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DESIGN:

- 4.3 KCBA modified the presentation plans based on issues discussed at the September 30, 2009 meeting and feedback received from the NLSD through October 7, 2009. KCBA presented the current plan to the NLSD 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

- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 No further comments were received.

Gymnasium

- 4.3.4 An operable partition has been shown on the plan as previously requested by the NLSD. Further discussions determined the following:
- 4.3.4.1 The impact to square footage as the stacked partition will consume valuable floor area.
- 4.3.4.2 The NLSD Leadership Team approved the open floor area concept and as such the design shall reflect the following:
- 4.3.4.2.1 Demolish the existing toilet/changing areas at the west end and provide an operable partition at the face of the existing columns which will create an additional teaching space for PE or can serve as another LGI when the PE class is not in session.
- 4.3.4.2.2 The open floor space (w/LGI partition open) will allow 618 students to sit cross-legged on the floor with scattered chair seating for 58 teachers.
- 4.3.4.2.3 The LGI (w/partition closed) will provide a space of approximately 1100 s.f. which will seat approximately 40 students.
- 4.3.4.2.4 No partition will be provided in the gym proper. The Leadership Team was in agreement.

District Administration Office

- 4.3.5 The Business suite has been modified to open space without cubicles as per the NLSD request.
- 4.3.6 Fireproof storage is required, built-in or furniture TBD.
- 4.3.7 Area of open space has been reduced.
- 4.3.8 The conference room has been enlarged to facilitate up to 16 people.



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- 4.3.9 The board room layout including fixed or movable furniture must be further reviewed (to be addressed at end-user meetings).
- 4.3.10 Previous concern was mentioned for security within the DAO, specifically visitors using toilet rooms and having the ability to enter into the office area unattended. KCBA has moved the toilet rooms to the public lobby and added two single toilets in the DAO proper.

Other Programming

- 4.3.11 Elementary Office – Secure entry vestibule reviewed.
- 4.3.12 Elementary Office – Health suite with toilet room reviewed.
- 4.3.13 Computer Labs – A single large lab is provided on the second level with connected A/V storage and TV studio.
- 4.3.14 Music rooms – NLSD requested a music area that can facilitate 90 students during after-school activities. KCBA has provided a 900 s.f. choral room and an 1100 s.f. instrument room with an operable partition. When opened, a 2000 s.f. room will provide the requested square footage to facilitate 90 students.
- 4.4 DEI forwarded the student drop-off information to KCBA for their use.

PLANCON/APPROVAL PROCESS:

- | | | |
|---------------------------|-----|---|
| NLSD | 4.5 | KCBA has updated the feasibility study. The study was distributed and presented at the meeting. A copy will be included in the October 12, 2009 Board packet. |
| NLSD | 4.6 | KCBA has prepared PlanCon Parts A and B. The form was distributed and presented at the meeting. A copy will be included in the October 12, 2009 Board packet. |
| NLSD | 4.7 | DEI distributed a copy of the DRAFT Education Specs to the NLSD for review and comment at the September 23, 2009 meeting. Linda approved the information at the October 7, 2009 meeting. NLSD will print the information on NLSD letterhead for inclusion in the October 12, 2009 Board packet. |
| KCBA/DEI/
NLSD | 4.8 | 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/NLSD
DEI | 4.9 | A preliminary plan submission to the Slatington Borough shall be planned for October 2009 to inform them of the NLSD plans and schedule. |

SCHEDULE:

- | | | |
|---------------------------|------|--|
| DEI/KCBA/
NLSD | 4.10 | The draft milestone schedule will be further reviewed with KCBA upon Board approval of the initial PlanCon submission. DEI has scheduled a tentative meeting with the PDE in Harrisburg to review PlanCon Parts A and B submission pending the October 12, 2009 approval. The meeting date and time is Thursday, October 29, 2009 at 9:00 a.m. |
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BUDGET:

- 4.11 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 NLSLSD. DEI and KCBA are scheduled to meet on Tuesday, October 13, 2009 to further review the schematic scope of work.
- 4.12 The PlanCon Part A form reflects a total project budget of \$19,927,708; however the total project funding available is \$20,000,000.

INVESTIGATIONS / SITE SURVEYS

- KCBA/DEI** 4.13 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 is requested to identify boring and test pit locations for DEI attachment to the RFP.
- KCBA/DEI
NLSLSD** 4.14 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 NLSLSD 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.
- NLSLSD/DEI** 4.15 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. DEI will further address this work the week of October 12, 2009.
- NLSLSD/DEI** 4.16 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. DEI will further address this work the week of October 12, 2009.
- 4.17 Precast or prefabricated modular classroom construction can be further evaluated upon the approval of PlanCon Parts A and B.

MEETINGS:

- 4.18 The next Leadership Team meeting must be scheduled pending approval of the PlanCon Parts A and B on October 12, 2009. Future Leadership Team meetings should be scheduled bi-weekly on Wednesdays. The NLSLSD is requested to provide dates and time through March 2010.
- 4.18.1 NLSLSD Board Meeting, Monday, October 12, 2009 at 7:30 p.m.
(approval of PlanCon Parts A/B) at the Lehigh Career Technical Institute.



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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



OCT 7, 2009

SIGN-IN

NLSD
DET PROJ. NO.
29000

NAME:

REPRESENTING:

DOUG TAYLOR

DHV ENG. INC.

MIKE KELLY

KCBA

JAY CLOUGH

KCBA

JACK FOLLWEHR

School board

Edward E. Hartman

School board

M.W. Michaels

Supt of Schools

Jeremy Melber

Business Administrator

X Don Doyle

School Board

Gregory Williams

School Board

Sue Bahruck

NLSD - Food Service

Jeff Bachman

NLSD - Technology

Shreei Molitoris

NLSD - Admin Asst. to Superintendent

Greg Dett

NLSD - Btg

LINDA MARCINIAC

NLSD - SE

JOHN HERZUK

NLSD - Technology

Jennifer Butz

NLSD - PE/SE

Rich Klocek

Resident

Christine Stafford

Resident

Garys Frederike

Taxpayer (Resident)

Sharon Williams

NLSD Elementary Librarian

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

AGENDA
October 7, 2009
Design Meeting No. 4

1. KCBA review of current design concept/NLSD programming comments
 - a. Special Education Classrooms
 - b. Gymnasium
 - c. District Administration Office
 - d. Elementary Office
2. NLSD Team reaction and discussion
3. Direction for concept changes/development
4. Impact to preliminary budget
 - a. Updated building and site plans from KCBA
 - b. PDE PlanCon forms
5. Project Schedule update and upcoming meeting dates
 - a. Next Meeting- Monday, October 12, 2009 at 7:30 PM
 - b. Next Leadership meeting date and frequency?
6. PlanCon update
 - a. PlanCon A/B schedule (NLSD info?)
 - b. Feasibility study- (needed for PlanCon Part A/B) - NLSD info?
 - c. Plancon Part A/B scheduled with PDE pending NLSD approval
 - d. Approval of Education Specifications
7. Existing conditions survey items:
 - a. Sub-slab sanitary lines (NLSD preferred contractor?)
 - b. Cavity wall/flashings (NLSD preferred contractor?)
8. Upcoming meeting topics
 - a. Project Phasing (Building and Site)
 - b. Precast or steel framed modular classroom construction
9. Upcoming investigations/activities:
 - a. End User meetings (October-After PlanCon A/B)
 - b. Preliminary plan submission to Slatington Borough
 - c. Geotechnical investigations
 - d. Environmental investigations (3-year ACM report)
10. New Business

