

CAPE ELIZABETH SCHOOLS CONSTRUCTION
Building Oversight Subcommittee – Building Concept Design
Meeting [Zoom Link](#)

Purpose:

Provide governance to the design team on the design considerations for the new Pond Cove Elementary and Cape Elizabeth Middle School buildings during the Conceptual Design process. Our mission is to provide a high quality education in the 21st Century. Our deliberation and direction will result in the design of schools that reflect the community, respond to stakeholder needs, and, most importantly, meet the unique needs of Cape Elizabeth students in preparing them for success in the 21st Century.

Strategic Plan Goals:

Health and Well-Being

Our schools will provide a supportive learning environment in which physical, social, and emotional well-being are valued and promoted.

Global Competency

Our students will be personally responsible, aware, empathetic, and engaged local and global citizens.

Multiple Pathways and Definitions of Success

Our schools will value, promote, and celebrate multiple pathways and definitions of success.

Safe, Sustainable, and Effective Facilities

Our schools will be safe and effective facilities. They will be updated and maintained to meet the needs of students and staff in accordance with long-term financial planning.

Environmental Responsibility

The school department will prioritize environmental responsibility, including stewardship and sustainability.

Meetings

[16 November, 2021 6:00 – 7:30pm](#)

[December 2, 2021 6:30 - 8:00](#)

[December 15th - 6:30](#)

[January 5th - 6:30](#)

January 20th - 6:30

Documents

[MDOE Educational Specifications](#)

[Ed Specs Workbook](#)

[CESD Strategic Plan Goals School Design Cmt](#)

AGENDA - January 5, 2021

In Attendance:

Review of Agenda

Process and Action Items

- Ed Spec Review (30 m)
 - [Notes on Ed Spec Review](#)

- Julia walked the group through the overarching questions in the Ed Specs workbook, connecting the work topics the group has focused on to date to each question. As members provide responses to these questions, the information will be used to draft the final report. This report will be the final deliverable product. articulating the goals and recommendations of the project, which will go to the School Board and Town Council in February and March respectively. Our co-created documents will become supportive evidence within the report.
- A Task force made up of 4-5 people will write the report, incorporating the information derived from our discussions and workgroups. Volunteers were recruited.
- Breakout groups will focus on the questions in the Ed Specs at the January 20th meeting. This will help in finalizing the report and will be used as an appendix.
-
- **Review Sustainability/ Material feedback (in work groups) (30 m)**
 - Room 1 - It's important to consider the lifetime impact: how will these buildings be able to accommodate systems in the future? Example: photovoltaic panels and load. What type of tile will best be maintained for the level of usage? Consider the level of accessibility by the community outside of school hours and calendar. Make deliberate connections to nature, in and out of the building. Make sure there is lighting control - flexibility to adjust. Overall, make sure the building is "future-proof."
 - Room 2 - The challenge will be balancing the vision with the costs. Which things are priority? Make sure there is connection to the Town's goals. Ex. photovoltaics can support the broader vision to meet the Town's energy needs. Also, are certifications important to attain or is it ok to meet the standards of some certifications without the cost of certifying?
- **Workshop Intro - Review Alignment w/ Ed Spec/ Strategic Plan (15 m)**
 - [Slide Show](#)
- **Breakout Workgroups (30 m)**
 - ***Building Systems: MEP (Mechanical/Electrical/Plumbing), Structural, Security/Safety (building and site) (white board)***
 - The Design team is using the information from our discussions and the discussions with stakeholder groups, and balancing the costs in the final design recommendations.

Next Steps / Tasks ahead

- [Ed specs](#) - *Record your responses (minimally two questions)*
- ***Final Report Task force membership - date to be determined***
- ***Draft subcommittee recommendations***
- ***Review design progress updates (to be distributed)***

Next Meeting - January 20th 6:30

AGENDA & MINUTES - December 15, 2021

In Attendance: Melissa Bam, Lindsay Barrett, Troy Eastman (co-chair), James Hebert (design team), Ezra Gabrielson, Steve Hoffman (design team), Jason Manjourides, Michelle McClellan (co-chair), Per Noreus, Stephen Price, Rachel Sheskey, Jenn Grymek, Kimberly Chouinard, Oliver Ames, Christopher Kleeman, Derek Converse, Amanda Marsden

Review of Agenda

Process and Action Items

Workgroups: Review Programming feedback (in work groups) – (30 m)

- Reporting Out (together) (15m)

- Room #3 - Discussed Cafeteria functions - efficiency, inviting, fostering community, managing deliveries, multi-use - small gatherings, 1 kitchen that can accommodate reasonable lunch schedules for both schools.
- Room #1 - Community spaces - accessible to outside while maintaining security. Nurse, front offices for both schools could be close to each other. Clear, distinct, identifiable entrances for both schools. Band room acoustics so as not to disturb other classrooms. Teacher offices - workroom style. Multiple playgrounds, distinct to MS & PC. Bathrooms in K & 1st grade classrooms. PreK near Kindergarten. Common area for each grade level. Avoid traffic bottlenecks. Classrooms in PC won't have the same need for equipment and accommodations as classrooms in MS.
- Room #2 - Use software to place rooms, develop traffic flow. Two playground areas. Outdoor learning space separate from playground. Storage and plenty of it! Isolate classrooms from traffic flow. Incorporate SPED services - not isolate. Integrate SPED needs, anticipate needs of the future. Space intentionally designated for support staff, Ed Techs.
- Send any other ideas you might have to Michelle - she'll forward to the Design Team.

- Workshop Intro; Review Alignment w/ Ed Spec / Strategic Plan (15m)

[Slide Show](#)

- As you work on responses to the questions in the Ed Specs, you can write in the document - please identify yourself.
- If you prefer, you may record your responses on a separate document and send to Michelle. She'll share with the Design Team.
- Our collective responses will be articulated in our final report to the Building Oversight Committee in February.

- Breakout Workgroups: *Materials and Finishes, Sustainability/Performance Goals and Certification targets* (white board) (30 minutes)

- Each group rated the priorities in the categories of [Materials & Finishes and Sustainability/Performance Goals](#).
- The Design Team will summarize the responses and send out to the group in the next week.
- We'll go over this at our next meeting.

Next Steps / Tasks ahead

Vote for images; cont. ed spec work; review design program progress update

Next Meeting - January 5th 6:30

AGENDA & MINUTES - December 2, 2021

In Attendance: Melissa Bam, Lindsay Barrett, Derek Converse, Troy Eastman (co-chair), James Hebert (design team), Steve Hoffman (design team), Jason Manjourides, Michelle McClellan (co-chair), Per Noreus, Stephen Price, Caitlin Ramsey, Rachel Sheskey, John Springer, Julia Tate (design team), Erin Taylor, Angela Meyer, Jenn Grymek, DJ Nelson, Julie Merriam, Kimberly Chouinard,

Process and Action Items

- Progress update from Site Location Subcommittee / Fiscal / Public Outreach
- Review precedent images of 21st Century School Design -
 - Images received from members of the committee and Design Team were reviewed - [Precedent Images Slide Deck](#)
 - Committee members discussed design features demonstrated in the images that they liked and/or didn't like.

- Questions related to Education Specifications work
 - This will be ongoing and will map to our working sessions, but to be completed by group for inclusion in final report for Bond: Early February (TBD)
 - The work will be organized in four sections: Teaching Curriculum & Programs, Groupings & Adjacencies, Facility Personalization, More-Than-A-School

Activity

- Workshop Intro: Review Alignment w/ Ed Spec / Strategic Plan -
 - [Ed Specs Notes Document](#)
- Breakout Workgroups: Programming and Organization Working Session (white board)
 - Three small groups reviewed the building organization, providing feedback as to placement of spaces and how to efficiently utilize shared spaces for multiple purposes.
 - [Programming & Organization of Space work group notes](#)

Next Steps / Tasks ahead /

- *Review and respond to Program Diagram (to be forwarded by week's end)*
- *Begin responding to the first two sections in the Ed Spec Document. We'll be doing this work together in each coming meeting.*

Next Meeting - December 15th 6:30

AGENDA & MINUTES - November 16, 2021

In Attendance: Oliver Ames, Melissa Bam, Lindsay Barrett, Derek Converse, Troy Eastman (co-chair), Ezra Gabrielson, James Hebert (design team), Steve Hoffman (design team), Chris Kleeman, Jason Manjourides, Amanda Marsden, Michelle McClellan (co-chair), Per Noreus, Stephen Price, Caitlin Ramsey, Rachel Sheskey, John Springer, Julia Tate (design team), Erin Taylor, Julie Merriam,

Review Process and Action Items:

- Review schedule overview to anticipate sequencing and identify milestone targets.
- Review expectations on deliverables for the Conceptual Design phase and referendum support package
 - *Design narrative*
 - *Plan diagrams*
 - *Massing*
 - *Precedents*
 - *Budget*
- Design components; how to be an effective working group?
 - *Programming layout*
 - *Equipment and Systems/Performance*
 - *Materials and Finishes,*
 - *Security*
- Outline feedback process and synthesis for integrated design:
 - *Stakeholder interviews vs. workshops vs. committee review*
- Establish meeting frequency and duration preferences
 - *A Doodle form will go out to the members to determine meeting dates.*
- Review cross-subcommittee coordination needs
- Develop consensus on form definition: 'K-8' vs. one building; two school
 - *While this is one building project, the consensus is we are designing for two schools: Pond Cove Elementary and Cape Elizabeth Middle School. The schools will retain their separate identities while sharing systems and some spaces to support efficiencies in a single building envelope. Discussion and decisions to address school grade spans (e. K-4, 5-8) will come later in the design process.*
- Introduce framework of *Education Specification* and *MDOE Guidelines* as baseline
 - The MDOE Ed Specs will guide the development of the design narrative. The committee will use this document as a workbook to address components of the design for the final report.*

Identify Strategic Plan Goals:

- What features will we experience in our new schools that exemplify the community's District Strategic Plan Goals?

Health and Well-Being

Our schools will provide a supportive learning environment in which physical, social, and emotional well-being are valued and promoted.

Global Competency

Our students will be personally responsible, aware, empathetic, and engaged local and global citizens.

Multiple Pathways and Definitions of Success

Our schools will value, promote, and celebrate multiple pathways and definitions of success.

Safe, Sustainable, and Effective Facilities

Our schools will be safe and effective facilities. They will be updated and maintained to meet the needs of students and staff in accordance with long-term financial planning.

Environmental Responsibility

The school department will prioritize environmental responsibility, including stewardship and sustainability.

Break out groups envisioned what a 21st Century School would look like through the lens of our Strategic Plan goals. [CESD Strategic Plan Goals School Design Cmt](#)

Next Steps: Please complete the following prior to the next meeting.

- What do these Strategic Plan Goals look like in a 21st Century School? Committee members are asked to find images of design features to consider in our development process. Images should be sent to Michelle McClellan through whatever format is easiest.
- Review Education Specification Questions for discussion at the next meeting.

Next Meeting: December 1st 6:30 Zoom
