



RECEIVED

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TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you
Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

DEPT./BOARD: Burlington High School Building Committee

DATE: January 11, 2024

TIME: 6:30 p.m.

PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA & Webex (Virtual)

The public can also access this meeting via WebEx Technology (see below). The Burlington High School Building Committee will hear public comments in person and virtually. Meetings are also broadcast live on Burlington Cable Access TV (BCAT) and video/audio recordings are being made.

This meeting/hearing of the Burlington High School Building Committee will be held in-person at the location provided on this notice. Members of the Public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. If you are participating remotely, please identify yourself by typing your name on the screen in advance and verbally once you are identified to speak. We request you please turn on your camera. Comments and statements are limited to 3 minutes.

Join from the meeting link

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m39a160a1b689cb6d431c4b79cf0dc958>

Join by meeting number

Meeting number (access code): 2344 814 7210

Meeting password: Burlington





TOWN OF BURLINGTON

Meeting Posting

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Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of November 28, 2023 Minutes
3. Invoices and Commitments for Approval (Vote Expected)
4. Public Comment
5. SBC Voting Members (Vote Expected)
6. Designer Proposal Update & Next Steps
7. Goals and Working Group Formation
8. Website
9. Educational Programming
10. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
11. Public Comment
12. Next Meetings
13. Adjourn



**SCHOOL COMMITTEE / SCHOOL BUILDING COMMITTEE
MEETING MINUTES**



Project: Burlington High School
 Subject: School Building Committee Meeting
 Location: BHS/Webex Conference Call
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 11/28/23
 Time: 6:30 PM
 Prepared By: R. Rincon

Present	Name	Affiliation	Present	Name	Affiliation
✓	Katherine Bond*	SBC Chair	✓	Mike Burton	DWMP
✓	Martha Simon*	SBC Vice Chair	✓	Christina Dell Angelo	DWMP
✓	Jeremy Brooks*	SBC/SC Member		Steve Brown	DWMP
✓	Christine Monaco*	SBC/SC Member		Mike Cox	DWMP
✓	Melissa Massardo*	SBC/SC Member	✓	Terry Hartford	DWMP
✓	Eric Conti*	Superintendent	✓	Rachel Rincon	DWMP
✓	Lisa Chen*	Asst. Superintendent			
✓	Nichole Coscia	Business Manager			
✓	Bob Cunha	Director of Operations			
✓	Mark Sullivan	BHS Principal			
✓	Joe Attubato	Dir. of Support Services			
✓	Neil Guanci	Maintenance Manager			
	John Danizio	Town Accountant			
	Paul Sagarino Jr.	Town Administrator			
✓	Doug Davison	Ways & Means			
✓	Wendy Czerwinski	BHS Teacher			
✓	Laura Maida	BHS Teacher			
	Tom Regan	BHS Teacher			
✓	Gail Pinkham	Parent			
✓	Christopher Campbell	Parent			
✓	Mimi Bix-Hylan	Parent			
	Colin Irwin	BHS Student			
	Esther Ma	BHS Student			

Item No.		
1.1	Call to Order & Intro: 6:32 PM meeting was called to order by SBC Chair K. Bond with 7 of 7 voting members in attendance.	Record
1.2	Town Clerk Swearing-in of BHS School Building Committee Members: <ul style="list-style-type: none"> ➤ K. Bond mentioned if they are a voting member and could not attend in person, they would receive a letter in the mail on how to be sworn in. ➤ K. Bond, M. Simon, J. Brooks, C. Monaco, M. Massardo, E. Conti, and L. Chen pledged and were sworn in by Amy Warfield as voting BHS SBC Committee members. 	Record
1.3	BHS School Building Committee Introductions: <ul style="list-style-type: none"> ➤ BHS SBC members introduced themselves and stated their positions. 	Record
1.4	Dore +Whittier Introductions: <ul style="list-style-type: none"> ➤ Dore + Whittier introduced themselves and stated their positions. <ul style="list-style-type: none"> ○ Mike Burton – Project Director ○ Terry Hartford – Project Manager/ Day to Day ○ Christina Dell Angelo – Project Manager/ Process ○ Rachel Rincon – Asst. Project Manager ➤ M. Burton shared there were other members of the team that could not make it but will be part of the project going forward. <ul style="list-style-type: none"> ○ Steve Brown – Project Manager ○ Michael Cox – Project Manager/Controls ○ John Albright – Project Manager ➤ M. Burton noted there are additional members on the Architecture side of D+W that may be relevant for the phase they are in. <ul style="list-style-type: none"> ○ David Mentzer – Code Review/Sustainability ○ Jason Boone – Ed Programming 	Record
1.5	Mission Statement Review & Approval: <p>The mission of the Burlington High School Building Committee is to ensure a feasibility process that will produce educationally sound, environmentally sustainable and fiscally responsible options for the Burlington High School site. Additionally, the School Building Committee is charged with proactively engaging the community throughout the study for the purpose of informing and soliciting input. The School Building Committee has final authority on all project decisions to be recommended and confirmed by the School Committee and then presented to the Town of Burlington.</p> <p><u>Vote:</u> A motion to approve the BHS Building Committee Mission Statement was made by M. Simon and seconded by C. Monaco. Discussion: None. Vote: All in favor. Motion passes. 7-0-0</p>	Record

1.6	<p>Approval of Previous Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the September 14, 2023, meeting minutes with M. Bix-Hylan's suggested corrections made by N. Coscia and seconded by D. Davison. Discussion: None. Abstentions: None. All in Favor. Motion passes. Minutes approved. 7-0-0 ➤ A motion to approve the November 2, 2023, meeting minutes with M. Bix-Hylan's suggested corrections made by M. Simon and seconded by N. Coscia. Discussion: None. Abstentions: None. All in Favor. Motion passes. Minutes approved. 7-0-0 ➤ M. Bix-Hylan will email corrections related to attending participants and the misspelled name and the minutes will be amended. 	Record
1.7	<p>Invoices and Commitments for Approval:</p> <p><u>Contract for Project Management Services with D+W:</u></p> <ul style="list-style-type: none"> ➤ M. Burton noted that discussions with N. Coscia are on-going. The contract that was advertised was the standard MSBA OPM contract which included language related to the MSBA which are not applicable. D+W is fine with the contract and recommended a memorandum of understanding be attached making it clear the MSBA provisions do not apply. Town counsel is currently drafting the MOU. ➤ T. Hartford noted there would be no motion required for the execution of the OPM Contract as approval had already been made by the SBC previously authorizing the Business Manager to enter into the OPM contract. 	Record
1.8	<p>SBC Voting Member Review:</p> <ul style="list-style-type: none"> ➤ Members were confirmed. 	Record
1.9	<p>Designer Procurement Timeline:</p> <p>T. Hartford reviewed the designer procurement timeline.</p> <ul style="list-style-type: none"> ➤ RFS approved by BHS SBC: November 28, 2023 (assumes contract review completed by Town Counsel by November 27) ➤ Ad placed in "Designer Services" section of Central Register: November 30, 2023 ➤ Ad appears in Central Register: December 6, 2023 ➤ Site Walk-Through: December 13, 2023 ➤ Applications due to District: January 8, 2024 ➤ SBC Application Review Period: ~ two weeks from initial submission ➤ Shortlist Design Firms: January 17, 2023 ➤ Designer Interviews: January 25, 2023 ➤ Award Design Firm / Negotiate Fee / Execute Contract – January 31, 2024 	Record
1.10	<p>Designer RFS Review and Approval (vote required):</p>	Record

	<p>M. Burton explained there is a designer procurement timeline D+W put together assuming there would be a vote to approve the RFS tonight.</p> <p>M. Burton suggested electing a smaller group to approve the RFS so the whole group does not need to reconvene. If the SBC can do that, we would be in a position to keep the timeline detailed in the presentation.</p> <p>T. Hartford shared in each of the contracts there are references to the authority (MSBA) that need to be removed. Apart from that, the contract remains the same.</p> <p>T. Hartford reviewed the overlay map provided by GIS and explained why this is a complicated and challenging site.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ K. Bond led a discussion among the group seeking volunteers for the Designer Selection Committee. Twelve members volunteered. K. Bond to provide the list to D+W. ➤ N. Coscia stated the RFS will be sent from the town counsel to D+W tomorrow. ➤ C. Monaco asked N. Coscia, as it was presented to town counsel, are you comfortable with it being approved and good to go? N. Coscia responded yes. ➤ M. Massardo asked what does D+W expect the number of responses to be? M. Burton responded that timing is a big factor with market conditions. A better result is expected due to current market conditions and the fact that this is a high school as opposed to an elementary school. ➤ E. Conti asked will D+W help with the designer pre-screening process now that they are not working with the MSBA? M. Burton explained they will work with the 12-person designer procurement committee and assist with reviewing the firms experience, skill set of the team itself, and capacity. The committee can ask the design firms 5-10 questions that are important to the committee as part of the interview process. <p><u>Vote:</u></p> <ul style="list-style-type: none"> ➤ A motion to approve the designer RFS subject to any changes that are made by the town council was made by C. Monaco and seconded by M. Massardo. Discussion: None. Abstentions: None. All in Favor. Motion passes. 7-0-0. <p><u>Designer Selection Committee Members:</u> K. Bond, M. Simon, J. Brooks, C. Monaco, M. Massardo, M. Sullivan, J. Attubato, D. Davison, N. Guanci, W. Czerwinski, C. Campbell, M. Bix-Hylan</p>	
1.11	<p>Educational Programming:</p> <p>The district will work with the Designer to document the existing educational program offered by the District and to define the proposed educational activities. The Preliminary</p>	

	<p>Design Program must include documentation of the district's existing educational program, and new or expanded educational specifications if applicable. While developing the Educational Program, the District and the Designer should review the Educational Profile Questionnaire that was completed by the District during Eligibility Period. The Preliminary Design Program must include the process of collaboration, outcomes, and documentation of support among the stakeholders.</p> <p>Based upon the District's Educational Program as described above and the agreed-upon enrollment, the district, working with its Designer, must complete the Initial Space Summary to identify the educational spaces the District believes are needed to deliver its educational program. Once agreed upon, this Initial Space Summary will help inform the development of alternatives to be studied, upon which the most educationally appropriate and cost-effective solution may be recommended.</p> <ul style="list-style-type: none">➤ M. Burton proposed between now and end of January, working with Jason Boone. J. Boone can help answer any questions the Superintendent may have in relation to the educational program.➤ M. Burton explained once the designer is retained, they will be learning the educational program and the conditions of the building. <p><u>Discussion:</u></p> <ul style="list-style-type: none">➤ E. Conti mentioned that M. Sullivan offered to help with the programming document.➤ E. Conti stated there is non-educational programming that will need to be included in the document.➤ M. Simon inquired about the possibility of using any portion of the educational program from the Fox Hill project for the High School. E. Conti shared that the level of detail will be very different since this will be based on the High School's schedule and programming. E. Conti expressed that the individuals who manage those programs are excited to discuss them, so there is no concern about getting it done quickly. The plan is to organize it the same way they would for the program document for the MSBA.	
1.12	<p>Non-Educational Programming:</p> <p>M. Burton shared if they do an addition/renovation project, some programs might have to relocate temporarily to offer swing space within the building. This will need to be considered. Also, the committee will need to think about if these programs want to remain in the high school full time if they pursue a new standalone building.</p> <ul style="list-style-type: none">➤ BCAT➤ LABBB➤ District Offices & IT➤ Early Childhood Center➤ District Receiving	

1.13	<p>Sustainability:</p> <p>T. Hartford explained identifying and discussing sustainability goals before the designer comes on has a benefit. It would be great to know what the sustainability goals are for this committee and for the town. T. Hartford suggested working with the Green Engineer (3rd party consultant) to determine options available for this project. If the goals can be selected ahead of time, the designer would then have a goalpost meeting the needs of the committee. T. Hartford proposed the idea of having a sustainability working group so that they can discuss and determine what is important, and then share it with the entire committee and move forward on that basis.</p> <ul style="list-style-type: none">➤ Goal Setting➤ Engage the Green Engineer➤ Options – all electric, ground source heat pumps, etc.➤ EUI Target setting➤ Stretch Code – Compliance Part <p><u>Discussion:</u></p> <ul style="list-style-type: none">➤ C. Monaco commented how they have been looking at the High School for a long time. Unlike Fox Hill where a new building was clearly needed, at the high school they have no clue whether it should be a new building, a new wing, etc. At this point, sustainability would just be a goal and C. Monaco is not sure if it can be set in stone at this time. There is a need for some ideas on what can be done building-wise. C. Monaco doesn't feel like they are in a hurry with the high school because they must get Fox Hill through, which is important. What is needed at the High school is a methodical look at all the possibilities because they are not sure what they can do yet. M. Burton responded that they agree with everything C. Monaco said but it is helpful to determine goals and objectives as early as possible. As an example, even if this building is a repair and they want the building to have ground-source heat pump, it can still be done. It is great to have goals, and sometimes you hit every one of them and is achieved, and sometimes it doesn't work.➤ M. Massardo noted that the community's sustainability goals should be similar if not identical for all projects. It would save time to have similar goals across all the projects.➤ K. Bond noted they should create the sustainability group and take the Fox Hill document and use that as a base and decide if that works for the high school which might save time.➤ M. Simon mentioned wanting to go into this with an open mind and looking at what all the options are.➤ J. Brooks advocated benchmarking the EUI goals from Fox Hill as it would give a high-level scope and they won't waste as much time on building options since they had so many for Fox Hill.	
1.14	<p>Swing Space:</p>	

	<p>M. Burton commented there is not a lot of room on site for modulares and they are not cost effective. Office space might be an opportunity for swing space. There would also need to be a cost-benefit analysis of what the space will cost in rent, so swing space will be a large issue as the committee determines options.</p> <p>T. Hartford shared broad numbers in terms of the square footage these programs are currently utilizing. The non-educational spaces take up a considerable amount of space. The committee will need to assess whether moving these programs temporarily or permanently, as it will impact the need for swing space.</p> <ul style="list-style-type: none"> ➤ Presently, Burlington High School is without swing space ➤ Options include modulares or the relocation of non-educational programming ➤ BCAT – 4k sq ft ➤ LABBB – 3.2k sq ft ➤ District Offices & IT – 13k sq ft ➤ Early Childhood Center – 13k sq ft 	
1.15	<p>Website / Outreach / Community Meeting:</p> <p>C. Dell Angelo shared the Fox Hill website that D+W has been working on. Adjustments and changes have been made based on feedback from the committee and community. C. Dell Angelo mentioned reaching out to outside firms that specialize in public relations and communications who might be able to help with the project website. The goal is to come back to the next SBC meeting and review examples of other project websites and a proposal for moving forward.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ K. Bond asked if the firm would attend a meeting so that they could ask them questions? T. Hartford responded that is the intention. D+W is expecting a proposal in the next day or two. Changes have been made since D+W’s interview to the current Fox Hill site which T. Hartford thinks have improved the overall layout of the site. T. Hartford took away from the interview that utilizing the site as more of a communication tool for public relations which he thinks is a different ask. The plan is to come to the next meeting and see if there is interest in pursuing the outside firm. K. Bond mentioned everything should be easy to find. The information was always there, just not easy to intuitively find. 	
1.16	<p>Working Group(s) & SBC Goals:</p> <p>C. Dell Angelo shared that she would send out a questionnaire to the committee to identify important goals for the committee and project itself.</p> <p>C. Dell Angelo shared examples from the questionnaire used in a past project.</p>	

	<p>M. Burton commented that once the questionnaire goes out, the next question would be which groups the members would like to be part of. Results will be available for the next meeting.</p> <p>Burlington SBC – Workgroup descriptions: The potential / proposed work groups list below illustrates options for the SBC to organize a non-public meeting forum to investigate issues and make a recommendation to the SBC, before a SBC vote or action is taken. There is no requirement to have a “Workgroup” organization or structure, this is simply an option presented for consideration if the members of the SBC want more time to study segments of the process. Examples of “potential working groups” are listed below:</p> <ul style="list-style-type: none"> ➤ Executive Working Group ➤ Education programming and learning technology ➤ Existing Facilities assessment ➤ Communications ➤ Financial review ➤ Sustainability ➤ Interior design ➤ Exterior design/Landscaping ➤ Resident / community facility use ➤ Site logistics and phased occupancy 	
1.17	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <p><u>Voting SBC Members:</u></p> <ul style="list-style-type: none"> ➤ C. Campbell asked about the SBC member slide. K. Bond responded that was just to confirm the voting members. ➤ M. Bix-Hylan made a comment about voting members and suggested reconsidering the composition of voting members. She expressed a couple of conflict-of-interest concerns and suggested everyone consider them. M. Bix-Hylan pointed out that by asking Dr. Conti and Dr. Chen to be voting members, they are putting the employer and employee on parity with each other when they are not. Putting them in these positions, we are putting them unnecessarily in a political situation and removing them from an advisory one. M. Bix-Hylan stated that Burlington students, parents and taxpayers are better served by having the superintendent and asst. superintendent serve as educational advisors. ➤ M. Bix-Hylan noted the SBC should be a study team, not an appendage of the school committee. She recommended that Burlington taxpayers should also be represented on the voting board and suggested moving away from having all School committee members be voting members. ➤ K. Bond responded that they would take that into consideration, and mentioned when they formed the committee, that there might be some flexibility in adding voting members. 	

	<ul style="list-style-type: none"> ➤ D. Davidson noted it is important that a majority of voting members are elected officials. It is hard to have someone with a vote that is this important where it changes the overall educational approach. ➤ C. Campbell stated that they want parent and teacher participation, and it is important that the taxpayers have votes. C. Campbell agreed with M. Bix-Hylan, emphasizing the need to consider voting members. ➤ C. Monaco shared their experience, stating that this is their 5th building committee. In the first three buildings, everyone on the committee was a voting member including the superintendent and asst. superintendent. They emphasized that these individuals have a lot of knowledge that needs to be included and it is important to have their expertise. C. Monaco expressed the opinion that everyone on the committee should be a voting member. ➤ M. Simon commented that these are important issues and worth having more discussion. They suggested adding this as an agenda topic to the next meeting. 	
1.18	<p>Public Comment: None.</p> <p>K. Bond noted to move public comment to the beginning and the end for the next meeting.</p>	Record
1.19	<p>Upcoming Meetings:</p> <p>SBC Needs to Establish Meeting Schedule:</p> <ul style="list-style-type: none"> ➤ SBC Meetings (monthly) ➤ Community Meetings ➤ Project Schedule <p>T. Hartford mentioned they would like to establish meeting dates along with sending an update after the designer walkthrough reporting on the number of firms that attended.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ K. Bond will work with T. Hartford on determining which days and times work for the committee. ➤ The group generally agreed that the first community meeting should take place once the team includes the selected design firm. 	Record
1.20	<p>Adjourn: 7:43 PM a motion was made by M. Massardo and seconded by M. Simon to adjourn the meeting.</p>	Record

Sincerely,

Project: Burlington High School
Meeting: School Building Committee
Meeting No. 1 -11/28/2023
Page: 10

DORE + WHITTIER

Rachel Rincon
Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.

Dore and Whittier Management Partners, LLC

Please send payments to;
212 Battery Street
Suite 1
Burlington, VT 05401

Town of Burlington
123 Cambridge Street
Burlington, MA 01803

Invoice number 00001
Date 11/30/2023

Project 23-0130 BURLINGTON HIGH SCHOOL,
BURLINGTON, MA

Attn: Nichole Coscia, Business Manager

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Project Initiation & Pre-Designer Selection	60,000.00	0.00	18,000.00	42,000.00	18,000.00
Feasibility	200,000.00	0.00	0.00	200,000.00	0.00
Schematic Design	190,000.00	0.00	0.00	190,000.00	0.00
Total	450,000.00	0.00	18,000.00	432,000.00	18,000.00

Invoice total **18,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00001	11/30/2023	18,000.00	18,000.00				
	Total	18,000.00	18,000.00	0.00	0.00	0.00	0.00

Dore and Whittier Management Partners, LLC

Please send payments to;
212 Battery Street
Suite 1
Burlington, VT 05401

Town of Burlington
123 Cambridge Street
Burlington, MA 01803

Invoice number 00002
Date 12/27/2023

Project 23-0130 BURLINGTON HIGH SCHOOL,
BURLINGTON, MA

Attn: Nichole Coscia, Business Manager

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Project Initiation & Pre-Designer Selection	60,000.00	18,000.00	18,000.00	24,000.00	36,000.00
Feasibility	200,000.00	0.00	0.00	200,000.00	0.00
Schematic Design	190,000.00	0.00	0.00	190,000.00	0.00
Total	450,000.00	18,000.00	18,000.00	414,000.00	36,000.00

Invoice total **18,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00001	11/30/2023	18,000.00	18,000.00				
00002	12/27/2023	18,000.00	18,000.00				
	Total	36,000.00	36,000.00	0.00	0.00	0.00	0.00

January 11, 2024



Burlington High School Project
School Building Committee Meeting #2
January 11, 2024, 6:30 PM



1. Call to Order & Pledge of Allegiance
2. Approval of November 28, 2023 Minutes (vote expected)
3. Invoices and Commitments for Approval (vote expected)
4. Public Comment
5. SBC Voting Members (vote expected)
6. Designer Proposal Update & Next Steps
7. Goals and Working Group Formation
8. Website
9. Educational Programming
10. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
11. Public Comment
12. Next Meetings
13. Adjourn

2. Approval of Previous Meeting Minutes

1. November 28, 2023, Minutes – approval (vote required)

***Motion to approve BHS
Previous Meeting
Minutes**

3. Invoices and Commitments for Approval

1. Dore & Whittier Invoice No. 1 Nov-23 Invoice in the amount of \$18,000.00
2. Dore & Whittier Invoice No. 2 Dec-23 Invoice in the amount of \$18,000.00

***Motion to approve invoices**

4. Public Comment

5. SBC Voting Member Discussion

1. Nichole Coscia
2. John Danizio
3. Paul Sagarino Jr.
4. Martha Simon*, Vice-Chair
5. Katherine Bond*, Chair
6. Melissa Massardo*
7. Christine Monaco*
8. Jeremy Brooks*
9. Eric Conti*
10. Lisa Chen*
11. Bob Cunha
12. Mark Sullivan
13. Joe Attubato
14. Doug Davison
15. Neil Guanci
16. Chris Campbell
17. Wendy Czerwinski
18. Laura Maida
19. Tom Regan
20. Gail Pinkham
21. Mimi Bix-Hylan
22. Colin Irwin
23. Esther Ma

*Voting Member

6. Designer Proposal Update

- Site Walk-Through Completed on December 13, 2023
- 2 Proposals received on January 8, 2024
 - Tappé Architects, Inc.
 - Jonathan Levi Architects / DLR Group
- SBC Designer Selection Committee Proposal Review on-going
 - Evaluation Criteria / Scoring Matrix
- Shortlist Design Firms: January 11, 2024
- Designer Interviews: January 25, 2024
- Award Design Firm / Negotiate Fee / Execute Contract – January 31, 2024

7. Working Group(s) & SBC Goals

Survey Findings

1. Electronic copies preferred
2. Common Goals – Meeting the Education Program, Cost Efficiency / Reasonable Budget, 21st century learning, a healthy building, improving the space for all (teachers, students and the broader community)
3. Potential working groups identified below (SBC member initials):
 - **Facilities Assessment Group (CM, DD, MS, JB)**
 - **Design Group (CM, MS, MM, JA, MS)**
 - **Educational Programming (MS, JA, LC, TR, JB, GP)**
 - **Community Outreach / Public Relations (MS, MM, JA, MS, GP)**
 - **Site logistics and phased occupancy (CM, MS)**
 - **Financial and Bonding (DD, NC, JB)**
 - **Sustainability (MS)**
4. Communication: Project Website, Public Informational Meetings, Newsletter & Facebook
5. Biggest Concern: Cost, Funding and Approval of the Voters

8. Website

BURLINGTON
PUBLIC SCHOOLS

BURLINGTON HIGH SCHOOL BUILDING PROJECT

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**BUILDING
FOR 21ST CENTURY
EDUCATION**

8. Website cont.

Potential Domain Names

- *BurlingtonHighSchoolProject.com*
- *BurlingtonHighProject.com*
- *BHSBuildingProject.com*

9. Educational Programming

The District will work with the Designer to document the existing educational program offered by the District and to define the proposed educational activities. The Preliminary Design Program must include documentation of the District's existing educational program, and new or expanded educational specifications if applicable. While developing the Educational Program, the District and the Designer should review the Educational Profile Questionnaire that was completed by the District during Eligibility Period. The Preliminary Design Program must include the process of collaboration, outcomes, and documentation of support among the stakeholders.

Based upon the District's Educational Program as described above and the agreed-upon enrollment, the District, working with its Designer, must complete the Initial Space Summary to identify the educational spaces the District believes are needed to deliver its educational program. Once agreed upon by the MSBA, this Initial Space Summary will help inform the development of alternatives to be studied, upon which the most educationally appropriate and cost effective solution may be recommended.

Remaining Agenda Items

10. Other Topics not Reasonably Anticipated 48 hours prior to the meeting

11. Public Comment

12. Next meetings – refer to following slide

13. Adjourn

12. Upcoming Meetings

- January 25, 2024 (Designer Interviews)
 - February 8, 2024 @ 6:30 p.m.
 - March 14, 2024 @ 6:30 p.m.
 - April 11, 2024 @ 6:30 p.m.
 - May 9, 2024 @ 6:30 p.m.
 - June 13, 2024 @ 6:30 p.m.
-
- All future SBC meetings will be held on the 2nd Thursday of each month at 6:30 p.m.
 - A Community Meeting will be scheduled upon retaining a designer

Cost Effective

Thoughtful

Collaborative

Detailed

Committed

Creative

Experienced

Proactive