



KELLOGG MIDDLE SCHOOL **DESIGN ADVISORY GROUP CHARTER**

Purpose and Role

The Design Advisory Group (DAG) will advise the 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, 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 to advise project team on school community concerns, issues, goals and aspirations.
- Abide by code of conduct for DAG.
- 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.

Project Scope

Following the passage of the 2017 Bond, PPS is moving forward with the planning, design and construction of a new Kellogg Middle School. The existing 100-year-old Kellogg building, that has not been used as a school for the past decade, will be removed and rebuilt.

The feeder path and school boundaries for the new Kellogg Middle School have not been set. All nearby communities are invited to participate in the design process, but your participation will not influence school boundary decisions. Boundary decisions will not be discussed at the DAG meetings.

Membership

DAG members will be expected to serve for up to 6 months throughout the master planning, schematic design and design development phases. Additional opportunities for involvement may be available subsequent to design phases.

District Staff will select and appoint DAG members through an open application process. Additional applicants may be recruited to ensure balanced and full representation of the school community.

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



The DAG should include at least one member from each of the following stakeholder groups: middle school parents, neighborhood parents, neighborhood associations, business associations, school program, potential site and/or capital partners, students, and teachers, in addition to a school board representative.

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: 7 DAG meetings and 1 public open house during the 2017-2018 school year. Timing of these events will be aligned with overall project schedule and other school and district stakeholder engagement.
- See attached DAG Meeting Schedule.

Meetings are held during master planning, schematic design and design development. DAG will be informed of significant project scope changes that may occur later in design and construction.

DAG meetings locations are included in attached DAG Meeting Schedule.

DAG meetings are open to public and provide an opportunity for public comment; meeting materials and meeting notes and 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.

School and/or building tours

A number of educational facility tours will be set up for DAG members prior to or during schematic design. These will be optional local (or regional) examples of middle school design that can be used to inform discussions and broaden the knowledge base.



Project Team

The project team will be comprised of architects, engineers, planners, the Office of School Modernization (OSM) project manager 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 OSM 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 only, and are not official District representatives.