

# MEETING minutes



Design Team Meeting  
 November 7, 2013  
 project no.: 13113 - Fultonvale Elementary Junior High School Modernization

meeting time: **1:30 pm**  
 location: **Fultonvale School**

- Edmonton Studio
- Red Deer Studio
- Calgary Studio
- Saskatoon Studio

| Distribution | Attending | Name | Representing |
|--------------|-----------|------|--------------|
|--------------|-----------|------|--------------|

**Client Representatives:**

|   |   |                  |   |
|---|---|------------------|---|
| X | X | Basil David      | Director, Elk Island Public Schools                         |
| X | X | Calvin Wait      | Assistant Director, Elk Island Public Schools               |
| X | X | Estella Tong     | Program Co-ordinator, Alberta Infrastructure                |
| X | X | Julie Osborne    | Student Transportation, Elk Island Public Schools           |
| X | X | Judd Mah         | Mechanical Consultant, Williams Engineering                 |
| X | X | Kevin Dieterman  | Landscape Consultant, ISL Engineering                       |
| X | X | Laurel Udell     | Education Manager, Alberta Education                        |
| X | X | Lisa Weder       | Director, Student Transportation, Elk Island Public Schools |
| X | X | MJ Nam           | Principal, Fultonvale School                                |
| X | X | Peter Olynyk     | Project Manager, Alberta Infrastructure                     |
| X | X | Pawel Stefanczyk | Electrical Consultant, Williams Engineering                 |

**Design Team Representatives:**

|   |   |                 |                           |
|---|---|-----------------|---------------------------|
| X | X | Doug Ramsey     | Partner, Group2           |
| X | X | Joylyn Teskey   | Architect, Group2         |
| X | X | Carly Moore     | Intern Architect, Group2  |
| X | X | Allison Leggatt | Interior Designer, Group2 |

**Additional Copies To:**

|   |  |                |  |
|---|--|----------------|--|
| X |  | Bruce Beliveau | Superintendent of Schools, Elk Island SD 14    |
| X |  | John Lovell    | Director, North Region, Alberta Infrastructure |
| X |  | Michael Ediger | Director, North Region, Alberta Education      |

| Item No. | Description | Action |
|----------|-------------|--------|
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- |     |  |  |
|-----|--|--|
| 1.1 | Introductions  |  |
| 1.2 | Meeting Goals <ul style="list-style-type: none"> <li>• To review the preferred schematic design option critically and discuss potential modifications.</li> <li>• To address the current transportation system and brainstorm improvements and growth potential.</li> <li>• The mechanical and electrical consultants were present in order to provide an overview of their assessments and their recommendations going forward.</li> </ul>  |  |
| 1.3 | Strathcona County Partnership Possibility <ul style="list-style-type: none"> <li>• As there is new government administration, the subject of community partnerships is being re-considered. Specifically, the government is interested in partnering on the gym space or the library.</li> <li>• This partnership would allow the school extra square footage that could justify retaining the existing gym as a secondary DPA space.</li> <li>• It was raised that the financial commitment would need to be firm as soon as possible in order to change current deliverables and schedule, as this would require additional design hours.</li> <li>• Should the partnership include the library, it would have to be larger and</li> </ul> |  |

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relocated closer to the new gymnasium. This is to enable the area used after hours by the community to be locked off from the rest of the school for security reasons. As the user groups desire the library to be central, this could potentially compromise the relationship between design and pedagogy.

- It is unknown how additional spaces are maintained and operated. It is likely the County would have to staff them after hours, and as school libraries are not currently funded for librarians, it is possible the County would have to provide a number of support staff to cover the public use.
- The types and genres of books would likely change, as they would need to address the needs of the community, rather than simply the school.
- The preliminary concept is to turn the Olympiate into a 'Millennium Place'
- Should the addition desired be a separate building altogether, the topic of partnerships could be tabled and the current project could move forward independently.

## 1.4

### Landscape and Transportation

The issue lies in the relationship between the parent drop-off and the bus drop-off.

- It is desired to separate the two.
- Parents could drop off their children on the West Side of the school. There is room for 10 cars parked parallel to the sidewalk.
- If the buses line up parallel to the sidewalk, only nine buses can fit. An angled plan can accommodate 22 buses.
- Staff parking is currently located in the West lot. It was discussed whether this could be relocated to the Olympiate parking lot, which is property of Strathcona County. It is rarely occupied by many vehicles during school hours, as there is only a preschool program running in the Olympiate. This must be brought to the County for approval.
- There is not enough room in the project budget to pave the entire front lot.
- The question of lining the buses up in a queue on the road, prior to transferring students, was raised. This could be an issue in the Winter as it leaves less room on the road for the traffic to pass.
- A barrier free bus must be included. This bus must unload parallel to the sidewalk, therefore could be located around the corner on the west side.
- It is very difficult to time the buses in the rural area, which makes scheduling shifts for transferring students improbable.
- Parent drop off requires optimum circulation in order to avoid hazards and speed up the process. It was suggested that they travel in a circular path, arriving passenger side closest to the sidewalk to unload passenger(s), and then use the Olympiate parking lot as an exit.
- There is consideration to make the school a bus transfer station, for cooperative bussing between schools of different districts in the area (catholic schools). This could add more buses. It would be an inter-board initiative and require additional funding, as the project does not have the budget to support it. An estimated \$800 000 would be required from the transportation board, which could be offset by the savings in transportation costs.
- Landscaping of the front area is not advisable if the transfer station were to go ahead in the future. Gravel was suggested as an interim solution,

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however this would simply encourage parents to park there and would still create a hazard.

- Simple visual cues could be used to direct traffic, like grass and lighting. The addition of lighting was also discussed as a means of deterring the public from using the parking lot recreationally after hours.
- The current sidewalk is not wide enough to safely accommodate the children as they transfer onto the busses. They do not queue.
- A two tiered bus plan would require a pedestrian island and a clear crosswalk.
- Should the second row of busses be parallel, it would require less heavy duty paving (10 ft), which would save costs.
- It was decided that the landscape consultant will design with the current needs in mind and leave room for expansion. This is 24 buses and one barrier free bus, for a total of 25 buses. He will also provide the options with costs to address future changes so the client is aware of the financial needs. 15 stalls are required for visitors and 50 stalls are required for staff.
- Bus parking is available for public use after hours.

## 1.5

### Preferred Schematic Design Option in detail

- A few changes have been made in response to the staff feedback:
  - The current music room has been maintained rather than turned into an info services lab. This is in order to keep the drama room and music room separate.
  - The info services lab, now the existing stage space, could be used as a conference room and space for self-directed learning. Due to the lack of windows, it is best that it is not used full time. Glazing can be added from the gathering space to give the room access to light.
  - Due to the information from the structural consultant, the admin space was planned to keep bearing walls in tact as much as possible. This limits the flexibility in that space, but has not been an issue to this point.
- The following clarifications were made while discussing the schematic design:
  - Some form of clerestory windows will be added to address the lack of natural light in the central area (the library in the schematic design).
  - The North and South walls of the library can be opened up with glazing to the rest of the school.
  - The windows will be replaced but the current size and placement will not be changed. New windows that are proportionate to the existing windows will be added where required. High level windows are planned for the existing gym space.
  - The Hazmat report suggests there is asbestos in the concrete block so whenever possible, these will be left intact.
  - Second storey mechanical room will be added above the gym support areas, which also adds additional storage for the gym equipment.
  - The kitchen suites will likely be left in the existing Food and Fashion lab, but updated.
  - A parent conference area is worth having in the admin space, as it is harder in a rural area for the parents to meet elsewhere.

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- The following suggestions for changes to the schematic design were made through the course of discussion:
  - Flip the Physical Education office and the Change Rooms in order for the office to be closest to the corridor.
  - The admin suite requires three stations at the entrance.
  - The time out room should accommodate more than one student. Currently it can hold five.
  - Smaller Breakout Spaces are desired by staff, rather than large blocks. However this is a risk, as larger spaces can be broken down into smaller areas but small spaces cannot be made larger.
  - It was requested to look into adding a Breakout or Storage space in the empty space by the Junior High classrooms. Because there is a ramp here to access the portables, this could be a challenge.
  - The largest opening possible between the drama room and the gathering space is desired. (proscenium)
  - Small rooms can be removed from the music room as they are primarily used for drama storage, which can be provided in the new drama space.
  - Laptop carts are currently stored in the library, but ideally they would be spread over the school – the ramps make it difficult to manoeuvre them from the library. One for each of the classroom divisions (Div 1 and Div 2), one for Info Services and one for the Library would be ideal.
- Once the changes are made, a pdf will be sent to MJ Nam for her markups.

## 1.6 Sprinklering

- The building will not be sprinklered. It is not economical considering the current water condition, and we cannot wait to see if it is improved. If we aren't going to see city water by 2016 then we need to move forward with our plans. Therefore, firewalls will be required according to the Alberta Building Code. Locations tbd, dependent on code review.
- Should the school wish to have the water provided by the County, the School Board is to approach. Group2 meets with County for approval of the plans after the Schematic Design Report is complete, but does not discuss the water.
- The question was raised if the current water is adequate for the school at a 700 student capacity. The Electrical Consultant, Judd Mah, can advise if he were given access to current usage logs.
- It is unclear who manages the pump house and the transfer of water. Basil David will look into this.

## 1.8 Mechanical Consultation re: heating and cooling system options

- There is a concern that the A/C will not be replaced as it is not standard in new schools. Could there be a grandfather clause of some kind?
- Operable windows could help with cooling.
- New systems are not required in the Portables and the new Gymnasium as these are on separate systems.
- Most pragmatic option would be radiant panels placed along the ceiling perimeter. It would feel roughly like the current condition, without the cooling.

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- Displacement Ventilation:
  - Supply air is slightly cooler than ambient and is expelled at floor level. It rises and cools the air.
  - Millwork is required on exterior walls to accommodate the grills on the base. Since many of the windows extend to the floor in the school, it could be more challenging.
  - It is a slower process than forced air and needs more surface area in strategic places.
  - Can feel like a draft if you are seated next to the grills.
  - Cost and energy efficient.
  - Can potentially have a cooling component, as a coil is required for the system to operate. But the cooling would not be as effective as A/C in the Forced Air System, as the cool air hangs at floor level.
  - Can look at Fort Saskatchewan Elementary for an example.
- Forced Air System
  - The air quality is lower than the Displacement option.
  - More expensive as more energy is used.
  - Guidelines still get met.
  - Energy costs of adding cooling are 20% the cost of the unit. It is not advisable to add cooling in later – it will be more expensive.
  - Peter Olynyk to check if Alberta Infrastructure would make an exception because cooling is already in place.
  - Judd Mah could get costs next week if need be.

## 1.9

### Electrical Consultation

- All electrical will be replaced, as it is at the end of its life in 2014. All new electrical, lights and ceilings.
- The new system will be able to support more equipment.
- It was noted that the students use microwaves to heat their lunches in the classrooms. Each one has two microwaves.

## 2.0

### Community Café, November 21<sup>st</sup> 2013

- 5:30 – 7pm
- The intent is to show the design and answer questions, not to look for critique. It's to give the parents a sneak peak at the plan.
- Informal, no formal presentation, more of an "open house" feel.
- The two staff members that were present for the Visioning Session are requested to attend to represent the staff. (Shawn Brzezicki and Larissa Moroziuk)
- For the purpose of the Café, the room names should be changed in order to clarify for the parents, who will not be familiar with Alberta Education terminology.

## 2.1

### Next Steps

- Doug Ramsey to provide order of magnitude costs next week.

These notes are considered to be an accurate account of the meeting. Should any errors or omissions be identified, please advise the undersigned, in writing, prior to the next meeting.

Recorded By: Allison Leggatt, Group2 Architecture Interior Design Ltd.

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DR : AL

Distribution Date: **November 28, 2013**