

MEETING MINUTES

PROJECT: Queen Anne Elementary School
Seattle Public Schools

PROJECT NO: 2015917.00

DATE: 13 April 2016

FILE NAME: 160413 (SDAT 04 mins).docx

SUBJECT: School Design Advisory Team (SDAT) Meeting 04 - Goals

MEETING DATE: 24 March 2016 **TIME:** 4:30-6:30

LOCATION: Queen Anne Elementary

ATTENDEES:

X	Joe Bailey -Fogarty	QAES
X	Nancy Buran	QAES, Nutrition
X	Jenny Brailey	Parent
X	Gloria Chambers	Neighbor
X	Julie Colando	QAES
X	Elena Damm	Parent
X	John Leary	Parent
X	Jenny Lee	Parent
	Patty Maxfield	Neighbor
X	Amy Jessee	QAES
X	Megan Palumbo	QAES
X	Ted Panton	Parent
X	Geness Reichert	Neighbor
	Jeffrey Riley	QAES
X	Jeff Rothenberg	QAES, PE teacher
X	Mark Stewart	Parent
X	Vince Gonzales (VG)	SPS
X	David Mount (DM)	Mahlum
X	JoAnn Wilcox (JW)	Mahlum
X	Forest Payne (FP)	Mahlum

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.

CORRECTIONS TO PREVIOUS MEETING

:: n/a

ITEM	DISCUSSION	ACTION BY
4.1	<p>Virtual Tours</p> <ul style="list-style-type: none"> :: JW presented images and plans of five different school examples, and several gym examples :: Baslergasse Elementary in Austria is an example of a stand-alone classroom addition with a central shared learning space shared between four classrooms :: Crow Island Elementary in Illinois is an example of attaching project work space adjacent to each individual classroom :: Booker T Washington in Illinois has shared learning spaces adjacent to three classrooms, but separated from the main circulation corridors :: Wilkes Elementary on Bainbridge Island - JW highlighted the shared learning and small group rooms shared by four classes, and the gym/dining spaces :: Northwood Elementary on Mercer Island - JW highlighted the dining/media center wing with varied dining options and space that can be utilized by the library functions at other times, and the gym with its open circulation and perimeter bleachers and informal stage platform. :: JW shared a slide with three gym examples, two with open circulation and strong connections to the outdoors, and one with a stage proscenium 	
4.2	<p>Report Back - Focus Groups & Integrated Design Workshop</p> <ul style="list-style-type: none"> :: JW and FP shared summaries of the Focus Group meetings when they met with most of the faculty and staff regarding the project, and common desires for improving the school that came out of those meetings :: FP shared a brief summary of the common desires from the Integrated Design Workshop 	
4.3	<p>Report Back - Spectrums</p> <ul style="list-style-type: none"> :: JW shared a graphic representation of the spectrums exercise from SDAT 02, along with responses the student group of 3rd-5th graders had given in an activity JW & FP had facilitated earlier in the day of the SDAT 04 meeting 	
4.4	<p>Goal Setting</p> <ul style="list-style-type: none"> :: JW conducted a goal setting group exercise to narrow down the highest and most important priorities for the project. The Top 5 final selection was narrowed down in SDAT 05 and will be included in those forthcoming minutes. 	
4.5	<p>Adjacencies</p> <ul style="list-style-type: none"> :: JW and FP conducted a bubble-diagramming exercise for three groups to layout desired or ideal adjacencies between program functions, followed by a similar exercise, considering the existing site organization with the two existing buildings. The report back was presented in SDAT 05, and will be included in those minutes. 	