

## West Hartford Public School District

**Agenda Item:** Charter Oak International Academy Building Project Update

**Meeting Date:** September 3, 2013

**From:** Tom Moore, Assistant Superintendent for Administration  
Chip Ward, Director of Finance and Planning

**Through:** Karen L. List, Superintendent

### **Background:**

The summer of 2013 marked the initial stages of the Charter Oak Building Project. Architects were interviewed numerous times and the firm of Perkins Eastman with extensive experience in CT and in the design of IB magnet schools was selected. Construction Management firms were interviewed and the final choice will be made by the end of this week. The contract for the site survey was awarded to Milone and MacBroom, and fee proposals are expected shortly for an Environmental Site Assessment. Finally, an RFP for building commissioning services will be issued this week; a selection will be made by the end of September.

The Charter Oak International Academy – Parent Advisory Committee was active during the summer months as well. They held two meetings and Chip Ward, Bob Palmer, Hugh Schweitzer and Mark Overmyer-Velazquez attended those meetings. The Parent Advisory Committee has strong leadership and is focused both on staying informed as to progress on the project as well as providing an important vehicle for gathering input from the parent community regarding design issues surrounding the project. They are surveying the parents about:

- Perceptions as to what the new building should look like
- What parts of the existing building are important to reflect or incorporate in the new building
- Concerns relative to parking, traffic, and how the school grounds are laid out
- Safety and security features for the new building
- Design features that will help Charter Oak and its IB curriculum

The administrative team met with the architects last week and have the following proposed schedule to share with Board for discussion tonight. The schedule is a draft and additional formal and informal meetings with the architect can be scheduled.

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## September 2013 – The “Listening” Month

Architect will take a day to observe the functioning of the current Charter Oak.

Architect will meet with faculty representatives to flesh out the education spec and write a detailed educational program for the school.

Architect will present a draft of the educational program for the school to the faculty representatives including visual diagrams of typical classrooms.

Architect will meet with public safety officials to garner their input for the design of the school.

Architects will hold up to two listening sessions for parents and the community to help envision the building and hear their desires and concerns. Dates are still to be determined, but likely in late September.

## October 2013 – The “Concept Development” Month

Architect will develop concept diagrams incorporating the educational program written with the faculty and the desires and concerns of the parents and community.

Architect will reach out to planning and zoning officials and design review officials in West Hartford.

During the week of October 28, the architect will meet with faculty, the parents and the community to review the concept diagrams and collect feedback on those concept diagrams – two to three meetings total.

At the November 6, 2013 board meeting (tentative), the architect will present concept diagrams to Board of Education along with the feedback on those concept diagrams from the faculty, parent and community meetings. The Board of Education will provide additional feedback to the architect and a general direction will be identified for the schematic design.

## Early December 2013 (tentative)

Architect will meet with faculty, parents and the community to review the one schematic design that is developing based on the concepts presentation and subsequent stakeholder feedback.

## January 21, 2014 (tentative)

The architect will present the completed schematic design for approval, together with a detailed cost estimate, which shall be provided by the Construction Manager.

The Town will retain a second, independent cost reviewer. Formal Board approval of schematic design will be sought at this meeting.

June 2014 (target date)

The final design for the new building will be submitted to the Board for approval.

Tom Moore, Chip Ward, Hugh Schweitzer, and Bob Palmer will be available to answer questions.