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## **SUMMARY OF THE ED SPEC PROCESS**

The Ed Spec process uses an open and iterative workshop format (about 2.5 hours per session) to guide the planning group in establishing the performance criteria for a project's design. Participation in all sessions of the process is critical. The planning group's responsibility is to represent colleagues, associates and persons not otherwise represented, so that a broad cross-section of views is heard in the session discussions. The planning group has representatives from staff, students, parents, administration, technology support, maintenance, capital planning and the community. There will be two planning and one review session to collect, synthesize and generate data. In support of the process, a "community dialogue" forum will be held to collect ideas from the public.

### **Introduction Outline to Board** – Thursday January 20, 2011

**Session 1** - The planning group will meet first on Friday January 28, 2011.

In the first session's introduction, there will be a discussion of the process, how decisions are to be made, the current understanding of the scope of work, and basic facts about the school. This session's first task will be to discuss what the school's learning environment is now and will likely be in 2021 and how that vision will modify the school's current program areas. Discussion will include:

- Identify problems: Where are you now? What is wrong? What is good?
- Identify goals: Where do you want to be in 2021? As part of the discussion, the influences of technology, safety and security on the educational environment will be mentioned as well as site issues (parking, traffic, pedestrians, landscaping, etc.), "green" school concepts, aesthetics, and alternative uses.
- Go over how program is delivered and what spaces are needed to be successful

**Community Dialogue** - An open forum to acquire public input on the current project will be conducted at 5:30 p.m. on the evening of February 3rd. The notes from this meeting will be presented to the planning group.

**Interviews of Staff** – ARC will interview staff on Friday February 4<sup>th</sup> from 8:00-11:30 a.m.

**Interviews of Students** – ARC will interview students at 4:00 p.m. February 10th.

**Session 2** - The planning group will meet on Friday February 11, 2011.

Further discussion of goals and the school’s instructional delivery model will then proceed. This session will then focus on how the program areas for the school will change, what spaces are likely needed, and how the areas interrelate. The interview results and a list of spaces proposed for the school in 2021 will be reviewed. The community dialogue findings, non-program design guidelines and their impact on program spaces, and the relationship diagrams will be reviewed. The session will focus on reviewing the building(s) space list and conceptual relationship diagrams, and finalizing the scope of project.

**Session 3** – The planning group will meet February 25<sup>th</sup> for an overview presentation of the Draft EdSpec report for modifications as needed.

**Presentation to the School Board** – ARC will provide e-file of Draft EdSpec on March 3<sup>rd</sup> for School Board approval action at March 10<sup>th</sup> meeting.

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**CONCLUSIONS FROM THE PROCESS:**

The educational specifications will describe the facts, goals, concepts, relationships, space list and details of the project scope, cost, and timing.

<p><b>Committee Meetings:</b> <b>Place:</b> Desert Pride Academy, Room 8 <b>Time:</b> Fridays as scheduled 8:30 - to about 11:00 a.m. ARC will provide refreshments at all sessions</p>
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