

MEETING RECORD



PORTLAND PUBLIC SCHOOLS Office of School Modernization

501 North Dixon Street • Portland, OR 97227
Fax: (503) 916-3253

PROJECT:	Roosevelt HS Modernization	MEETING:	Design Advisory Group (DAG) #2
MEETING DATE:	July 11, 2013	LOCATION:	Roosevelt H.S. Heritage Room
RECORD TAKEN BY:	Sarah Oaks - PPS	DURATION:	5:30 - 7:30 PM

INVITEES

(ATTENDEES NOTED WITH ✓)

Michelle Platter – PPS OSM / Project Team	Alicia Brown – RHS DAG
✓ Sarah Oaks – PPS OSM / Project Team	✓ Narcisa Diaz –RHS DAG
Jim Owens – PPS OSM	✓ Paul Gouveia – RHS DAG
✓ Debbie Pearson – PPS OSM	✓ Kelsey Green – RHS DAG
	Herman Greene – RHS DAG
✓ Charlene Williams – RHS Principal	Jo Lane – RHS DAG
✓ Greg Neuman – RHS Vice Principal	✓ Julie Ocken – RHS DAG
	✓ Abby Pasion – RHS DAG
✓ 2 Members of Public	✓ Bobbie Regan – RHS DAG
	✓ Jason Starman – RHS DAG
	Catherine Theriault – RHS DAG
	Michael Verbout – RHS DAG
	✓ Jenni Villano – RHS DAG

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

- Member introduction; roundtable on name, affiliation, and interest in being on the Roosevelt Design Advisory Group (DAG).

II. Meeting Overview

- Project Summary: Roosevelt is a full modernization meaning that learning spaces will be updated and reconfigured as necessary, and all deficient systems (seismic, ADA, etc) will be addressed. Roosevelt will be phased to try to keep students onsite during construction. While no decisions are firmly established, the current intent, based on Roosevelt’s historic significance and value of its distinct profile in the community, is to retain much of the historic exterior fabric. Completion is intended for Fall 2017.
- Status Update: Early phases of kick-off and master planning. The architecture & engineering (A/E) team is not onboard, but qualifications have been reviewed and interviews will be held on 7/15. A recommendation will be made to the board on 7/24 and we expect to have the A/E team in attendance at the next DAG meeting.

- Recap of last meeting given and intent of meeting #2 stated to review conversations and reopen where necessary, but not rework topics if not.
- Role of DAG members described including intent to review and discuss concerns within the needs of a comprehensive high school, and inform and influence the design through these conversations. Also to finesse the design process for local community needs by participating and serving as ambassadors at community meetings, particularly within their representative stakeholder group.
- At Meeting #1, DAG group selection and member make-up were discussed. DAG member, Michael Verbout, brought up proposed changes to the charter made by the Roosevelt Campus Improvement Committee (RCIC). This revised document was distributed to the RHS DAG, but no comments were received by project team from DAG members in 3 weeks after these proposed changes were circulated. The group agreed that keeping stakeholders engaged should be a key role of DAG members and members could be added as necessary, but determined not to amend the charter. This would allow it to remain consistent with other schools' DAG charters. DAG meetings were determined to be best held at school for consistency's sake, but for other community meetings/charrettes to potentially be held elsewhere in order to "go to" stakeholder groups as appropriate.

II. Process Overview & Terminology

- Nomenclature review:
 - "Project Team" = The PPS project managers responsible for working between the architects, contractor, school and community.
 - "Design Team" (industry term) = Team of architects/engineers that will develop the design and construction plans.
 - "DAG" or "Design Advisory Group" = Group of public stakeholders formed to discuss and help inform design process.
 - Charrette = An architectural term for an intense period of design or planning activity. Typically, a meeting with community members where a large volume of ideas are developed, discussed, and/or vetted to advance the design process.
- DAG involvement intended most heavily through Master Planning and Schematic Design (SD) phases in Spring 2014. Project team will transition to working more closely with school in the following Design Development (DD) phase. DAG participation in later phases will primarily be through helping share developed ideas with community.
- PowerPoint presentation (*attached*) made outlining design process, project phases, and schedule of Roosevelt project.

III. Topic Brainstorm

- Future agendas are intended to be driven by DAG based on topics determined to be important for conversation.
- Reviewed topics brainstormed at last meeting (*Meeting Record #1 - Appendix A*), and subject was reopened for conversation. No additional topics were named, but members were encouraged to send in ideas if they had them later.
- Determined that clustering and assigning topics to future meetings was a conversation best saved for once the A/E team was onboard. This would enable the DAG discussions

to coincide with their design process schedule and provide feedback at the optimal time.

IV. Communications Strategies

- Reviewed the outreach strategies discussed at the previous meeting.
- Sign-up sheet circulated for project mailing list at meeting. Mailing list will be used to send out project newsletter and public meeting announcements. Interested subscribers can sign-up at: <http://bit.ly/RHSModNews>.
- Student involvement and engagement brought up as a key project consideration. PPS BizConnect website reviewed: all major consultants and contractors on bond work will be required to register on BizConnect. Students will be able to access the site and connect with companies to find opportunities for internships and informational interviews.
- Connecting with underrepresented communities discussed, particularly through faith communities and forging personal connections with organizations. Herman Greene, DAG member not in attendance, was recommended as a good contact for vetting these ideas and outreach strategies. He and his wife, Nike Greene, are both well-connected with RHS and St. John's communities.
- A community resource room at RHS is intended to be established for this coming Fall. With computers and wall space, this will be a good place to put project materials and share design progress.
- Discussed the need to reach out to feeder schools, particularly through "Back to School" nights. Materials can be developed to share at these meetings.

V. Meeting Scheduling

- Based on previous meetings: Thursdays from 5:30-7:30 PM determined to be the best time for the group. Saturday action sessions as necessary. Specific dates will be selected and distributed to group.
- Shared stakeholder engagement calendar (*attached*) to indicate intended frequency of DAG and other community meetings. This will be sent out to group.
- Request made that water and fruit/food be provided as meetings will bridge the after work-dinner hour. The project team will work on fulfilling this request.
- A conjoined Roosevelt-Franklin DAG bus tour of newer schools in OR/WA is anticipated for August before school is in session. A Doodle poll will be sent out.
- Discussed need for central repository for shared resource documents (ex. stakeholder schedule, historic assessment) rather than forcing members to rely on their inboxes. Google Docs suggested as one potential option which would also allow the opportunity for collaboration. The project team will look into PPS policies and determine a best practice for sharing documents.

VI. Public & DAG Comment Period

- No additional comments.



Roosevelt Design Advisory Group (DAG)

MEETING #2 AGENDA

FACILITATOR: Sarah Oaks / Debra Pearson - PPS
MEETING DATE: June 13, 2013
RECORD TAKEN BY: Sarah Oaks - PPS

MEETING #: 2
LOCATION: Roosevelt H.S. Heritage Room
DURATION: 5:30 - 7:30 PM

AGENDA

- | | |
|----------------|---|
| 5:30 PM | Introductions <ul style="list-style-type: none">• Name• Affiliation• What is your interest in being on the Roosevelt DAG? |
| 5:45 PM | Meeting Overview <ul style="list-style-type: none">• Roosevelt project summary & status• Recap of last meeting & tonight's agenda• Role of DAG members & group selection/charter |
| 6:00 PM | Process Overview & Terminology <ul style="list-style-type: none">• Presentation on project design phases (<i>handout</i>) |
| 6:10 PM | Topic Brainstorm <ul style="list-style-type: none">• Review proposed topics• Brainstorm additional topics |
| 6:30 PM | Outreach Strategies <ul style="list-style-type: none">• Review outreach strategies presented before• Brainstorm additional communication opportunities & groups• Mailing list & flyers |
| 6:50 PM | Meeting Scheduling <ul style="list-style-type: none">• Consensus on availability for Thursdays @ 5:30 PM• Community stakeholder schedule |
| 7:00 PM | Public Comments |
| 7:10 PM | DAG Comments |
| 7:25 PM | Next Steps |

NOTES

- Meeting record will be posted on the Roosevelt High School bond website at:
<http://pps.net/bond/8494.htm>



ROOSEVELT H.S. DESIGN ADVISORY GROUP

Design & Construction Overview

July 11, 2013

TERMINOLOGY REVIEW



Project Team - The PPS project managers responsible for working between the architects, the contractor, the school and the community. *(Michelle Platter, Sarah Oaks, & supporting District staff)*

Design Team - The architecture & engineering firm responsible for the design and production of documents for construction. They will work closely with Project Team and DAG. *(Firm TBD – 7/24)*

Design Advisory Group (DAG) - Group of representative stakeholders that will assist in identifying and prioritizing design issues. Will help inform the Project Team and Design Team. *(This current body)*

DESIGN PHASES



1. Master Planning (Pre-Design)
2. Schematic Design
3. Design Development
4. Construction Documents



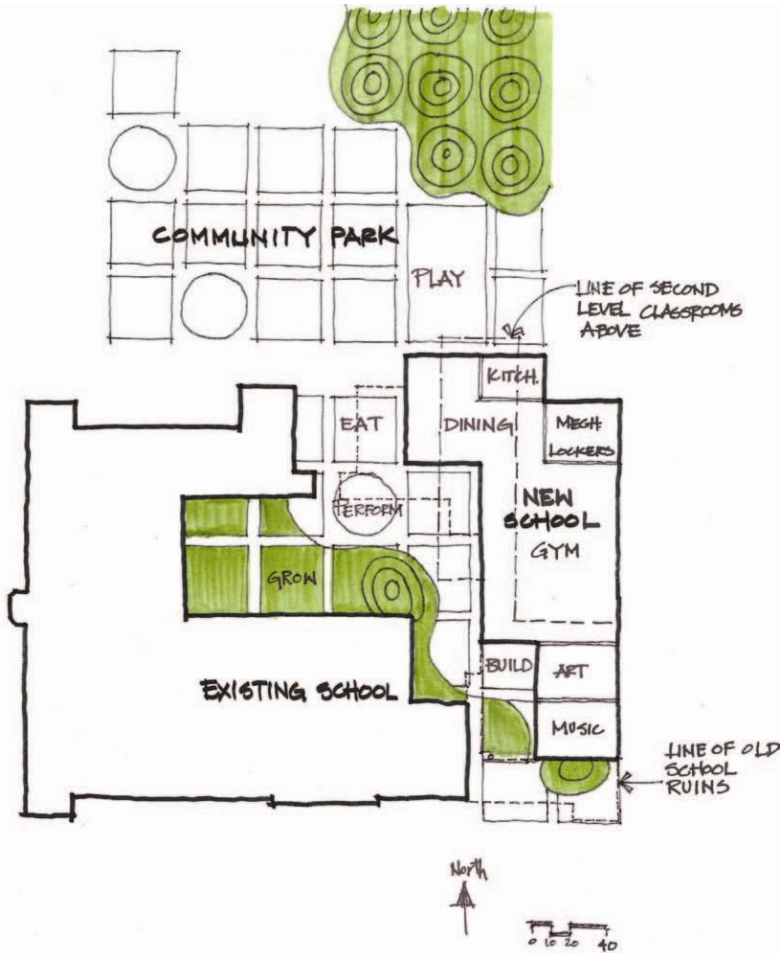
EDUCATIONAL VILLAGE

DESIGN PHASES



**ROOSEVELT
HIGH SCHOOL**

MASTER PLANNING

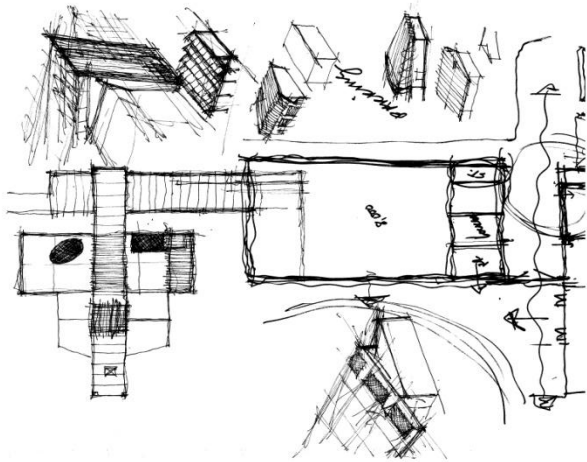


WHAT IS A CHARRETTE?

An intense period of design or planning activity.



SCHEMATIC DESIGN PHASE



WHY PICK AN OLD
 IS OLD WE WANT
 BETTER LIFE, BETTER
 COVERED LIFE, BETTER
 RAMP MATERIALS
 BATHROOMS
 DRINKING FOUNTAIN

2010 SCHOOLS

VERY EXCITING
 HEART FOR THE

WHY DOES IT MATTER
 NADVA
 BUCHENBERG
 CON MY CENTER

SAFETY & SECURITY

WE KNOW SA
 KNOW EVERYONE
 PARENTS

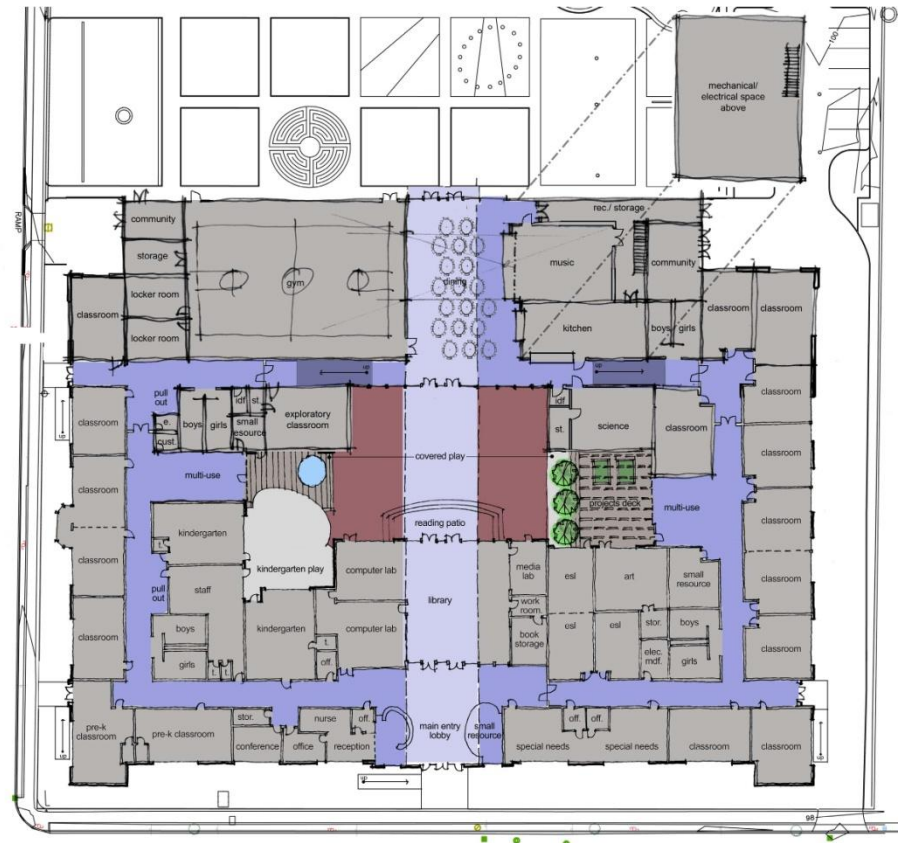
SCORED BOARD
 COGNITIVE
 METRIC
 WE AFFECTION
 PLEASIC GROUNDS
 BERRY PARTIES

30% GENERATION TO GRADUATE
 THE SCHOOL IT YES
 ONLY SCHOOL WEVE KNOWN
 HIGH VOLUNTEERISM
 DEPARTMENTS - PARENT ROOM

THE PARK

HISTORY & HERITAGE

CITY VIS RE



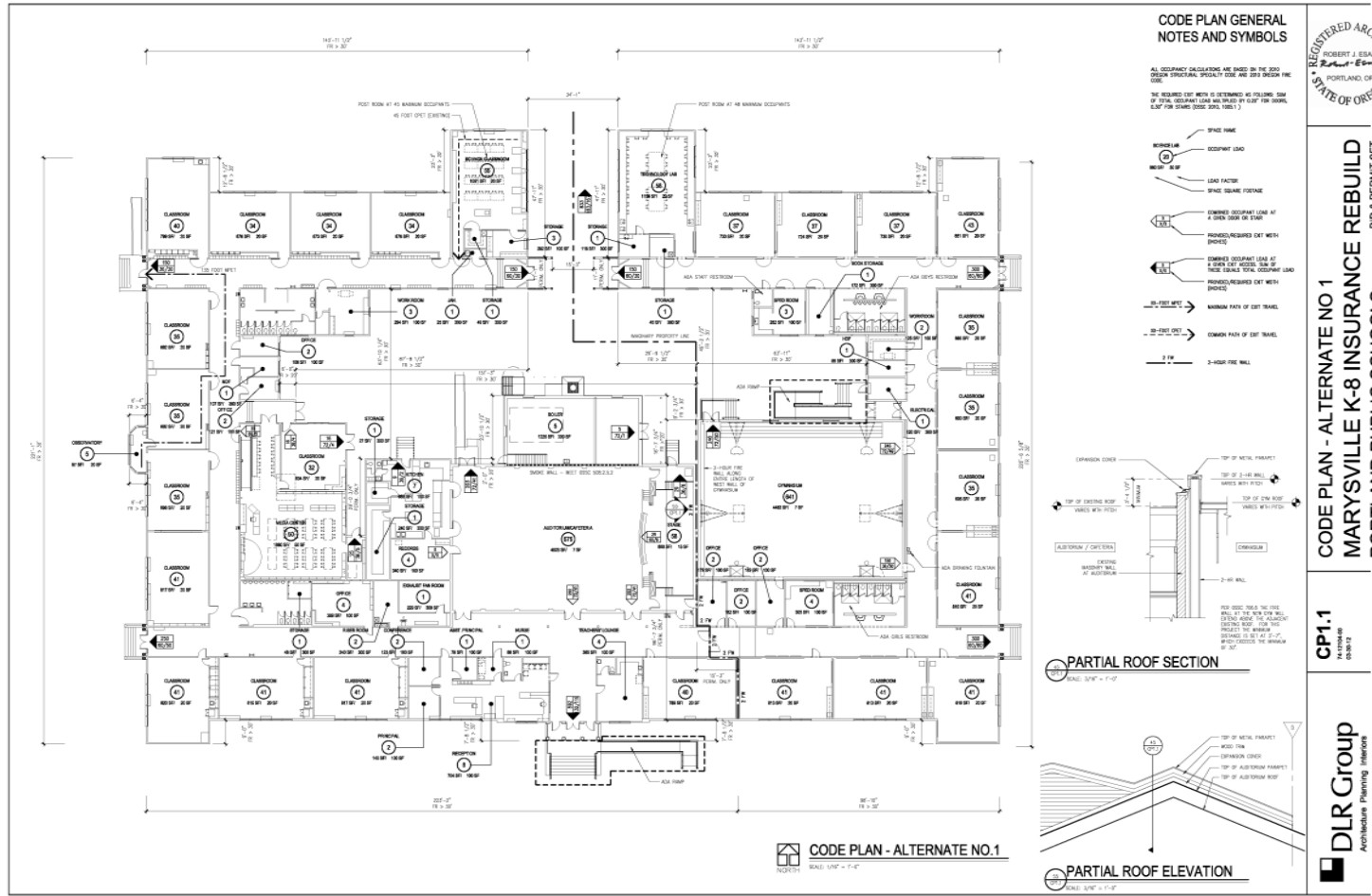
DESIGN DEVELOPMENT PHASE



50% DESIGN DEVELOPMENT color and material concepts



CONSTRUCTION DOCUMENT PHASE



1/20/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100

CONSTRUCTION PHASE



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



ROOSEVELT HIGH SCHOOL

Stakeholder Meeting Plan

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

NOTES

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

KEY

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