

## MEETING RECORD



**PORTLAND PUBLIC SCHOOLS**  
**Office of School Modernization**  
501 North Dixon Street • Portland, OR 97227  
Fax: (503) 916-3253

<b>PROJECT:</b>	Roosevelt HS Modernization	<b>MEETING:</b>	Design Advisory Group (DAG) #1
<b>MEETING DATE:</b>	June 13, 2013	<b>LOCATION:</b>	Roosevelt H.S. Heritage Room
<b>RECORD TAKEN BY:</b>	Sarah Oaks - PPS	<b>DURATION:</b>	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           |
| ✓ 6 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

- Opportunity for members to introduce themselves; roundtable on name, affiliation, and interest in being on the Roosevelt Design Advisory Group (DAG).
- Reminder that meeting #2 will recap much of the content from meeting #1 for benefit of members that could not attend.

### II. Meeting Format & Group Make-Up

- Nomenclature review after member concern that similar terms are confusing.
  - “DAG” or “Design Advisory Group” = Group of public stakeholders formed to discuss and help inform design process.
  - “Design Team” (industry term) = Team of architects/engineers that will develop the design and construction plans.
- Known that all stakeholders may not currently be at the table, DAG members encouraged to evaluate current group make-up and share recommendations for expansion and/or outreach.

- Potential outreach to: college/universities (PCC, University of Portland), adult education, N. Portland industrial.
- Other outreach meetings are intended with stakeholder groups to target students, staff, PTSA, etc., these will run simultaneous to DAG meetings.
  - As representatives of stakeholder groups, the hope is for DAG members to promote/encourage broader public attendance at those outreach meetings
  - DAG members also encouraged to attend other outreach meetings and bring back feedback from community to DAG meetings.
  - PPS will send out these outreach meeting notices to the DAG group to promote their attendance.
- While goals and intent are in place as stated in DAG charter, intention is for the group to be “nimble” and adapt as necessary to changing needs of the design process.
  - Discussion of charter and flexibility/finality of the language. Roosevelt Campus Improvement Committee (RCIC), a group formed out of the Roosevelt HS Alumni Association, has proposed some edits. DAG will receive via email and will review.
- Intent of DAG is 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.
- Tours desired and intended to give group an idea of what has been done and what is possible. Seattle a good example of historic buildings, renewed in an urban setting. This would be an opportunity to connect with the Franklin HS DAG.
- High School Action Team brought up as a group to connect with and share visions.

### **III. Design Process & Phases**

- PowerPoint presentation made outlining design process, project phases, and schedule of Roosevelt project.
  - Request for hand-outs in future for members to take notes.
- DAG involvement intended most heavily through Master Planning and Schematic Design (SD) phases. Project team will transition to working more closely with school in the following Design Development (DD) phase.
- DAG still expected to participate in later phases by helping share developed ideas with community.

### **IV. Topic Brainstorm**

- Agendas are intended to be driven by DAG. Topics were brainstormed for future discussion. These topics will be assigned to future meetings in advance to allow members to prepare for conversation and provide opportunity to invite key stakeholders to those conversations. (Ex. athletics coaches for conversation about grounds and fields)
- Topics were recorded and will be appended at the end of this meeting record.
- Exercise will be repeated at Meeting #2 for members not in attendance, and also to give members at Meeting #1 another opportunity.

**V. Communications & Outreach**

- 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>.
- E-mail currently the best method for most members. “Doodle Poll” was effective for determining best meeting time and will be used for future meetings.
- Request for considering alternate methods of communication for those with/without internet access.
  - Plugs in local papers such, ex. *St. John’s Review*
  - Communication with local business associations
  - Finding regular places to distribute flyers and hard-copy newsletter
  - Opportunity for a project Facebook page
  - Bulletin board at Roosevelt
  - DAG members encouraged to share contacts and ideas for distribution points with the project team

**VI. Scheduling & Meeting Frequency**

- Intention for scheduling and frequency of meetings to be driven by group. Meetings can be weekly, biweekly, or monthly. Opportunity for longer Saturday meetings.
- Desire to plan meetings out well in advance for scheduling purposes. Schedule may need to vary between summer and school year.
- Most members stated preference for weekday meetings on a bi-weekly basis. Scheduled time preference either at beginning of day or end, not middle.
- Saturday meetings an option for action items.
- Many members taking vacations or will be out town during summer.
- Scheduling of next meeting needs to occur soon

**VII. Public & DAG Comment Period**

- Opportunity for members of public in attendance to voice comments. Followed by opportunity for DAG members to add comments and ask questions.
- Q: how will Design Team (architects/engineers) will interface with DAG and factor into public outreach?
  - Design Team, once onboard (late July) will attend DAG meetings, and will help facilitate public outreach through “design charrettes” and other meetings. This will be part of their contract with the District.
- Comment that there should be more outreach to non-English speakers and to “80%” community that do not have students at Roosevelt, specifically to families with high school students who intentionally do not send their students to RHS (Facebook thread on topic referenced).
- Comment that financial partnership opportunities should be explored.
- Comment that Roosevelt project should push equity standard, because, as an initial project, Roosevelt will be standard bearer for other school projects. Subsequent schools will have opportunity to meet and try to surpass RHS. Roosevelt modernization should set the bar very high.
- Comment to group to look into “Finlandia phenomenon.”

## **APPENDIX A: TOPICS BRAINSTORMED AT RHS DAG MEETING #1**

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- Safety, security, and supervision
  - Meeting and gathering places
  - School functionality: mid-construction (phasing) & post-construction
  - Construction outreach and messaging
  - Physical access
  - Light and visibility
  - Movement / Paths of travel
  - School capacity and program size
  - Fine arts
  - Athletics
  - Academics
  - Current impediments to learning (survey put to students/staff?)
  - Social and wrap-around services
  - Accessibility
  - Technology
  - Collaborative learning environments
  - Staff spaces
  - Interactions between staff, students, and services
  - Multipurpose spaces
  - Community uses
  - Partnerships and opportunities
  - Sustainability
  - Alignment with feeder schools
  - Parking and transportation
  - Entry and sense of welcoming
  - Uniqueness of community
  - Heart of School
  - Gardens and grounds
  - College outreach
- Exercise will be repeated at Meeting #2.
- Topics will be assigned to future meetings for discussion.