



**Action  
By**            **Item  
No.**

**DESIGN:**

- 3.3    KCBA modified the presentation plans based on issues discussed at the September 23, 2009 meeting and feedback received from the NLSL through September 25, 2009.
- 3.4    KCBA presented the current plan to the NLSL Leadership Team (a copy of the plans is attached to the meeting memorandum). The Team was generally in agreement with the proposed overall layout. Comments included, but were not limited to the following:

**Special Education Classrooms**

- 3.4.1    A single 600 s.f. classroom has been added to each of the third and fourth grade programs. This was accomplished by converting the existing gang toilet rooms on each level to classroom space. The rooms will be full-day use and as such require natural daylight typical to other classroom areas.
- 3.4.2    A 900 s.f. classroom (which can be divided into two 450 s.f. classrooms) has been added to each of the fifth and sixth grade programs.
- 3.4.3    No further comments were received.

**Gymnasium**

- 3.4.4    An operable partition has been shown on the plan as previously requested by the NLSL. Considerations include the following:
- 3.4.4.1    The impact to square footage as the stacked partition will consume valuable floor area.
- 3.4.4.2    Programs that previously interrupted the PE program will have other spaces to consider under the final design including the enclosed cafeteria space.
- 3.4.4.3    The inclusion of the partition will be further discussed during the PE end user meeting.
- 3.4.5    Two options were provided for the Gym proper:
- NLSL    3.4.5.1. Option 1 - Demolish the locker rooms and toilet rooms in their entirety at the west end of the gym. This will provide additional floor space with minimal ceiling height. An additional advantage is that it will allow 618 students to sit cross-legged on the floor with scattered chair seating for 58 teachers.
- NLSL    3.4.5.2 Option 2 – Demolish the same existing programming noted above and replace with boys' and girls' changing rooms, gym office and a SGI. Storage will remain at the current office location. This option will reduce the floor area available for seating. A total of 486 students can sit cross-legged on the floor with scattered chair seating for 58 teachers. This is a minimal increase from the current capacity.



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	3.4.6 Consideration to demolish the stage and proscenium wall was reviewed by KCBA. Two existing columns which must remain would interrupt the floor area. This consideration will be dropped.
KCBA/NLSD	3.4.7 KCBA will forward plan options one and two to Linda for her further review with the staff. The NLSD will provide direction at the next Leadership Team meeting.

**District Administration Office**

KCBA	3.4.8 The NLSD requested that the Business suite be open space without cubicles.
KCBA	3.4.9 Fireproof storage is required.
KCBA	3.4.10 Area of open space to be considered for reduction.
KCBA	3.4.11 The conference room should be enlarged to facilitate 20 people.
NLSD/KCBA	3.4.12 The board room layout including fixed or movable furniture must be further reviewed.
KCBA	3.4.13 Concern for security within DAO, specifically visitors using toilet rooms and having the ability to enter into the office area unattended.

**Other Programming**

KCBA	3.4.14 Elementary Office – Receptionist should have view of visitors approaching office from building exterior.
KCBA	3.4.15 Elementary Office – Principal should have improved view of visitors approaching from building exterior.
	3.4.16 Computer Labs – Two labs are provided (one on each level) plus the media center located in the Library.
KCBA/NLSD/DEI	3.4.17 Data Closets – The number, size and locations will be determined during programming with the IT Department.
DEI/KCBA	3.5 The NLSD provided the parent drop-off count based on their observations between September 9, 2009 and September 30, 2009. DEI will format the information and provide to KCBA for their use.

**PLANCON/APPROVAL PROCESS:**

	3.6 KCBA is in the process of updating the feasibility study. Additional information is required from the NLSD. KCBA met with Greg following the meeting to collect the remaining information.
	3.7 KCBA is in the process of preparing PlanCon Parts A and B. Additional information is required from the NLSD. KCBA met with Greg following the meeting to collect the remaining information.
NLSD	3.8 DEI distributed a copy of the DRAFT Education Specs to the NLSD for review and comment at the September 23, 2009 meeting. Linda will review and provide comments, if any, at the October 7, 2009 Leadership Team meeting.



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| KCBA/DEI/<br>NLSL    | 3.9                 | DEI and the Design Team will attend the October 12, 2009 board meeting seeking approval of PlanCon Parts A and B. This approval is critical in order to maintain the July 2010 commencement of construction. |
| KCBA/NLSL<br>DEI     | 3.10                | A preliminary plan submission to the Slatington Borough shall be planned for October 2009 to inform them of the NLSL plans and schedule.   |

**SCHEDULE:**

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|-------------------|------|--|
| DEI/KCBA/<br>NLSL | 3.11 | The draft milestone schedule will be further reviewed with KCBA upon Board approval of the initial PlanCon submission. KCBA/DEI/NLSL must schedule meetings with PDE, land development submissions and other key dates or meeting times. |
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**BUDGET:**

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|  | 3.12 | DEI will perform an estimate of probable costs at the completion of the schematic design phase. KCBA will further refine the plans, DEI will evaluate and provide a budget update to the NLSL. |
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**INVESTIGATIONS / SITE SURVEYS**

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| KCBA/DEI | 3.13 | Geotechnical investigations will be performed after a schematic plan has been developed by KCBA. DEI will prepare an RFP for geotechnical services and distribute to select firms at such time. This should occur in October 2009.   |
| KCBA/DEI | 3.14 | Environmental investigations will be performed after a schematic plan has been developed by KCBA. DEI will prepare and RFP for environmental service and distribute to select firms at such time. This should occur in October 2009. The NLSL is requested to advise of the firm that prepared their 3-year ACM report and to provide a copy of the report for DEI review. |
| NLSL/DEI | 3.15 | Sub-slab sanitary piping will require further investigations to confirm the existing conditions. DEI will coordinate the efforts with Greg including the list of contractors to seek proposals, scope of work and schedule. The work will also be coordinated with KCBA in the event the MEP engineer wants to witness the investigations.                                 |
| NLSL/DEI | 3.16 | Existing thru-wall flashing conditions should be further investigated to confirm the existing conditions and details. DEI will coordinate the efforts with Greg including the list of contractors to seek proposals, scope of work and schedule. The work will also be coordinated with KCBA in the event they want to witness the investigations.                         |

**MEETINGS:**

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|  | 3.17 | The next meeting is planned for Wednesday, October 7, 2009 at 5:30 p.m. at the NLSL Administration building (Board Room). Subsequent meetings are scheduled as follows: |
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| 3.17.1 | NLSL Board Meeting, Monday, October 12, 2009<br>(approval of PlanCon Parts A/B) | 7:30 p.m. |
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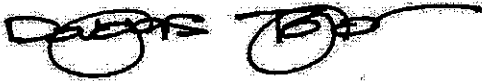


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|  | 3.18 Additional Leadership Team meeting dates should be further discussed at the next meeting. Bi-weekly meetings could be considered after the October 12, 2009 Board meeting. |
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Anyone taking exception to the statements in these Minutes, including omissions, shall notify DEI in writing within three days of receipt.

Respectfully Submitted,  
**D'Huy Engineering, Inc.**



Doug Taylor, Associate AIA, AVS  
Senior Project Manager

**DISTRIBUTION:**

Mike Michaels / NLSD  
Linda Marcincin / NLSD  
Greg Derr / NLSD – Please distribute to Leadership Team  
Jay Clough / KCBA  
Eric Gianelle / KCBA

**ATTACHMENTS:**

Meeting Sign-in Sheet  
Meeting Agenda  
Floor Plans

DST/dak  
29000/Design MM 093009



**D'HUY Engineering, Inc.**

**NORTHERN LEHIGH SCHOOL DISTRICT  
SLATINGTON ELEMENTARY SCHOOL  
ADDITIONS AND RENOVATIONS**

**AGENDA**  
September 30, 2009  
Design Meeting No. 3

1. KCBA review of current design concept/NLSD programming comments
2. NLSD Team reaction and discussion
3. Direction for concept changes/development
4. Impact to preliminary budget
5. Project Schedule update and upcoming meeting dates
  - a. Next Meeting- Wednesday, October 7, 2009 at 5:30 PM
  - b. Survey (Building and Site)
6. PlanCon update
  - a. PlanCon A/B schedule (NLSD info)
  - b. Educational Specifications (needed for PlanCon Part A/B)
  - c. Feasibility study- (needed for PlanCon Part A/B) - NLSD info
  - d. Schedule update (schedule PlanCon meetings with Harrisburg)
  - e. Approval of Education Specifications
7. Existing conditions survey items:
  - a. Sub-slab sanitary lines
  - b. Cavity wall/flashings
8. Upcoming meeting topics
  - a. Project Phasing (Building and Site)
  - b. Precast or steel framed modular classroom construction
9. End User Meetings (October-After PlanCon A/B)
10. New Business



9/30/09

NLSD

SIGN-IN

NAME:

REPRESENTING:

DOUG TAYLOR

D'HUN ENGINEERING INC.

Greg Dem

NLSD - DIR. SS

Steve Remaley

NLSD MAINTENANCE

MIKE MICHAELS

NLSD SUPT.

Edward E. Hartman

School Board

Jack Follweber

School Board

Dan Dingle

School Board

Sherril Molitoris

NLSD Admin Asst.

Sue Bahnick

NLSD - FS Director

Jeff Bachman

NLSD - Technology

LINDA MARCININ

NLSD - SE PRINCIPAL

JOHN HRIBEK

NLSD - Technology

Karen Nicholas

NLSD - Assist. to the Superintendent

Rhonda Frantz

NLSD - Business Office

Nancy Behrig

NLSD - BUSINESS OFFICE

Chip Klocek

Resident

Gary Sedoreha

Resident

Kristie Borger

NLSD - reading specialist

Gail Lafferty

NLSD - Intervention Coordinator

Jennifer Betz

NLSD - SE/PE teacher

Suzanne Mengel

NLSD - Guidance

Michele Dotta

NLSD

Sharon Williams

NLSD Elementary Librarian

ERIC GIANELLE

KCBA ARCHITECTS

MIKE KELLY

KCBA ARCHITECTS