

# MEETING NOTES

## Schematic Design Meeting 02 (SD02)

### Site Analysis/21<sup>st</sup> Century Learning

#### Project: FCPS – Waverley ES

GWWO Project #18045

Meeting Date: October 30, 2018

Report Date: ~~November 05, 2018~~ November 07, 2018 (Revised)

#### In Attendance:

Name	Initials	Organization	Email
Mary Jo Richmond	MJR	FCPS	<a href="mailto:maryjo.richmond@fcps.org">maryjo.richmond@fcps.org</a>
Curtis Orndorff	CO	FCPS	<a href="mailto:curtis.orndorff@fcps.org">curtis.orndorff@fcps.org</a>
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Jason Hearn	JH	GWWO	<a href="mailto:jhearn@gwwoinc.com">jhearn@gwwoinc.com</a>
Jess Dancer	JD	GWWO	<a href="mailto:jdancer@gwwoinc.com">jdancer@gwwoinc.com</a>

The purpose of this meeting was to review the site analysis studies and discuss 21<sup>st</sup> century learning concepts.

- SD02.1** SM began the meeting by discussing the agenda and objectives.
- SD02.2** SM presented GWWO’s analysis of Waverley’s site conditions and the potential building siting options based on the research.
- SD02.3** The bus loop will be included in design consideration, with potential for it to expand in the future. It is preferred that vehicles and parent drop-off be separated from the bus loop. FCPS will communicate with its transportation partner and update GWWO on any additional needs/considerations.

- SD02.4** The pedestrian access points on the southeast edge of the site should be fully developed. GWWO will determine where the existing pedestrian path from Stonegate Drive enters the site and use this information accordingly in the design process.
- SD02.5** Consideration should be given to future pedestrian access from the northern portion of the site, should the property on the opposite side of Shookstown Road be developed for residential use.  
**UPDATE (11/07/2018):** Per Paul Lebo, the existing bridge will remain in place and a new bridge will not be included in the Project.
- SD02.6** GWWO will begin to solicit proposals from geotechnical engineers as soon as possible.
- SD02.7** BW expressed concern regarding the existing bridge maintenance (on Old Waverley Drive, not currently in use), FCPS to consider replacing with a pedestrian bridge or, at the minimum, removing the existing bridge.
- SD02.8** FCPS will set up a meeting with the city soon to discuss buy-ins, the footbridge, and the city's plans for a park on the triangular plot of land east of the site.
- SD02.9** BW brought up the current issue of neighbors littering on the property's open fields. Additionally, the owner of the Hunter's Glen townhomes south of the site has previously complained about runoff, which will need to be mitigated through stormwater management.
- SD02.10** Fencing will be required to secure the site.
- SD02.11** SM led a discussion on 21<sup>st</sup> Century Learning spaces not currently included in the Education Specification, specifically Collaborative Learning Spaces (of varied sizes), and shared the types of spaces GWWO has included in recent projects. Often these spaces are "found space" and GWWO is looking for direction on whether these spaces can be considered as the design progresses.  
  
BS reiterated the benefit of program efficiency and multi-use spaces. GWWO has acknowledged this request and will be addressing efficiency in the building layout.
- SD02.12** FCPS will set up a meeting with the director and/or principal of Waverley Elementary to discuss the daily activities of students in each grade level. MJR provided current trends: no front teaching wall and large gathering spaces for dismissal rather than from the classroom.
- SD02.13** FCPS to determine whether furniture is in the construction or FF&E budget.
- SD02.14** FCPS will get the fire marshal's opinion about Kindergarten classrooms having exterior access.
- SD02.15** GWWO will examine the requirements of the code regarding outdoor access for just the classroom or all rooms involving students 3 and below.

**SD02.16** BS will talk to Kathy Pritchard (KP) about the “houses” concept.

### **Questions Summary**

- What are the typical daily activities for a student in each grade level?
  - *BA shared his experience based on previous (5) ES projects constructed. BS indicated that more information will be provided as KP becomes involved in the process.*
- On average, how many students walk to school?
  - *FCPS to investigate, but it is anticipated that the majority of the students will walk to school.*
- What are the main pedestrian points into the site? Are they heavily used?
  - *Outside of the locations indicated on the site diagrams presented by GWWO, there may be a couple of additional passages created by students. FCPS/GWWO to investigate further.*
- What is the radius of students to Waverley?
  - *FCPS to investigate and provide additional information.*

**UPDATE (11/07/2018):** The following is a summary of a meeting held on October 31, 2018 between BS and Kathy Pritchard (KP) to clarify additional questions/items posed by the Design Team:

- Identification of the Title 1 spaces in Waverley ES. Are any of these located or will be located in other schools or East County ES?
  - *Waverley is 80-90 % FARM (Free & Reduced Meals) and one of if not the largest ELL population in the county; East County will not be Title 1.*
  - *Title 1 money is used for more staff at Waverley to accommodate smaller class sizes.*
  - *Community Liaison should be about the same size as an AP office, with meeting space and room for supplies, preferred proximity close to entrance/admin.*
  - *Intervention spaces are preferred in classrooms if possible -----not necessarily. Some intervention is done in the classroom. In fact, increasingly more intervention is happening there, but there is some intervention that has to take place outside of the classroom. That needs to be accounted for and space designated for such.*
- Typical daily activities for a student in each grade level. (Classroom – instruction vs. small group etc.)
  - *Typical classes start with whole group instruction, break into small group instruction, rotate small groups around and then come back together for whole group. Small groups can be 6+ students per group (some with teacher, intervention specialist, on their own, etc.).*
  - *Classroom library to remain as static area in the room.*
  - *4-year old PK only in school, no 3-year old Pre-k, and is an all-day pre-k program; Need discussion with Dr. Harris on long term plan for Special Ed pre-k (BS to ask question). Currently there are no 3 year-old classes, but the long-range plans should be discussed with Dr. Harris.*

- *FCPS follows trends for Pre-k (BS to reach out to Kathy Nesbaum (sp?) for data to help evaluate amount of classes.*
- Do you see a change in serving breakfast in the classroom vs. in a cafeteria?
  - *No. This will continue to be in the classroom.*
- Is FCPS tied to the “houses” concept as described in the Ed spec?
  - *Yes, this is preferred to be kept. PK/K-2 and 3-5, potentially with different bell schedules (discussed at later date).*
- Are there specific relationships/adjacencies within Student Support or the Parent Resource Center to account for?
  - *A discussion needs to take place with Keith Harris (Executive Director of Accelerated Achievement & Equity) as to if the Judy Center & International Office will remain on campus and if so, will be a part of the new building. (BS to reach out to Dr. Harris/Paul Lebo for guidance).*
- Should the art/music studios be split by grade?
  - *This may not be possible due to square footage restrictions, but it is preferred and ideal if it could happen.*
- Are collaboration spaces part of the program needs? If some spaces are able to be identified in the new building, how do we ensure they will be used properly?
  - *These spaces are desired for counseling and therapy; Dr. Alban has made pushes for “collaboration” and with Waverley being Title 1 and having more staff, they need more spaces for intervention etc. There is a need for some spaces to allow for confidentiality.*
- Does Small Group Instruction get its own space or is it part of Open Resource Area?
  - *Small group instruction will take place in and out of the classroom; Open Resource Areas need to be in close proximity to classrooms to save specific instructors time pulling different kids to space.*
- FCPS agrees that no outdoor classroom should be implemented.

#### **Action Items**

- GWWO to solicit proposals for Geotechnical Investigation.
- GWWO/Adtek to begin conversations with City of Frederick on site-related issues (permitting, approvals, etc...).

#### **Next Meeting**

- Tuesday, November 13, 2018 @ 10:00 AM to discuss Building Systems Options.

The foregoing represents the writer's interpretations of what transpired at the meeting. Please forward any changes or corrections within five (5) days to [smoir@gwwoinc.com](mailto:smoir@gwwoinc.com). Otherwise these notes will stand as the final record of the meeting.

Respectfully submitted,  
GWWO, Inc./Architects

A handwritten signature in blue ink, appearing to read 'Scott Moir', with a stylized flourish at the end.

Scott Moir, AIA, CDT  
Associate  
Project Manager

CC: All attendees

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