

Waverley Elementary School – Feasibility Study

Project No.: 17261.00
Meeting #3

November 29, 2017

ATTENDEES

<u>Name</u>	<u>Company</u>	<u>Email</u>	<u>Present</u>
Jan Hollenbeck	Principal, Waverley Elementary School	jan.hollenbeck@fcps.org	Y
Kathy Prichard	Elementary School Director, FCPS	kathy.prichard@fcps.org	Y
Dawn Worrell	Construction Accountant, FCPS	dawn.worrell@fcps.org	Y
Mary Jo Richmond	Supervisor of Media Services, FCPS	maryjo.richmond@fcps.org	Y
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Randy Connatser	Maint. Project Manager IV, Maintenance & Operations, FCPS	randall.connatser@fcps.org	Y
Tonya Street	Coord. Of Web Experience, Communication Services, FCPS	tonya.street@fcps.org	Y
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Michael Blake	Principal, Marks Thomas	michaelb@marks-thomas.com	Y
Jennifer Lyon	Senior Associate, Marks Thomas	jenniferl@marks-thomas.com	Y
Ursula Fernandez del Castillo	Project Architect, Marks Thomas	ursulaf@marks-thomas.com	Y

Meeting Notes

Meeting #3 was held to discuss the evaluation of the existing building square footage vs. the Ed Spec requirements for a school of 725 students and review preliminary design options. Attached are the Power Point slides which provide additional context to the meeting discussion and should be viewed in accompaniment to the Meeting Notes outlined below.

Action

I. Project Overview / Recap Information

1. Marks Thomas presented a brief recap of the project and core information presented during previous meetings, including:
 - Overview of what an Educational Specification (Ed Spec) document is.
 - Review of what a Feasibility Study is and what it will accomplish as part of this project.
 - What will be included in the Feasibility Study document.
 - The overall Project Timeline, including where we currently are in the Feasibility Study process schedule.

II. Educational Assessment – 725 Student School

1. Ed Spec Goals for the Waverley Feasibility Study include:
 - A school environment that allows students to work together in small and large group activities.
 - Access to technology.
 - Administrative services organized to facilitate the teaching and learning process.
 - Centrally located Media Center convenient to instructional areas.
 - Physical education spaces that can support a variety of student needs.
 - A cafeteria space that can be maximized in use for a variety of functions such as assemblies and special programs.
 - Interior circulation that promotes a smooth and safe flow of students.



- Abundance of natural light in Classrooms and occupied spaces; orientation of exterior windows appropriate to capture the most appropriate natural light.
- A school as a Community Center fixture so that the building may be used by as many people as possible.
- A “green” school that takes advantage of the site to provide outdoor learning areas and gathering areas around the building. Outdoor areas would also be used by the Community.
- The education spaces should provide consideration for special programs at the school and would include equipment for varying age ranges across the school (i.e. play equipment).
- A building that can be used every day and on weekends. Security and safety should be provided throughout, but that will also allow accessibility to the building and outdoor spaces in a welcoming environment.
- A Health Suite that will provide necessary space for monitoring, evaluation and treatment of students as well as administrative and storage space. Include areas for private consultation as well as a safe area for pickup and administration of medications.
- Making the building “future ready” – to allow flexibility in growth of the school.

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2. **Comparison of existing building to 725 Student Ed Spec requirements:**
 - Evaluation should define the number of Teaching Stations and core Classrooms.
 - Feasibility Study to assess the building itself and not include space or Teaching Stations provided in the Portables. There are 19 Teaching Stations in the building and 17 in the Portables.
 - There are also two Pre-K classrooms in the Rock Creek building – these should not be counted in the evaluation of existing spaces, similar to the strategy we are to follow with the Portables.
 - Include a percentage of each type of spaces in the table.
 - Review of program comparison is to make it clear that the existing building size does not support a school for 725 students from an Ed Spec standpoint.
3. Discussion with School Team regarding deficiencies of Ed Spec program spaces within the existing building:
 - Largest lack is seen in the “Support Services” spaces – how are these being provided at Waverley currently if the space is not present at the building:
 - Two fulltime Art teachers are provided. Two spaces need to be provided for both Art & Music. Two teachers are provided for Gym.
 - Pre-K was moved to the Rock Creek building and the Pre-K classrooms were converted to Art. Rooms are not very conducive to Art instruction in current configuration.
 - There are currently four sessions of Pre-K: three Classrooms, six sessions. There are nearly 100 Pre-K students.
 - Music classes are held in the Portables due to the number of students taking Music (400) and the noise created during the classes. Transitioning students between buildings is challenging for the two teachers and that many students.
 - Community Outreach programs have to use the Cafeteria in the mornings (before lunch).



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- PTA Bookfair is held on the Stage (when not in use for other assemblies or classes).
- Two classes of Band Instruction are held during the day in the Cafeteria (when it is not in use for lunch).
- The school currently works with the local Health Department to provide health & wellness classes to the Community.
- Current enrollment of 740 provides challenges for school administrators to schedule use of large multi-purpose spaces for educational and Community functions in the building such as the Cafeteria & Gymnasium.
- Teachers share a bullpen style Staff Room which is actually a Book Room. A dedicated Teacher Workroom suitable for professional learning and collaboration and small group student intervention would be necessary.
- The school gets very creative about where to hold meetings and group gatherings due to lack of space. Meetings and activities are held all day long. Rooms design for one use certainly get used by other functions, and with the Cafeteria being used for many other functions that space is not always available for administration meetings.
- Marks Thomas to provide building plan to Jan to review and mark up for dual purpose use spaces. Some spaces that may have been tallied as Classrooms are not being used for that any longer.
- 32 Classroom Ed Spec is only counting core Classrooms.
- Kitchen / Cafeteria spaces:
 - Currently there are 4 lunch sessions, serving 200-250 students at a time. Lunch runs from 10:50am – 1:05pm.
 - Lunch schedule impacts ability for staff to have additional instructional time due to need for monitoring and overseeing the lunch time.
 - Programs in the Cafeteria (similar as noted above) – window of lunch time affects availability for Cafeteria & Stage to be used for other necessary functions. This limits the number of extra celebrations of programs, thus leading to multiple assemblies needed to be scheduled for the same event. The option of opening the space up to the Gym also does not fully work as not everyone in the school can fit at once.
- Gymnasium spaces – how does school meet State requirements for PE with half the square footage necessary:
 - Waverley maximizes the minutes for gym class and combines classes into the Gym sessions. There are about 65 students in each session.
 - Use of outdoor areas is important as Gym is small.
 - If Cafeteria is occupied then it cannot be an extension space for Gym.
 - Area currently occupied by location of Portables was their primary outdoor PE space. 60% is now gone due to amount of Portables.
 - Utilizing the two playground areas for PE conflicts with the timing of recess (10:30-2:30).
- Building Services / Maintenance spaces:
 - There is a general lack of maintenance space that is needed. Currently most of the space is in the back of the school, Loading Dock or outside the building.
 - The Boiler Room is used for spare space and supplies are stored on carts.



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- Health Suite spaces:
 - Concerns and challenges for space & privacy (refer to previous meeting notes).
 - Jan will confirm number of students who receive daily health services – possibly about 20%.
 - Current location does not provide privacy, students exiting the building have to wait in the Office to be picked up, especially if Health Suite is full.
 - Medicine is held in a locked cabinet in the Health Suite. Meds should be administered in a private room. Students shouldn't have to line up down the hall to receive their meds.
- Media Center spaces:
 - Media Center program spaces sacrificed at Waverley include the teaching area and a place for creative projects.
 - Current space cannot be reconfigured to accommodate varying sizes of groups.
 - School has to be careful with having too many materials because of the small space – there are limited books.
 - Media Center holds monthly faculty meetings (100 staff members) for professional development (due to other uses at the Cafeteria). Staff have to sit on the floor, behind projection screens, gather in adjacent rooms, etc. to accommodate everyone. Space is not conducive for this use.
 - Location of Media Center (centralized) is ideal for the school. Not having an enclosed space with walls and doors does pose challenges for the school.
- Classroom spaces:
 - 775-800sf is the range of size for existing typical classrooms.
 - Pre-K and K classrooms are larger – team to look at Rock Creek plan for size of existing Pre-K classrooms.
- Miscellaneous items / spaces:
 - Support functions may not be located directly connected to their primary use space (i.e. – the Kiln for the Art classroom is located in a 1st Grade classroom).
 - Administrative spaces are currently spread out around the building. Adjacency requirements are outlined in the 725 Student Ed Spec.
 - Technology availability is a combination of 1:1 (in 4th & 5th Grades) as well as portable devices and Lab availabilities (for the lower Grades). The School's goal is to have everyone at 1:1. This will be included as part of the FFE budget for the project.

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III. Sustainable Design

1. Green School Design Principals and Strategies:

- **Clearly articulate goals; focus on Energy Efficiency and Life Cycle Costs; focus on the quality of learning environment – light, air quality and acoustics.**
- **Sustainable design principals such as Sustainable Sites, Energy and Resource Conservation, Healthy Living Environments and providing Sustainable Design as part of the Learning Process are all important considerations.**
- **Waverley Elementary School should be a Green School.**



- After redistricting occurs next year, most students of the school can walk as less vehicular traffic will be impacted at the school site and within the neighborhood.
- FCPS requirements for new construction projects is LEED silver.

IV. Preliminary Design Options

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1. Option 1 & Option 2:

- Team should look at these options in the context of an occupied (phased) situation for discussion and evaluation.
- Phasing and occupied renovations / additions will need to be thought out for all options.

2. Option 3:

- This option would have to totally relocate the students.

3. General:

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- Site Plan layout design as part of the design options will be developed.
- Two story new additions (or new buildings) would be acceptable.
- A tolerance of 1%-2% from the Ed Spec requirements is generally acceptable.
- Separating the Gym & Dining would be harder for the school to manage from the standpoint of using the building on off-school hours. Managing the visualization of spaces would be difficult.
- Reusing the existing Gym / Cafeteria space – as currently sized, would not meet the Ed Spec. The spaces could be reconfigured for reuse of Cafeteria / Kitchen or Classrooms but a Gym in the current location would not fit due to the existing volume and heights of the spaces.
- Pursuing a design option that would not meet the Ed Spec requirements is not feasible. Ed Spec should try to be met as much as possible. A renovation-only option with no addition should no longer be pursued.
- Structure of Rock Creek should be evaluated to see what is reusable with some reconfiguration for classroom spaces.
- Confirm / discuss with Adtek whether we will meet the Storm Water Management requirements with the existing topography if the building is kept in its current location.
- Courtyards would be OK, if they had a use / purpose.

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V. Comments / Questions

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1. Design Team to begin to prepare thoughts of pros/cons on the maximum size of Elementary Schools as stipulated by the Board of Education – 725 vs. 1,019. There are concerns from Curriculum on the size of a 1,019 enrollment school being too large.
2. Ed Spec for 1,019 school is still being reviewed by Curriculum & the facilities team.

Next Meeting:

The next meeting is scheduled for **December 14, 2017 from 1:30-3:30pm** at the FCPS Central Office Board Room. Meeting topics to include a recap of the initial Community Meeting and an initial presentation of the Renovation / Addition options for the project. The first Community Meeting is scheduled for **December 11, 2017 at 6:00** at Waverley Elementary School.

The above is our interpretation of discussions held on this date. Anyone wishing to add to or otherwise correct these notes must notify our office in writing within seven (7) days of receipt.

Respectfully submitted,





Jennifer Lyon, AIA, NCARB
Project Manager

Cc: All Attendees

Additional FCPS Staff & Admin:

Brian Staiger, Glenn Fogle, Richard Gue, Rick McTighe, John Veronie, Sandra Fox

Design Team Consultants:

Shawn Benjaminson – Adtek Engineers; Patty Nyikos – Nyikos Associates; Jeff Teagarden & Rose Rodriguez – Adtek Engineers; Farshad Kassiri, Abbas Lohrasbi, Kevin Matthai, Chris Sachs, Ryan Masters – Kibart M/E/P Engineers; Bill Richardson & Scott Boyd – Educational Systems Planning

