

Bartlett High School Renewal Project – Phase 1 Meeting Minutes for July 10, 2000

The first program meeting was held on Monday, July 10. We met with representatives of Administration, Business Education, Photography, and Activities.

Attendees

S. Clay Hamilton	337-1990	PE	clayham@gci.net
Don Bladow	243-0887	Tech	dfbladow@alaska.net
Lewis Sears	345-3367	Principal	
Dave Morrone	274-2622	Electric	mbaconsulting@alaska.com
Carolyn Hasbrouck	346-2388	Business	nordic1@gci.net
Craig T. Walker	269-8215	Activities	
Rob Balivet	348-5253	ASD	balivet_rob@xmail.asd.k12.ak.us
Daphne Brown	272-8833	Kumin Associates	dbrown@kumin.alaska.com
Mike Griffith		Kumin Associates	mgriffith@kumin.alaska.com
Catherine Svec		Kumin Associates	
Linda Townsend	333-9231	Dept. Head Voc. Ed.	
Linda Terry	333-8268	Photo	sisyphus@alaska.net

The following items were noted:

Activities Office

- This area to have one office for the assistant principal, one larger office for 2-3 staff & one conference room.
- Presently they have a large roll-down coiling counter door into hallway - works well to prevent congestion, esp. during sports registration
- This is where students sign up for sports/eligibility, office needs space for many files ((3) 4-drawer cabinets)
- Want a lockable closet with safe inside of it (“double-layered safe”) off the AP Activities office
- 2 staff plus 1 student aide work in office at any given time
- 2 computer stations in outside office, plus printer, fax and small copier, (3) 4-drawer plus (3) 3 drawer file cabinets currently used.
- Provide 2 computer outlets on each wall for flexibility
- Conference room as shown is too small. The room is to hold coaches meetings for 6-10 people. Would like teleconference & video conferencing capabilities. (is this in Ed Specs?) - *Question – once the athletic offices by the locker rooms are renovated, would coaches meet there or would this still be preferable location?*
- If there is not enough space for the activities office, AP office, and conference room then the conference room could be deleted and offices enlarged.
- Enter conference room from AP office and from Activities office
- Safe closet accessed from AP office
- AP office: provide wall marker board 6’-7’x10’
Equivalent to (3) 2 drawer file cabinets

desk/work station
high bookcases

- General Comment for this area - where are data/comm./elec closets? Add data room for library/business/office/photo to serve approx. 140 computers
- put consolidated computer closet area central to this area
- Activities currently have large storage (C-110 on current plan) – will this be lost? Storage needs to be near office, used for vending merchandise, graduation supplies, uniforms, t-shirts and sweatshirts, plus many records and files

Business Education

- This area to have four classrooms (3 for business & 1 for marketing), 2 small group rooms & 1 teacher office/workroom.
- Each classroom - minimum 30 computer workstations w/45 drops for each classroom, plus 2 printers and teacher's workspace, and 4 outlets per station
- Requested no access from these classrooms directly into library.
- An additional computer lab to be shared between fine & performing arts to come in next phase
- Place computers in rows so the teacher can see every screen from one location, with teacher's desk in the back
- Business classrooms used for teaching programming, keyboarding, CAD, MS Office
- School store is part of marketing class so needs to be adjacent to marketing classroom
- Current store approx. 200 sf – adequate space but it is inefficiently laid out.
- Need to have sufficient ventilation/cooling systems in computer labs
- There are existing computer labs which are not actual classrooms. They are used by different classes on a sign-up basis - usually occupied full time.
- Marketing room would like computers also, especially to teach accounting
- Accounting needs computer space plus desk space for each student, and table workspace
- Ceiling-mounted video projector hooked up to ethernet access and tied into teacher's computer should be provided in all four classrooms
- Cabinets in rooms: provide base cabinets, countertop, and shelves above with large wardrobe cabinet
- Windows into hallways are preferred, but only if they are high (above line of vision)
- Secure new hallway into activities office and business ed rooms at each end with double doors on hold opens.
- Small group rooms in business to remain.
- Set-up w/school store and marketing classroom: door from classroom into store, access to store/counter from main corridor, provide access into store for workers without going through classroom; need storage space for store
- Provide the following in store:
 - Microwave
 - Soda coolers (by vending outfitters)
 - Water/sink for espresso bar
 - Large cabinet for seasonal displays
 - Cash registers

- Marketing Classroom setup like that of business, with similar equipment
- School display window (currently near marketing) could be located at main entry to school – to be done in next phase.

Photography

- Educational specifications for photo do not provide adequate square footage for digital photography, light studio, and storage. Even if the wet photo studio & darkroom areas were eliminated there is not enough area to teach digital photography. Questions raised by photo/voc ed teachers – why provide inadequate digital space? They also believed State DEED curriculum req'ts would not allow the substitution of digital photography for wet photography. (In subsequent conversations between ASD & State DEED no such req't exists). Other comments questioned why eliminate a successful, self-esteem building course (wet photography) in favor of a program which appeals to a narrower band of students (digital photography). Digital & wet photography teach very different skills and require different aptitudes from students. Rob said he would discuss this issue further with the admin and would provide us with a direction.
- For wet photo need the following:
 - Dry mounting area (12'x12') with cutting mats, presses
 - 4 computers
 - dark closets (3'x3') 2 min., pref. 4
 - cabinet storage
 - resin-coated equipment for drying film (approx. 2x3 machine)
 - light table
 - refrigerator/storage
 - 60 lockers (9" x 12" - 2 banks, 8'long by 1' deep)
- Wet room needs chemically-safe drainage for developing chemicals
- Rob and photo teachers to discuss with Pat McDowell whether or not a wet lab will be installed. This issue needs to be resolved prior to commencing schematic design.
- Digital photography would also require video space. There is not adequate space in present allocation for digital photography.
- Currently there is one digital camera, - would need to provide 35 (big ticket item)

**Bartlett High School Renewal Project – Phase 1
Meeting Minutes for July 11, 2000**

The second program meeting was held on Tuesday, July 11. We met with representatives of Administration & Maintenance. Representatives of the Library and Science did not attend.

Attendees

Aaron Collins	338-5132	Night Custodian Supervisor
Ernest King	338-0429	BPO Head
Dave Morrone	274-2622	Elec. mbaconsulting@alaska.com
Lewis Sears	345-3367	Principal
Elise Huggins	276-2688	Landscape earthscp@alaska.net

Frank Rast	522-1707	Civil	frast@rmconsult.com
Brad Sordahl	274-2622	Mech.	mbaconsulting@alaska.com
Don Bladow	243-0887	Bartlett Mech.	dfbladow@alaska.net
Rob Balivet	348-5253	ASD	balivet_rob@xmail.asd.k12.ak.us
Daphne Brown	Kumin Associates, Inc.		dbrown@kumin.alaska.com
Mike Griffith	Kumin Associates, Inc.		mgriffith@kumin.alaska.com
Catherine Svec	Kumin Associates, Inc.		

The following items were noted:

Maintenance/Custodial

- 2 on staff daytime, 9 - 10 on staff at night
- Currently BPO has small repair shop behind his office
- Space adjacent to proposed activities office is available for maintenance – what do they want to happen in this space – storage, repair shop?
- Building maintenance area at southeast entry is future phase work, possibly space for breakroom & storage for night staff

Site

- Will need to move transformers & data boxes at proposed main entrance & south side of west wing – Dave will check out
- Put bollards w/gate or fence around parking to keep cars from playfields & track
- Will investigate widening entry sidewalk to store snow at edges, Elise worries maintenance might clear entire sidewalk and push snow onto landscaping – will address in design
- Elise thinks heated sidewalks would be good idea here since the existing entrance is pinched and narrow– need to arrange a session with maintenance to discuss
- Presently, staff maintenance will have to rearrange benches and humps behind them (recently put in by students at southeast entry) to make snow removal easier – don't want future/new site furnishings to get in the way of snow removal
- Rob concerned that if parking lot grading works he doesn't want to spend money to repave/regrade – Frank stated they need to look at this during design – if they do recommend repaving they could reuse asphalt as base for new asphalt. Since there will be a lot of new light standards, landscaped areas, etc, there would be a lot of cutting and patching of the existing concrete – in the long run it may be less expensive and less of a maintenance headache to repave the entire lot.
- Geotech tests of parking lot yet to be done
- Start site design in next couple of weeks

General

- Library currently has 3 coiling doors, 2 are boarded up. Presume they will only want one main entrance.
- Lew wants new corridor walls to be masonry – it holds up to abuse better and is less maintenance. Currently they have had to add plywood on top of existing

gypsum wallboard. ASD Maintenance is interested in using lexan/GWB – question though is can the surface still be scratched and damaged? Lew argues CMU holds up best

- Rob mentions that a portion of budget in first phase is for setting up mech. and elec. for future phases
- Will look into possibility of putting in running surface in corridors around library/business classrooms