



FCPS Liberty Elementary School Feasibility Study Meeting #1 – Notes

PAA Project #18-35

Meeting Date: December 6, 2018 – FCPS Central Office Board Room
Meeting started at 2:00 pm
Meeting ended at 3:20 pm

Attendees:

FCPS Educational Planning Team

Holly Nelson – FCPS Facilities Planner
Brian Staiger – FCPS Senior Construction Project Manager
Beth Pasierb – FCPS Supervisor of Facilities Planning
Kim Day – FCPS Curriculum & Instruction
Steve Raff – FCPS Elementary Director
Dawn Worrell – FCPS Construction Accountant
Patrick Little – FCPS Maintenance
Todd Shaffer – Principal, Liberty Elementary School
Matilda Pickett – Lead Custodian, Liberty Elementary School

Design Team

Kori Purdum Matheis – Proffitt & Associates – *Project Architect*
Madalyn Burns – Proffitt & Associates – *Senior Architectural Designer*

Kickoff Meeting Discussion:

1. Introductions

- a. Holly welcomed the team in support of this project. Holly will be the project manager for FCPS and directed all communications with FCPS on this project to go through her. All attendees briefly introduced themselves and described one interesting fact they have about their connection to Liberty Elementary School.
- b. Kori briefly explained the relationship of consultants using the design team organizational chart and gave a brief overview of Proffitt & Associates educational experience, specifically with FCPS and Feasibility Studies.

2. Project Overview

- a. Kori discussed the typical Feasibility Study Process including the five major tasks and deliverables, a general report table of contents, and the State requirements per the IAC Procedure Manual.
- b. The project schedule was reviewed with the expectation for a Board of Education Presentation on May 8, 2018. The construction process would be anticipated to take approximately 15 to 18 months after funding is allocated and design and permitting take place.
- c. Kori reviewed the project goals and the intent of the project, which is to develop a range of options that explore both renovation/addition and replacement school for 705 students.
 - i. Additional goals discussed included:
 - Acknowledging and celebrating the history of Liberty Elementary
 - Integrating displays for historical plaques and photos
 - Preserving the on-site student memorial
 - Improving accessibility in the building and on site
 - Providing upgraded technology.
 - ii. There are many members of the community who may feel strongly about retaining some of the historical aspects of the building, but there is also some excitement, especially among staff, at the prospect of ending up with a fully renovated and expanded or new facility.
- d. Plan for Community Engagement
 - i. Three meetings will be held –
 - January to talk about overall process and existing conditions, and provide a basic overview of educational specifications
 - February to present options developed (PTA Meeting)
 - March for a final review (PTA Meeting)
 - ii. FCPS will update the FCPS website with Liberty Elementary project page.
 - iii. Additional stakeholders to reach out to might be the Lions Club, Liberty Recreation Council (users of the gymnasium), Carpenter House (use and maintain the softball field), Johnsville Ruritan, YMCA (after-school care)

3. Educational Specifications

- a. The Educational Specifications (Ed Specs) reflect a construction project of approximately 89,000 gross square feet that will provide a new elementary school of 31 teaching stations (25 grade 1-5, five kindergarten, and one pre-kindergarten classroom) as well as supporting spaces to accommodate a state rated capacity of 705 elementary school students. In addition, this project will be designed to meet the requirements for at least a Silver LEED Certification from the U.S. Green Building Council.
- b. The summary of spaces outlined in the Educational Specifications was reviewed. See attached presentation slides for this information.
- c. There was discussion regarding the decision to shift to in-classroom restrooms for Pre-K and Kindergarten classrooms only and multi-user corridor restrooms for all other grades. Beth Pasierb reported that this is partially an effort to make more efficient use of square footage, since the State has been getting more stringent in terms of the amount of square footage that they will participate in funding. The school has some challenges with supervision in their

current multi-user restrooms. New FCPS security measures that include requirements for all classroom doors to be locked during the school day will require operational consideration so that students entering the classroom after using the restrooms don't interrupt instructional time. Adequate fixtures will need to be provided for the design capacity – these calculations will be performed by the design team to meet current building and plumbing code requirements.

- d. Todd Shaffer mentioned that they do not currently have some of the functions outlined in the Ed Specs, for instance they don't have a Community Liaison. Final capacity and program requirements of the school have not yet been determined, therefore the Ed Specs may require some modification at a later date. What is being used for the purposes of this study is the current program for elementary schools, which has been approved by the Board of Ed.
- e. The Ed Specs indicate that the new Waverley Elementary prototype design may be used as a basis for the replacement facility in this study. The initial concept floor plans for Waverley will be ready next week. Its capacity is larger than planned for Liberty, but the new East County Elementary is also being developed concurrently using the same prototype and is similar in capacity to Liberty.

4. Feasibility Study Options – Three options will be considered:

- a. Renovation and Addition – no demolition
- b. Renovation and Addition – partial demolition
- c. New Construction - replacement

5. Existing Site and Building Conditions

- a. Initial Thoughts and Observations
 - i. There is often confusion about the school address and entrance. The address is Liberty Road, however the main entrance is off of Daysville Road.
 - ii. The entire roof was replaced only about five years ago.
 - iii. The northwest baseball field is used for parking during events.
 - iv. The southeast parking lot near Route 26 is blocked off to vehicles and used for a play area, especially during wet weather.
 - v. Softball field is used by a community youth team who provides their own shed and porta potty.
 - vi. There was a property line dispute with an adjacent property owner last year. FCPS will provide information that was gathered as a result of that process.
 - vii. Pat Little reported that the existing boilers are 51 years old and are still working well.
- b. Challenges and Opportunities
 - i. The main northern parking lot off of Daysville Road is used for buses, staff parking and car rider drop off. There are about 9 buses that serve the school. There is not enough parking and there is traffic congestion, especially in the morning. Students being dropped off as car riders have to cross the bus loop to get to the main entrance.

- ii. In the afternoons, car rider pick-up occurs at the southern loop off of Route 26. This loop is not used in the morning. There is not enough stacking in this loop and an excess of cars creates dangerous back-up onto route 26. Additionally, sight distance is an issue due to the topography at this entrance.
- iii. During rains, there is often flooding at the playground and portables. Two “ponds” develop in the north east corner of the site.
- iv. Interior and exterior accessibility is a big issue. A recent student with a broken leg could not access the second floor and had to travel outside and around the building to get to the cafeteria on the lower level.
- v. Group restrooms are an issue due to lack of supervision. There are no men on staff other than the Principal, so it is difficult to oversee use. There were some issues with vandalism and it is difficult to identify the who is misusing the facilities. Paper towel dispensers were moved into the hallways to try to cut down on abuse. From a maintenance perspective, group restrooms are easier to clean and can have repairs made without needing to access the classrooms.

6. Two week look-ahead

- a. The design team will be visiting Liberty Elementary School for field verification on Wednesday December 12, 2018 from 2:30 pm to 5:30 pm. The plan is to start in the food service area, then move to the exterior/site before 3:30 pm to witness the dismissal, then go back and finish up the remainder of the interior. Matilda and Pat will be onsite to provide insights and assistance.

The next meeting is scheduled for **December 20, 2018 from 2:00-4:00 PM at the FCPS Central Office Building, Board Room.**

This summarizes the topics discussed at the meeting. Please review and address any comments and corrections to the Architect within 5 days of receipt of these minutes.

Kori Purdum Matheis, RA, LEED AP BD+C

Distribution via email – all attendees

Attachments:

- Meeting #1 Presentation Slides