

MEETING MEMORANDUM

ATTENDEES	Josh Tuch, DCPS (facilitator)	SIT Team representatives (see sign in sheet)
	Sarah Hasselmann, DGS	
	Adnan Mamoon, DGS	
	Jonathan Harden, DGS	
	Frank Lefler, MCN Build	
	Elena Bell, Watkins ES (Principal)	
	Vanessa Drumm, Watkins ES (Assistant Principal)	
	Sean O'Donnell, Perkins Eastman DC	
	Peter James, Perkins Eastman DC	
	Marshella Wallace, DPR	
	Dietrich Williams, DPR	

PREPARED BY Perkins Eastman DC

LOCATION Watkins Elementary School - Library

MTG DATE February 17, 2016

RE Watkins Elementary School Modernization: SIT Meeting

ISSUES DISCUSSED:

The purpose of the meeting was for DGS to provide updates on the current progress. The following issues were discussed:

- I. Introduction of the Design-Build, MCN Build
 - A. MCN Build has been selected as the general contractor for the project (including Watkins modernization and the swing space at Eliot-Hine)
 - B. MCN is working on a preliminary cost estimate for the project, expected in early March
 - C. DGS confirmed that MCN and Perkins Eastman DC have a successful track record working together on DC school projects

- D. DGS indicated that the Watkins project is on track according to internal and architect cost estimates, and significant reductions in scope are not anticipated. Pending builder cost estimate will provide more information.

II. Working Groups Update

- A. Transportation survey has received 35+ responses. Survey will be open until end of the month

III. Swing Space at Eliot-Hine Campus 2016-17 School Year

- A. Perkins Eastman reviewed the proposed plans for swing space at Eliot-Hine during the 2016-17 school year. SIT feedback from January 14, 2016 meeting was incorporated into the updated plans. The following principles are reflected in the updated swing space plans:
 - 1. Separation of school programs, reducing student population crossover wherever possible
 - 2. Grade clusters for Watkins (classrooms in close proximity to one another)
 - 3. Administration and specials at the “heart” of the building on the first floor and around the multipurpose space
 - 4. Efficient use of the existing building
 - 5. Being “good neighbors” to Eliot-Hine
- B. The plans have been reviewed by Principals Bell (Watkins) and Young (Eliot-Hine). Eliot-Hine community will review swing space plans on March 1.
- C. SIT feedback on updated swing space plans:
 - 1. No major objections to program distribution and layout
 - 2. Options for playground locations and equipment should be explored
 - a. DGS responded that existing Watkins playground equipment cannot be moved to Eliot-Hine as this would invalidate the equipment warranties
 - 3. Drop-off and pick-up logistics need to be considered, including sidewalk/stripping for students walking from 17th Place to Watkins front entrance
 - 4. Watkins parking should be provided
 - a. Eliot-Hine staff will continue to use existing parking lot. Parking is available on Constitution Avenue for Watkins staff. DCPS is investigating if RFK stadium parking lot is an option for the swing year.
 - 5. DGS internal estimate for cost of swing space project is \$2–2.5M, including moving costs. Existing Watkins furniture will be moved to Eliot-Hine.
 - 6. The move will happen in mid-June immediately after the school year ends. DGS will hold meeting in May with Watkins staff to go over packing/move logistics

IV. Project Display Boards for PTA / Community

1. Two large display boards have been created to describe the modernization project and help get parents and the community excited about it
 - a. Boards will be printed and displayed at Watkins during PTA meeting on February 24, 2016
 - b. SIT feedback on boards:
 - 1) Top 10 amenities are good
 - 2) Improve legibility and clarity of floor plans
 - 3) Remove red dashed lines on site plan indicating full-size gym boundaries
 - 4) Facades/elevations are still being worked on – not ready to be shown. A third board showing facades could be produced later in the spring.
 - c. SIT requested that swing space project board also be created for the PTA meeting. Project team will create an additional board for this purpose

V. SIT Feedback on Watkins Design

- A. SIT asked whether information it provided on outdoor equipment storage for garden and garden layout and bed count has been incorporated into the design
 1. Design team confirmed receipt of information and will incorporate into next revision of project

VI. DPR Pool & Community Programs

- A. SIT asked DPR to obtain utilization rate for pool and DGS to obtain cost estimate for pool modernization
 1. DPR responded that utilization rate has been requested
 2. Information collected at Feb. 15, 2015 community meeting regarding desired community recreation amenities was distributed
- B. DPR confirmed that if aftercare and/or other DPR programs are provided at Eliot-Hine, they will be open to entire community and not only Watkins students.

VII. Miscellaneous

- A. Principal Bell has asked DCPS about staggered start times to allow Watkins students to arrive before Eliot-Hine parking lot is full and to avoid overlap with Eliot-Hine students arriving at school
- B. Once swing space plan is finalized, Bell to coordinate after-school scheduling
- C. SIT asked whether Watkins enrollment will be frozen
 1. DCPS has responded that enrollment will not be frozen
- D. SIT suggested that a representative of Peabody parent working group should be included in discussion on recruiting families to commit to Eliot-Hine swing year

VIII. Next Community Meeting: PTA Meeting Tuesday, February 24

IX. Next SIT Meeting: March 24, 2016

A. Agenda:

1. Review builder input on design
2. Design update on building elevations/facades
3. Swing space update

The above represents PEDC's understanding of the items discussed and conclusions reached. If any exceptions are taken to the above, please notify the writer within ten days of the issue date of these meeting notes. Should no exceptions be noted, this document shall serve as a record of the project development and decisions rendered.

Submitted by: Peter James, PEDC

cc: Sean O'Donnell, PEDC
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