

Meeting Minutes

MEETING: Banks SD Design Committee – Meeting Number 1 – Kickoff

PROJECT: Banks SD 2024 Bond

DATE: March 4, 2025

Attendees:

	Community Members		Students
X	Kevin Magwood	X	Mark Anunsen
X	Nicole Woods	X	Elliot Bogroff
X	Elinore Turra	X	Skylar Dunthorn
X	Walt Kennedy	X	Brooklyn Evans
X	Joshua Smith	X	Bo Harris
X	Omi Strauser	X	Rachel Kelly
X	Robert Hammett	X	Todd Kelly
X	Steve Lyda	X	Fisher King
X	Tamara King	X	Brooklyn Lamb
	Staff	X	Caplin Lipscomb
X	Kevin Magwood	X	Mark Anunsen
X	Nicole Woods	X	Elliot Bogroff
X	Ben Buchanan	X	Skylar Dunthorn
X	Denna Lowe		
X	Patrick Oakes		BRIC Design Team
X	Kristina Passadore	X	Dan Hess – BRIC Principal in charge
X	Jacob Pence	X	Marc Nordeen – BRIC Principal Designer
X	Randy Rice		Julie Condon – BRIC Project Manager
X	Lee Tintary	X	Beth Cantrell - BRIC
X	Amber Wickstrom	X	Peter Cilek - BRIC
X	Loni Wren	X	Thea Wayburn - BRIC
X	Tony Richeson		

Below are the Meeting minutes from the meeting Tuesday, March 4, 2025:

Introduction to the Project

- Dan Hess introduced BRIC design team members
- Dan Hess discussed overall timeline of project
 - Design Committee meetings during schematic design phase of project
- Dan Hess presented the roles and responsibilities of the design team to provide ideas and input throughout the schematic design process
- Marc Nordeen and Dan Hess presented the 20 year master plan

- New high school addition and aux gym (included in this bond)
- Future high school additions

Small Group Exercise – Preferred relationship between program spaces

- Dan Hess and Marc Nordean introduced the small group exercise
 - Design Committee divided into (5) table groups with students, teachers and staff, and community members at each table
 - Each table group arranged major program space pieces for the new 2 story high school addition on the site background and discussed their preferred relationship between program spaces, considering the different perspectives of students, teachers and staff, and community members
- Each table group shared their ideas with the overall design committee
 - Refer attached table group sharing notes

Next Steps:

- BRIC to incorporate the design committee's ideas into some concept diagrams to share at the next design committee meeting

These meeting notes are a record. If there are any errors and/or omissions in the foregoing notes, please advise our office immediately; otherwise, these notes will be considered correct and complete as written.

Submitted by

Beth Cantrell
BRIC Architecture, Inc.

Attachments:

- Design Committee Meeting No.1 Presentation (16 Pages)
- Small Group Exercise - Table Group Sharing Notes (7 Pages)



Banks School District

Design Committee Meeting 1

March 4th, 2025

Agenda (3:15pm – 4:45pm)

1. Introduction to the project

15 minutes

- Introductions - TEAM
 - Discussion of overall process and timeline for design and construction
 - Roles and Responsibilities of Design Committee
 - Overview of master plan
2. Small group exercise

45 minutes

Preferred relationship between program spaces
3. Small group exercise

30 minutes

Sharing of preferred relationship between program spaces with overall committee



BANKS SCHOOL DISTRICT DESIGN COMMITTEE MEETING 1

Timeline



PRE-DESIGN AND PLANNING PHASE

DESIGN PHASE

CONSTRUCTION PHASE

August 2024 – December 2024
completed

January 2025 – January 2026
*Design Committee Meeting 1
March 4th, 2025*

January 2026 – August 2027

	Science Prep Room		1	300	300
	Chemical Storage		1	100	100
	General Science Storage		1	150	150
	Marketing / Graphic Design Classroom	1	1	1200	1,200
	Extended Learning Areas		2	500	1,000
Specialized Programs					
	Life Skills Classroom <i>(not counted as teaching station; only serves 3-4 students on average)</i>		1	1200	1,200
	ADA Accessible Restroom with Changing Table		1	100	100
2D and 3D Art					
	2D/3D Art Classroom <i>(Existing room would be part of demolition)</i>	1	1	1900	1,900
	Kiln Room		1	150	150
	Art Supply / Storage Room		1	200	200
	Project Storage		1	200	200
Library Media Center					
	Library Media Center <i>(Existing space would be part of demolition)</i>		1	2250	2,250
	Office / Workroom		1	200	200
	Textbook Storage		1	200	200
	Enclosed individual study rooms		2	50	100
	Enclosed collaboration rooms		1	150	150
School Administration					
	Entry / Reception / Lobby / Waiting Area		1	500	500



Meeting Schedule

TASK – SCHEMATIC DESIGN PHASE	DATE	AGENDA
DESIGN COMMITTEE – MEETING 1	March 4, 2025	Kick Off Meeting & Small Group Exercise <ul style="list-style-type: none">• Discussion of overall process and timeline for design and construction• Roles and responsibilities of committee• Overview of master plan for High School and Auxiliary Gym• Small group exercise: review of overall program adjacencies
DESIGN COMMITTEE – MEETING 2	March 18, 2025	Area Program/ Virtual Tours/ Adjacencies Exercise <ul style="list-style-type: none">• Floor plan concept review and discussion.• Virtual Tour: General Classrooms, Science, Library Media Center, Aux Gym, Flex Spaces
DESIGN COMMITTEE – MEETING 3	April 1, 2025	Conceptual Floor Plan/ Site Plan <ul style="list-style-type: none">• Presentation of initial site plan and floor plan concepts• Small group exercise: review and comment on site plan
DESIGN COMMITTEE – MEETING 4	April 15, 2025	Architectural Character/ Building Aesthetics <ul style="list-style-type: none">• Review of preferred plan concept• Review of site plan concept• Presentation of initial building massing concepts• Architectural character discussion (virtual tour)• Small group exercise: architectural character likes and dislikes
DESIGN COMMITTEE – MEETING 5	April 29, 2025	Schematic Design Review <ul style="list-style-type: none">• Final Review of SD concepts: site plan, floor plan, architectural character
		*Additional Meetings to be scheduled during Design Development Phase of the project.

Design Committee Team *(Provide Ideas and Input)*

The Design Committee Team is tasked with providing input on the conceptual plans for each of the proposed projects, High School, and Auxiliary Gymnasium.

- BRIC will lead the Design Committee Team meetings.
- The School District selected members for the team. Members consist of community members, teachers and staff, and student representatives. The Design Committee Team will also include members of the Steering Committee.

Roles and Responsibilities:

- Not a decision-making body.
- Refine the conceptual plans into a final schematic design that aligns with the established project scope, schedule, budget, and current existing conditions.
- Provide ongoing feedback throughout the design.

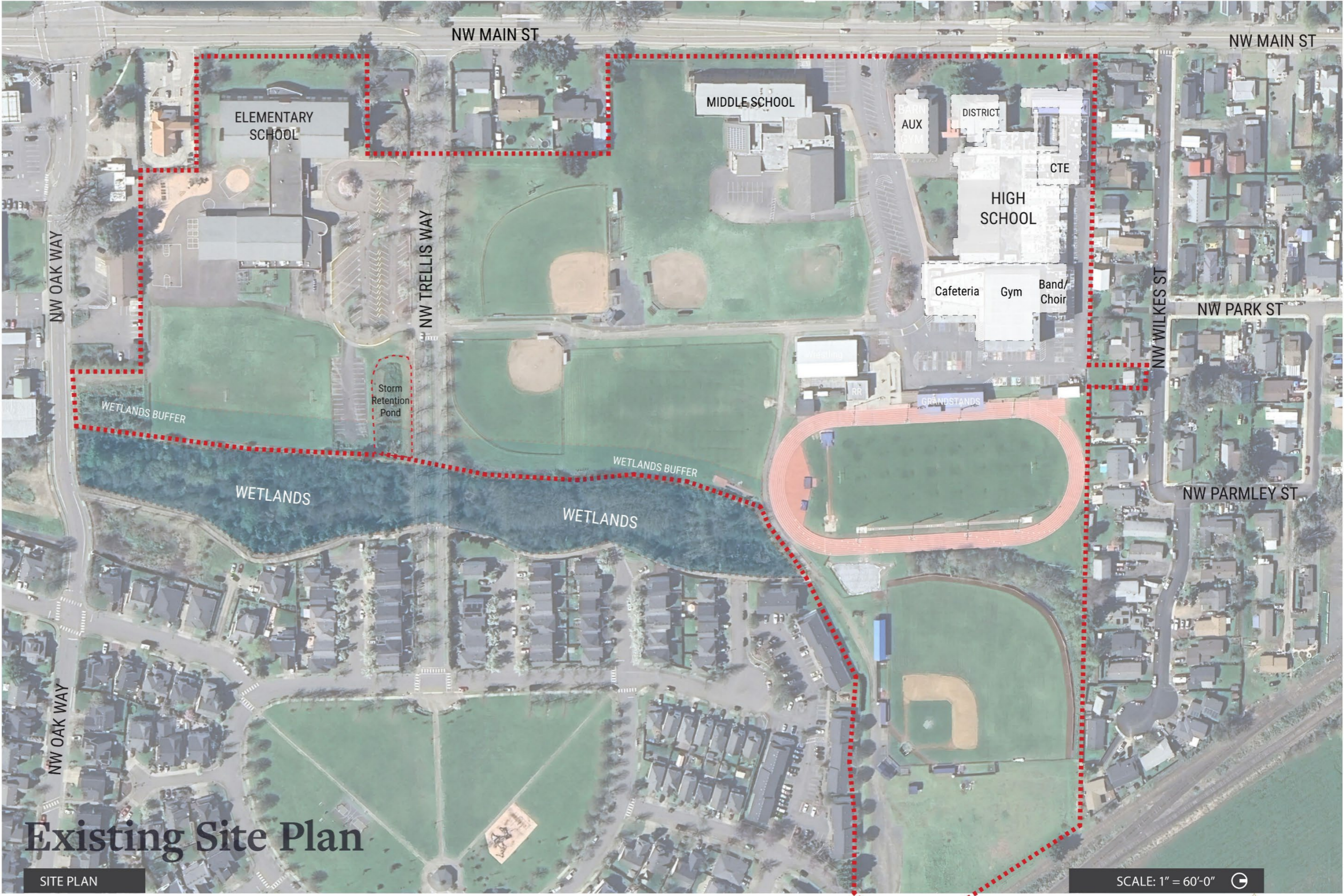
Meeting Schedule:

The Design Committee Team will meet up to 5 times during the schematic design phase of the project to provide input on the final schematic designs and as needed throughout the design process.



Master Plan Concepts: 20 Year and Current Bond

Existing Plan

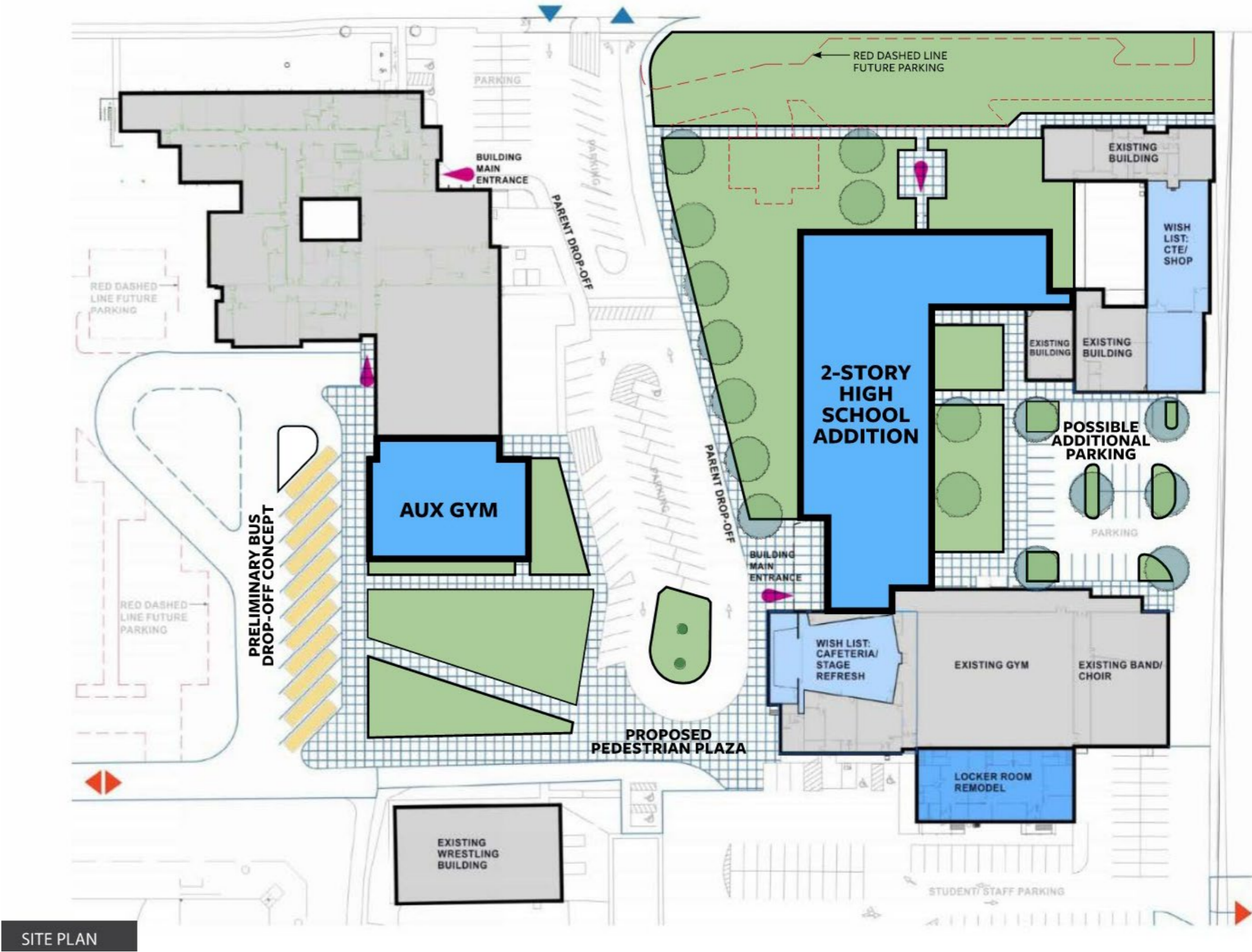


20 Year Master Plan



2024 Bond Program

NEW 2 STORY HIGH SCHOOL ADDITION : 43,000 SF





Small Group Exercise

Preferred relationship
between program spaces

2 Story High School Addition

What Spaces are Included?

The Area Program for New Construction Includes the Following Categories:

- (11) General Classrooms
- (2) Science Classrooms
- Life Skills Classroom
- 2D and 3D Art Classroom
- Marketing and Graphic Design
- Library Media Center
- School Administration
- Counseling
- Toilet Rooms
- District Office
- Building Support (Custodial, Mechanical, Electrical, Storage)



Please discuss the preferred relationship between program spaces and arrange program pieces on the site with folks at your table.

Consider the different perspectives of:

- *Students*
- *Teachers and Staff*
- *Community Members*



Small Group Exercise

Sharing

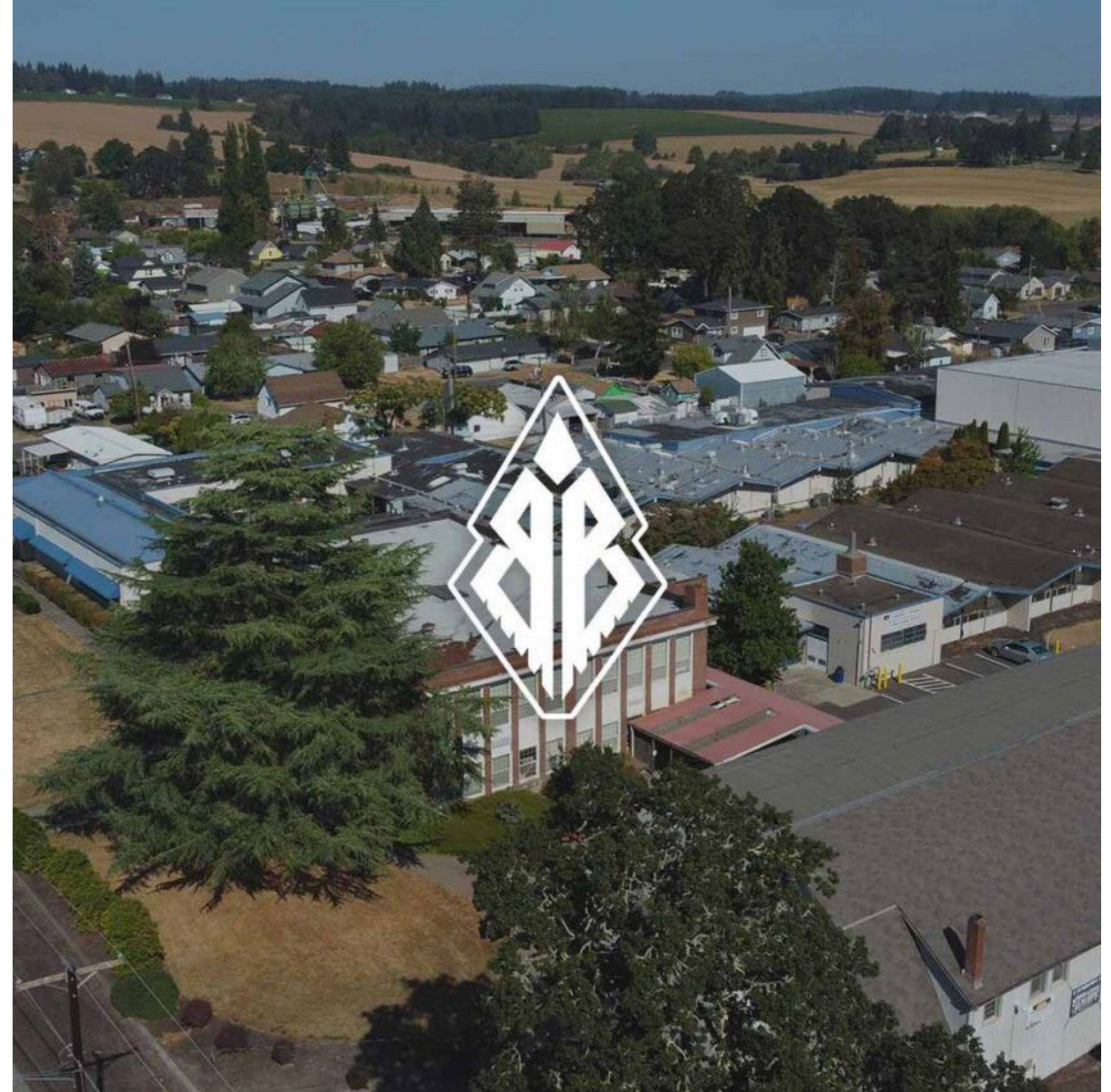
Please share your groups ideas of the preferred relationship between program spaces and arrangement of program pieces on the site with the overall committee.

Consider the different perspectives of:

- Students*
- Teachers and Staff*
- Community Members*

Next Steps

- March 18th, 2025, 3:15-4:45 - Design Committee Meeting 2



Thank You

Program Space	Table No.	Ideas and Input
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ENTRY	1	Entry near gym and administration (because that is where most of the public enters) Nice looking closure (not like the existing gate) so that people going to after hours events can use gym and toilet rooms so people don't go "up and down the hallway" of the school - closure could be like sliding glass wall at the MS
	2	Entry near gym and administration Suggestion to
	3	Entry near gym and cafeteria for after hours entry by community Near crosswalk in parking lot (either current or new crosswalk)
	4	Entry off of existing parking driveway
	5	Entry to be off NW Main street with large lobby / gathering space and library above that entry and gather space, Library possibly overlooking that gathering space with visual connection. Liked the idea of a front door being public facing and library being a high design moment to give identity to the building. Secondary entry for events at gym and after hours sectioned off wing.

ADMINISTRATION	1	Administration near entry at gym, with gathering space
	2	
	3	Administration near entry at gym
	4	Administration between gym and other spaces
	5	Administration near main entry with large gathering space monitored by administration

COUNSELING	1	Counseling near administration
	2	
	3	Counseling near administration, not near gathering space for privacy
	4	
	5	Counseling integrated into school, does not need to be near administration

LIBRARY	1	Library by the street with a lot of windows 2 story (maybe even 3?) with access point from the secondand first floor for access from classrooms on both floors Used for a lot of gathering Gather on second floor of library, could also be on first floor, for "clubs and organizations" Possibly have it's own entrance from street
	2	Library two story on SW corner Gathering rooms on second floor with balconies that look into library below "The thing you see when you drive by" "A hub for all the classrooms"
	3	Library close to classrooms View to outside with access to gathering space
	4	Library on first floor (so books can be easily moved and not use elevator) Near entry because "a lot of community members use our library"
	5	Library group with humanities(English, Marketing) on same floor Main gathering space for second floor Possibly overlooking main entry gathering space with visual connection High design moment to give identity to the building Possibly after hours community area

Program Space	Table No.	Ideas and Input
CLASSROOMS	1	Classrooms grade levels grouped together (so don't have students continually going up and down the stairs) Older classes on second floor, younger classes on first floor (so congestion not as big of a problem)
	2	
	3	Classrooms could be arranged so students don't have to travel far (possibly separated by grade or subject so teachers can collaborate) Possibly more classrooms upstairs, but need enough stair access so not too crowded Near gathering spaces for access and passive supervision by teachers Near Library Some classrooms near existing classrooms in CTE building (so not as isolated)
	4	Classrooms most on second floor near gather spaces as part of hall
	5	Classrooms group humanities(English, Marketing) on same floor Group Science, math, art and existing STEM programs on first floor with a large gathering space near the main entry to serve as "lobby" community spaces.
SCIENCE	1	Science near existing science and CTE
	2	Science on first floor near existing science classroom (if remains), otherwise could be on second floor
	3	Science on first floor near existing biology classroom (if remains)
	4	Science on second floor
	5	Science group Science, math, art and existing STEM programs on first floor with a large gathering space near the main entry to serve as "lobby" community spaces. Dedicated science outdoor space to south of building for outdoor learning associated with a student staff garden
MARKETING GRAPHICS VIDEO	1	Marketing Graphics Video near gym to give access for broadcasting
	2	Marketing Graphics Video near gym (similar to where it is now) on first floor because have a lot of equipment
	3	Marketing Graphics Video near existing CTE spaces for collaboration (including shared FAB club)
	4	Marketing Graphics Video near gym to give access for broadcasting, streaming sports
	5	Marketing Graphics Video grouped with humanities classrooms
2D AND 3D ART	1	2D and 3D Art on second floor because of more windows and light, but may need to be on first floor (because have a lot of heavy supplies like clay)
	2	2D and 3D Art on first floor because have a lot of equipment South facing windows (some discussion if should have North facing windows because South can be very bright)
	3	2D and 3D Art on first floor could be near existing CTE spaces, but not as important
	4	2D and 3D Art on first floor (because have a lot of heavy supplies like clay)
	5	2D and 3D Art group with STEM classrooms on first floor
LIFE SKILLS	1	Life Skills near administration office on first floor
	2	Life Skills near administration office on first floor Near accessible toilet room
	3	Life Skills near administration office (for safety) on first floor near accessible toilet room Access to small outdoor gathering space
	4	
	5	Life Skills near classrooms

Program Space	Table No.	Ideas and Input
GATHER	1	Gather Library used for a lot of gathering Gather on second floor of library, could also be on first floor, for "clubs and organizations" Could have gather space in between 2 classrooms if students "need to work on something they could come in and work on something during the day"
	2	Gather on second floor with balconies that look into library below
	3	Gather small and large upstairs near classrooms (because don't have outdoor gathering space) Large gathering space downstairs near administration Could have couches/bean bags (MS Zen Den) for casual hang out space Like some glass enclosed so are quiet for small groups, make-up tests Need passive supervision by adults
	4	Gather Hallways on first and second floors as gather spaces Some enclosed glass study spaces so teachers could send students out in groups so not in noise of main hallway
	5	Gather on second floor with balconies that look into library below

OUTDOOR GATHER	1	Outdoor Gather keep front outdoor gathering space because a lot of people like to hang out in front, "on the weekends and whenever" "like today" if we still have an open campus by then "people will walk up on the way to lunch people will just hang out here and under this covered area" Parent prefers outdoor gathering space behind the school for safety. If make a nice inviting space, kids will go there. Concerned that neighbor house to the North burns "a lot of stuff" so want to keep students away from there.
	2	Outdoor Gather between HS and parking lot (where it is now) Potentially another outdoor gather space in back with second entry and possibly staff only parking. Don't like parking at front near street - "ugly" and far from entry One outdoor gather space doesn't have to be a green area, could be paved (like MS), could eat lunch there No courtyard (existing courtyard not used) Greenhouse (if there is one planned) needs to be replaced where more sunshine
	3	Outdoor Gather in existing CTE courtyard Large outdoor gather near Library Small outdoor gather near Life Skills
	4	Outdoor Gather in back North of new building near Library By cafeteria for use during lunch
	5	Outdoor Gather Liked the idea of moving the building south towards existing parking lot to make as large as possible secure outdoor space to the north of building. Student would like place to eat outside at lunch time, that was their preferred use of outdoor spaces Current courtyard was seen as to small, and had a fishbowl feeling what was uncomfortable. Science dedicated outdoor space to south of building for outdoor learning, associated with science outdoor space a student staff garden. Additional parking particularly for student parking was a high priority.

TOILET ROOMS	1	Toilet Rooms need close access by staff (currently a problem)
	2	Toilet Rooms near Gym, Life Skills, and Classrooms
	3	
	4	Toilet Rooms spread out: first floor public, gym area, second floor
	5	Toilet Rooms New larger dedicated restrooms for gym and cafeteria both for day to day operation and after hours events. Feel current toilet room count is drastically under for that wing of building.

Program Space	Table No.	Ideas and Input
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MECHANICAL ELECTRICAL STORAGE	1	Mechanical Electrical Storage by street at NW corner against existing building where there are no windows with easy access to street and back of site Maintenance should stay together - need central office No boiler in new HS addition
	2	Mechanical Electrical Storage distributed throughout building, need storage
	3	Mechanical Electrical Storage out of the way, where vendors can access
	4	Mechanical Electrical Storage out front near street
	5	Mechanical Electrical Storage out of the way

DISTRICT OFFICE	1	District Office by the street with it's own entrance
	2	District Office on second floor above HS administration (so some difference but still close to each other)
	3	District Office near HS administration
	4	District Office to face street and separate from HS administration so have own identity with separate patrons
	5	District Office should face the NW Main street and have its own entry and dedicated parking to avoid crossover with HS use. Should have a bit of its own identity and be identifiable quickly from the street.

OTHER	1	Wide central hallway important to accommodate movement
	2	Match volume, rhythm, and proximity to street of existing MS and ES along the street (not interrupted by a big parking lot)
	3	Connect existing classrooms in CTE to school so don't feel so isolated.
	4	Extend second floor hallway to existing upper gym,with wheelchair access add stair at end of hall for added access, more girls locker room space
	5	Connect existing CTE south end with the new building to feel like its one building. Felt that CTE is currently an odd satellite to the rest of campus and would like to have it feel more connected. Freshman girl student mentioned how girls locker room is smaller than boys and needs to be fixed.