

MEETING NOTES

Schematic Design Meeting 01 (SD01)

Building Program Review

Project: FCPS – Waverley ES
 GWWO Project #18045

Meeting Date: October 16, 2018
Report Date: October 29, 2018

In Attendance:

Name	Initials	Organization	Email
Paul Lebo	PL	FCPS	paul.lebo@fcps.org
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The purpose of this meeting was to analyze and verify the program to determine spatial relationships based on adjacencies and proportions.

- SD01.1** SM began the meeting by discussing the agenda and objectives.
- SD01.2** JH explained GWWO’s analysis of the program based on the Ed Spec, breaking the program into three major categories: Learning, Support, and Assembly. JH then presented the program adjacencies, pausing for questions both from GWWO and FCPS.

- SD01.3** PL requested that when considering the design of the Cafeteria and/or Gymnasium, that they be flexible/expandable space that the entire school population can fit into during assemblies.
- SD01.4** FCPS is going to determine whether the school needs to be a community or student-only shelter for serious weather conditions. GWWO will take this into consideration during the design.
- SD01.5** “Cafeteria” will be the terminology used going forward with the project (rather than Cafetorium).
- SD01.6** Only Pre-Kindergarten and Kindergarten classrooms will have individual bathrooms; all other grades will be group toilets (still included in net square footage). The intervention rooms will not have bathrooms.
- SD01.7** The add-alternates (Specialized Program and Family Literacy Center) will be considered part of Waverley’s program for now but should be designed carefully so that the floorplan is not affected if these areas are removed.
- SD01.8** The Multipurpose Room should be equipped with the necessary components for art, music and physical education.
- SD01.9** The administration offices are preferred to be centrally located but walking distances to classrooms should be taken into consideration.
- SD01.10** PL is open to combining programmatic areas if appropriate for space efficiency.
- SD01.11** One principal will serve grades PK-2 and another will serve grades 3-5, so design should be based around these adjacencies.
- SD01.12** Some, potentially all, of the Kindergarten classrooms will adhere to the same code compliances as the Pre-Kindergarten classrooms.
- SD01.13** The Family Literacy Center could potentially access the Media Center, but access to the rest of the school will need to be controlled and/or restricted.
- SD01.14** The Art Studios will share a kiln room.
- SD01.15** The STEM Lab is to be located within and visually accessible from the Open Resource Area.
- SD01.16** There will be no separately designed Instrumental Room; this program could be located within the Vocal Rooms, Stage and/or Multipurpose Room.
- SD01.17** The placement of the stage can be further studied as long as the students can still assemble altogether in one space.

SD01.18 SM concluded the meeting with a summary of the questions presented (see below) as well as a project schedule. The next meeting on October 30, 2018 will be devoted to site response to the program.

Questions Summary

- Is “cafetorium” the terminology that FCPS wants to use?
- Are the add-alternates going to be included in Waverley’s program?
- Is FCPS tied to the “houses” concept?
- Are there specific relationships/adjacencies within Student Support or the Parent Resource Center to account for?
- Does Kindergarten get outdoor access for each classroom?
- Will there be bathrooms in every classroom/intervention room?
- What parts of the program are Title 1 spaces?
- Are the art and music studios split by grade?
- Can the Media Center be accessed by the community?
- Does Small Group Instruction get its own space or is it part of Open Resource Area?
- Does FCPS want a central stage?

The foregoing represents the writer’s interpretations of what transpired at the meeting. Please forward any changes or corrections within to smoir@gwwoinc.com. Otherwise these notes will stand as the final record of the meeting.

Respectfully submitted,
GWWO, Inc./Architects



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Associate
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CC: All attendees