

EXHIBIT I

STEAM Focused Educational Engagement for Capital Improvement Projects

Bernice Mathews Elementary School Modernization Project

Proposed Scope of Work

Description

School modernization projects often involve construction activities being conducted on an active campus. In addition to the potential for school disruption and concerns for student, faculty and staff safety, Capital Improvements, and modernization activities also present opportunities to enhance the academic and pedagogic mission of the school. This scope of work outlines the development and implementation for STEAM Focused Educational Engagement during the onsite construction period. It is the intention that this effort be focused and, where possible, integrated into the educational mission of the school being modernized. The scope of educational engagement shall be appropriate to the scope of the construction project. For example, a mechanical system upgrade of short duration will have significantly less engagement activities and breadth of content than a full onsite replacement.

Contributors and Participants

General Contractor or CMAR and Trade Partners – The General Contractor or CMAR is responsible for leading the planning and implementation of the educational engagement. The Contractor or Construction Manager at Risk (CMAR), in conjunction with an Education Liaison, School Leadership, and Teaching Staff, will develop the schedule, audience, and content focus for each engagement activity prior to the beginning of construction. The Contractor or CMAR may choose to bring enhancements or outside experts to add further content to each activity.

Architect (or Engineer) & Sub-Consultants, and Direct Consultants – The consulting Team will work collaboratively with the General Contractor or CMAR in the development and presentation of educational activities. The Architect (or Engineer) (A/E) and Consulting Team will, where needed, assist in the development of graphic material to support educational content delivery. The A/E and Consulting Team will, where needed, lead the educational content development and delivery.

Education Liaison & School Leadership – The Education Liaison and School Leadership will provide guidance on the development of the educational activity plan and assist in scheduling teacher and staff time for educational planning. The Education Liaison and School Leadership are responsible for setting overarching goals for the engagement as well as coordinating ancillary messaging such as campus safety protocols.

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School Teaching Staff – School Teaching Staff will work with the Project Team to develop the educational plan and schedule. Teaching Staff will identify opportunities where in-class content and Project Team education activities are aligned for the purposes of in-class content.

District Facilities Leadership & Staff – District Facilities Staff will be involved throughout the planning and engagement process. The engagement plan and schedule will be reviewed and approved by Facilities Staff. Where appropriate, additional District input and review will be provided.

Tasks

- 1) The Contractor or CMAR, A/E, District Facilities Team, Education Liaison and School Leadership will identify representatives to lead and/or participate in the planning and engagement activities.
 - a. The A/E, Contractor, CMAR, or Consultant will identify the individual who will lead the overall effort/s.
 - b. The A/E, Contractor, or Consultant leading the effort/s will conduct a kick-off meeting to set goals, appropriate level of effort, and additional participants.
 - c. The Team will establish timeline and schedule for curriculum planning with Teaching Staff.
- 2) School Leadership will identify Teaching Staff to be engaged in curriculum planning.
 - a. The District may wish to include participants in addition to on-site staff.
- 3) The Contractor, Education Liaison and School Leadership will schedule curriculum planning with Teaching Staff.
 - a. For major projects, curriculum planning should occur in the spring to coordinate with the District's academic planning calendar.
 - b. Curriculum planning activities will be reviewed and approved by facilities staff, as assigned by the Capital Projects Department.
 - c. Facilities staff will coordinate these activities where appropriate.
- 4) The Contractor, A/E, Consultant, District Facilities Team, Education Liaison, School Leadership will participate in curriculum planning with the Teaching Staff.
 - a. For reference, the number of planning meetings should be determined by project scope and be no less than:
 - i. One Planning Meeting - Minor Upgrades or Renovations
 - ii. Two Planning Meetings – Mid-Sized Modernizations including Additions
 - iii. Three Planning Meetings – Major Modernizations or On-Site Replacements
 - b. The Goal of the planning meetings is:
 - i. Establish Educational Objectives and Opportunities
 - ii. Establish Activity Schedule
 1. Including individual activity focus
 - iii. Establish Audience/Participants

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- 5) The Identified Lead Person/s, as assigned by the Capital Projects Department, will provide the educational activity schedule to facilities staff for review and approval.
 - a. The educational activity schedule should be incorporated into the overall project schedule for the purposes of OAC tracking.
- 6) The Identified Lead Person/s will ensure that the educational activity schedule is implemented.
 - a. When a specific educational activity is not being led by the A/E, Contractor, or Consultant, and the Identified Lead/s will ensure that appropriate team/individual is prepared to lead that task.
- 7) The Identified Lead will coordinate with the A/E, District Facilities Team, Education Liaison and School Leadership to collect material from and document each educational activity.
 - a. It is intended that this documentation will support District communications of the ongoing activities at the site.
 - b. Collection of evidence of educational performance of the District.
 - c. For reference for future activities.
 - d. For mid-size and major projects, it is desirable that a summary document of the educational activities be provided to the District following project completion.