outreach
:: Provide consultant list
:: Post all DAG materials
:: Collect notes & comments
:: Start Facebook group
:: Describe CM/GC
:: Add reminders when information is posted
:: Recording of design meetings
:: Define process and role of the DAG

END OF MINUTES