



MEETING MINUTES

**PROJECT:** Queen Anne Elementary School  
Seattle Public Schools

**PROJECT NO:** 2015917.00

**DATE:** 3 February, 2017

**FILE NAME:** SDAT07\_minutes

**SUBJECT:** SDAT 07 Meeting

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**MEETING DATE:** 8 November 2016

**TIME:** 2:30

**LOCATION:** Queen Anne Elementary School

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**ATTENDEES:**

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The following represents the architect's understanding of discussions held and decisions reached in the meeting. Anyone with amendments to these minutes should notify the author within five (5) days of the minutes date in order to amend as appropriate.

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**ACTION ITEMS**

:: Design team will review design alternatives with District leadership and develop cost models for them.

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ITEM	DISCUSSION	ACTION BY
1.1	JW presented slide show. See attached.	

- 1.2 Discussion with the Design Team and staff about bussing, parent drop off/pick up and the design. There was an opportunity for updates on safety initiatives implemented this year.  
:: GR inquired about the bus capacity, stating there were 4 buses last year and 8 this year. It was explained that, as an option school, QAE draws students from all across Seattle, requiring more buses that are not always at capacity when they arrive. It is GR's opinion that, if QAE were a neighborhood school, fewer buses would be needed and traffic would be reduced.
- 1.3 Jenny Brailey inquired about a staff room. While not in the initial program, the design team is evaluating alternatives that relocate the administration and could include a staff room. Costing for this is forthcoming.  
:: VG is working with District leadership to review updated design schemes that address some of the program deficiencies, without increasing the current project budget. There may be other funding sources that could also be explored with the approval of District leadership.
- 1.4 SDAT had the opportunity to ask questions, provide input, and gain clarity from the design team.
- 1.5 Of the alternatives, the group was positive about the single-story options, as they provided a wide range of learning opportunities with adjacent classrooms.
- 1.6 BV favors the schemes with the central gymnasium.
- 1.7 JR and NB prefer scheme 4 as the interior adjacencies are desirable.  
:: JR has concerns over the central courtyard proposed in Scheme 3; she wants to minimize portions of the site that are not visible from the right of way.