

CAPE ELIZABETH SCHOOLS CONSTRUCTION  
Building Oversight Subcommittee – Building Design, Meeting 01  
16 November, 2021; 6:00 – 7:30pm

AGENDA

**Introductions**

**Purpose:**

*Provide governance to the design team on the design considerations for the new Pond Cove Elementary and Cape Elizabeth Middle School buildings during the Conceptual Design process. Our mission is to provide a high quality education in the 21st Century. Our deliberation and direction will focus on how the design meets the strategic goals as defined and agreed upon, as well as needs identified by stakeholders.*

**Review Process and Action Items:**

- Review schedule overview to anticipate sequencing and identify milestone targets.
- Review expectations on deliverables for the Conceptual Design phase and referendum support package (design narrative, plan diagrams, massing, precedents and budget).
- Design components; how to be an effective working group?  
(programming, layout, equipment and systems, performance, materials, finishes, security)
- Outline feedback process and synthesis for integrated design: stakeholder interviews vs. workshops vs. committee review
- Establish meeting frequency and duration preferences
- Review cross-subcommittee coordination needs
- Develop consensus on form definition: 'k-8' vs. one building; two schools
- Introduce framework of *Education Specification* and *MDOE Guidelines* as baseline  
(*design narrative*)

**Identify Strategic Plan Goals:**

- Review alignment with current Cape Elizabeth District Strategic Plan Goals:

**Health and Well-Being**

*Our schools will provide a supportive learning environment in which physical, social, and emotional well-being are valued and promoted.*

**Global Competency**

*Our students will be personally responsible, aware, empathetic, and engaged local and global citizens.*

**Multiple Pathways and Definitions of Success**

*Our schools will value, promote, and celebrate multiple pathways and definitions of success.*

**Safe, Sustainable, and Effective Facilities**

*Our schools will be safe and effective facilities. They will be updated and maintained to meet the needs of students and staff in accordance with long-term financial planning.*

**Environmental Responsibility**

*The school department will prioritize environmental responsibility, including stewardship and sustainability.*

**Next Steps:**

- What do these Strategic Plan Goals look like in a 21<sup>st</sup> Century School?  
(Send Michelle images)
- Review *Education Specification* Questions for discussion next meeting.