



## **MADISON HIGH SCHOOL**

### **DESIGN ADVISORY GROUP CHARTER**

---

#### **Purpose and Role**

The Design Advisory Group (DAG) will advise the Madison 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 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 capital bond program, PPS is moving forward with the planning, design and construction of a modernized Madison High School. Construction would begin in the summer of 2019.

#### **Membership**

The design of Madison High School will consist of three primary phases: Schematic, Design Development and Construction phases. DAG members will be expected to serve approximately six 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.

Madison High School and District staff will select and appoint DAG members through an open application process. Additional applicants may be recruited to ensure a 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: teachers, students, parents, middle school cluster parents, neighborhood association, business association, cultural associations, school program, existing and potential program and/or capital partners, alumni, the school principal and school board representatives.



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: Approximately five DAG meetings, one public open house and one public workshop during the 2017-2018 school year, with other events possibly being scheduled for outreach. 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. DAG will be informed of significant project scope changes that may occur later in design and construction.

DAG meetings will be held at Madison High School unless noted otherwise.

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.

### **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/high 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.