

# MEETING minutes



Schematic Design Report Meeting

November 21, 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

Distrib on	At tending	Name	Representing
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### 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	Karen Sand	Acting Director, Communications, Elk Island Public Schools
X	X	Laurel Udell	Education Manager, Alberta Education
X	X	Lenie Lucci	Communications, Elk Island Public Schools
X	X	MJ Nam	Principal, Fultonvale School
X	X	Peter Olynyk	Project Manager, Alberta Infrastructure

### Design Team Representatives:

X	X	Doug Ramsey	Partner, Group2
X	X	Anneliese Fris	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
1.1	Introductions	
1.2	Meeting Goals <ul style="list-style-type: none"> <li>• To review the Schematic Design Report.</li> <li>• To discuss specific areas of interest/concern in the document.</li> <li>• To solidify plans for the Community Café, taking place Nov 28, 2013</li> </ul>	
1.3	Schematic Design Report <ul style="list-style-type: none"> <li>• A living document, the report is subject to change.</li> <li>• It defines the option we are moving forward with into the Design Development Phase.</li> </ul>	
1.4	Area allowance <p>An issue was raised with the area allowance specified in the document.</p> <ul style="list-style-type: none"> <li>• Laurel Udell to verify the approval letter.</li> <li>• A document was provided at the Start Up Meeting that outlines the area allowance. This must be confirmed with John Lovell.</li> </ul>	Laurel Udell
1.5	Sprinklering <ul style="list-style-type: none"> <li>• The following conditions would need to be met should the building not be sprinklered throughout:                             <ul style="list-style-type: none"> <li>◦ Firewalls must be in place between the existing CTS and the new Gymnasium, between the Core School and the Modulars, and between the Gathering Space and remainder of the school.</li> </ul> </li> </ul>	

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- The existing firewall that would bisect the new Administration Suite must be augmented to rise above the roof.
- The walls surrounding the new Library and across the corridor would need to have a 45 minute fire rating. These separations would require fire dampers and the classroom doors and sidelights would need to be infilled.
- The Design Team would like to have a cost estimate done to compare this option to installing a sprinkler system:
  - It is possible the cost will be similar or close enough to warrant sprinklering. This would ensure that the design objectives set out at the Visioning Session (ie. access to natural light and the creation of a central Library "hub") would not be compromised.
  - Hoping to have information next week in order to make a final decision.
- The community and the staff are expecting a sprinkler system and will be disappointed if natural light is not able to be brought into the corridors.
- Some desirable pedagogical changes will not be able to be made if the library remains closed.
- Sprinklering is considered a better option by some where life safety is concerned. Though the alternate will still meet code, sprinklering is preferred as it will also save property in the case of fire.

## 1.6 Washrooms

- It is typical to eliminate the doorways to student washrooms for security and supervisory reasons.
- This is not possible with a 45 minute fire rating requirement, so can only happen if the school is sprinklered.
- MJ Nam would like a visual example for the open washroom concept. She is not opposed to open doors, but if there is no significant change in the configuration, it is preferable to leave them closed as is.
- The Janitorial Space adjacent to both existing washrooms is determined necessary for operations and storage (due to the rural location) and ideally should not be removed. Should they be removed, they should be replaced elsewhere.

## 1.8 Student Gathering

- It is suggested that the kitchen be moved to the corner of the existing Stage in order to be adjacent to the new Student Gathering Space. The Stage, which will be the new Information Services Room, could then be used as a community space and alleviate the need for a second conference room in the Administration Suite.
- The kitchen could also be accessible from the Music Room, which would provide the sink access necessary should a Band program be reinstated. The current sink will be removed from the Music Room when the ancillary spaces within the classroom are removed.
- Should the kitchen not be relocated, it should at least be made accessible from the Music Room for future programming.

## 1.9 Ventilation

- Ventilation was raised as a topic for clarification.
- Displacement ventilation is recommended, with air handling units for the existing Stage, Gymnasium and Music Room remaining.

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Group2

- Infrastructure supports updating the cooling system in the school, as it is already in place. This will be discussed with the Mechanical Engineer in the next Design Consultant meeting.
  - There is a strong argument for cooling because the majority of the windows are inoperable, and they are not being updated.
- 2.0 Modular Classrooms
- The new ramps to the Modulares will be 1 in 12, not 1 in 20 as previously discussed.
  - The Modulares will be required to be a certain distance from the school in order to decrease the slope of the ramps. They will not be flush against the existing school, but they will be as close as possible. It is preferable to have a more gradual slope than to have the Modulares butt up to the school.
  - They will remain as close to the school as possible in order to avoid a snow removal issue, and to connect electric and gas.
  - The Modulares will be two feet above the ground (those installed most recently are five feet above ground). The existing screw piles will be used and simply lowered further underground.
- 2.1 Schematic Design
- The Break Out space and the Elementary Science Classroom will be switched in the Preferred Schematic going forward.
- 2.2 Phasing
- The phases as described in the document were reviewed.
  - There are seven phases of construction. This is a work in progress and is subject to change until we break ground.
  - The students will be required to travel outside between the core and the classrooms for one school year.
  - A wooden ramp would be added for accessibility to the Modulares in the interim.
  - The issue of adding a vestibule to the Modulares was raised. This has not been done in the past but could be addressed.
  - K-2 and GOALS will remain inside the core during construction.
  - The Administration Suite will be renovated in the Winter semester of 2016, so will be temporarily relocated during this period.
  - CTS and Food Fashion will each be unavailable for one semester according to the phasing plan. This could be shorter as there is less work being completed in these areas.
  - Timetabling will be completed for removing furniture etc. before demolition. C-cans can be worked into the budget for storage of these items.
  - The majority of site development will be completed during the summer months to avoid traffic issues. Ideally, most of the parking will be retained until this is complete.
  - The Division One Playground could be temporarily relocated and then moved again into place once the new Gymnasium is complete.
  - It is possible to locate the Division One Playground next to the Division Two playground. This will be considered.
  - Currently the Parent Council has begun discussing fundraising initiatives for a new Division One playground to coincide with the modernization (It

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is ten years old, and the Division Two playground is three years old). The possibility of functioning without one in the interim was discussed but it is unfavourable.

- 2.3** Schematic Design Report: Additional comments
- The landscape report is still outstanding.
  - A cost report is expected Monday Nov 25<sup>th</sup>, 2013.
  - Should there be any comments, they should be submitted to Group2 by Tuesday Nov 26<sup>th</sup>, 2013.
  - The report will be forward to MJ Nam after the Community Café to review and decide what content should be placed on the website for the public and community. It was decided that the phasing will be left out until it is finalized. A broad timeline will be put together graphically for the Café instead.
- 2.4** Communications
- Everyone from the Design Committee will be cc'd on all email communication throughout the Design Development phase. If questions arise that require board approval, they will be forwarded to Basil and Cal to forward to the superintendent. Once revisions are made, they will also be forwarded to Basil and Cal to distribute.
  - When changes are made that affect the community, they will be updated via the website.
  - The timeline will consist of windows of time rather than hard dates in order to allow for flexibility.
  - The Communications Liaison for Fultonvale will be present at the Community Café
- 2.5** Community Café, November 28, 2013
- The room names have been updated to clarify the intent for the parents who will be unfamiliar with the Alberta Education terminology.
  - Three boards will be put together: The Site Plan, Goals and Objectives (that came out of the Visioning Session) and the Preferred Schematic Design.
  - The Café will be structured to engage the parents one on one or in small groups. Comments will be encouraged and noted on cards.
  - The Café could be held in the library, as it would be easier to hear each other and field questions.
  - Group2 will source easels, comment cards and pens.
  - MJ Nam and Communications would both like a copy of the boards prior to the Community Café.
  - It is likely the parents will be concerned that the lagoon will not sustain 700 students. This is incorrect and should be put to rest if anyone asks.
  - It is advisable to arrive for the Café at 5pm. It is scheduled from 5:30 to 7:00pm.
- 2.1** Next Steps
- Design Development phase will begin next week with the goal of submitting the Design Development report in one month's time.

Group2

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.

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

DR : AL

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