

MEETING MINUTES

Project: Frederick High School Feasibility Study Committee Meeting #7

Meeting Date: September 27, 2012

Report Date: October 5, 2012

IN ATTENDANCE:

Name	Initials	Organization	Email	Phone
Beth Pasierb	BP	FCPS	Beth.Pasierb@fcps.org	301-644-5023
Jeff Marker	JM	FCPS	Jeffrey.Marker@fcps.org	240-236-7081
Kathy Campagnoli	KC	FHS	Kathy.Campagnoli@fcps.org	240-236-7055
Michael Doerrer	MD	FCPS	Michael.Doerrer@fcps.org	301-696-6900
Bradley Ahalt	BA	FCPS	Bradley.Ahalt@fcps.org	240-644-5146
Cathy Menzel	CM	FCPS	Cathy.Menzel@fcps.org	301-696-6902
Ann Bonitatibus	AB	FCPS	Ann.Bonitatibus@fcps.org	301-696-6805
Ray Barnes	RB	FCPS	Ray.Barnes@fcps.org	301-644-5022
Gloria Mikolajczyk	GM	MSDE	gmikolajczyk@msde.state.md.us	410-767-0101
Paul Hume	PH	GWWO	phume@gwwoinc.com	410-332-1009
Bryan Fisher	BF	GWWO	bfisher@gwwoinc.com	410-332-1009
Kaitlyn Slowikowski	KS	GWWO	kslowikowski@gwwoinc.com	410-332-1009
Beth Amann	BA	Westbrook	Westbrook.JDA@gmail.com	
John Amann	JA	Westbrook	Westbrook.JDA@gmail.com	
Patricia Kettlestrings	PK	Wbrk/Pkwy ES	jpkstrings@comcast.net	
Gregg Horner	GH	Westbrook	gkhorner@hotmail.com	301-668-1754
John Hewetson	JH	Westbrook	jheweston@comcast.net	

The purpose of this meeting was 1) to propose a rubric for evaluation of options, 2) to review preliminary options for renovation of the existing facility and site placement and massing for a replacement building, 3) to discuss scoring and weighting of options under proposed rubric, 4) for FCPS to give a brief update on the status of their community outreach meeting schedule, and 5) for members of the public to ask questions and offer comments to the Steering Committee.

- Rubric for options evaluation:
 - GWWO proposed using a modified version of the "Choosing by Advantages" (CBA) method.
 - Advantages of this method are noted in the attached slide presentation.

- Within the CBA method, GWWO proposed several criteria for evaluation (refer to attached slide presentation) and asked for feedback from the committee regarding the comprehensiveness of the list. Comments offered were as followed:
 - There was fairly wide consensus within the committee that the criteria noted as “quality” in the GWWO slide presentation might be more clear if it were changed to “equity” or “features”.
 - The committee suggested that “aesthetics” be added as an evaluation criterion or included in one of the noted items.
 - The committee suggested that “sustainability” be added as an evaluation criterion.
 - The committee suggested that “safety and security” be added as evaluation criteria.
 - The committee discussed the method for weighing costs under CBA. GWWO will begin to incorporate cost data starting at the next committee meeting. The committee will work to assign priority levels to evaluation criteria during future meetings. High priority items will be given a weighted score. Options scoring high under the weighted system will be compared to cost data to ensure high scoring options also provide value for money spent.
 - Options can be scored using spreadsheet presented by GWWO (attached).
- Options overview:
 - Options presented (shown in attached slide presentation):
 - Prototype – FCPS typical high school on existing school site.
 - Option 1: Retain entire existing school with additions to meet ed spec square footage requirements.
 - Option 2: Retain portions of existing building with additions.
 - 2A – retain 1939 portion only.
 - 2B – retain east (original front) wing of 1939 building only.
 - Option 3: Complete new building on existing school site.
 - Option 4: Complete new building elsewhere on FHS site.
 - 4A – in existing playing fields.
 - 4B – in existing parking lot (not presented – under development).
 - FCPS prototype has significant disadvantages due to the size of its footprint. It is a two story building and other options presented by GWWO are three stories. Three stories will decrease the footprint area and will continue the precedent already established by the existing building.

- GWWO will develop options in which the pool is shown as a freestanding building.
 - Options noted above will all be developed to a higher level of detail for the next committee meeting. Graphics will include 3D modeling of surrounding houses and buildings as well as site circulation, parking, playing fields, and trees.
 - In-depth scoring/evaluation of above options was not part of this meeting and will begin at the next committee meeting.
- Community outreach update:
 - FCPS provided a handout (attached) showing the latest schedule for public outreach and feasibility study meetings and milestones.
- Community Questions:
 - Community members in attendance asked the following questions of the committee:
 - Q: Can tours of both the existing FHS and at least one of the newer high schools in the community be conducted for the general public to gain an understanding of how the facilities compare?
A: FCPS may consider giving tours as part of their public outreach program. Details TBD.

Next Meeting: Thursday, October 11 at 1:00 PM in the FCPS Board Room.

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

Respectfully submitted,
Bryan Fisher, AIA
GWWO, Inc./ARCHITECTS

Agenda :

- Welcome and Introductions 5 Minutes
- Choosing by Advantages (CBA) Introduction 10 Minutes
- Presentation of Options 45 Minutes
- Choosing by Advantages (CBA) Discussion 20 Minutes
- Community Meetings Update 10 Minutes

Rubric for Evaluation of Options Modified Choosing by Advantages (CBA)

What is CBA?

- A process of decision making based on the importance of advantages.

Why use CBA?

- More effective than discussion alone.
- Easier to quantify than “pro” and “con” lists.
- Allows multiple stakeholders and factors to influence preferred options.
- CBA decision making focuses on the differences between alternatives.

What is an “advantage”?

- A favorable difference between the attributes of two alternatives.

Rubric for Evaluation of Options Modified Choosing by Advantages (CBA)

CBA Criteria for Evaluating FHS Options:

- Ed Spec – Option meets all the requirements of the proposed ed spec.
- Instruction – Option provides an optimal facility for the intended instructional program.
- Phasing – Impact of construction phasing on site, facilities, and instruction.
- Time – Overall time required to construct.
- History – Degree to which existing building or site elements are retained.
- Quality – Features of facilities and spaces as compared to other new Frederick Co. and Maryland high schools.
- Site – Accommodation of parking, circulation, and athletic facilities.
- Community – Degree to which option is able to facilitate wishes of FHS students, staff, neighbors, and other community stakeholders.
- Others?

Existing Conditions Retain Entire Existing Building with Additions



Prototype Complete New School on Existing Building Site



Ed Spec	5
Instruction	5
Phasing	1
Time	1
History	1
Quality	5
Site	2
Community	3

Option 1 Retain Entire Existing Building with Additions



Ed Spec	1
Instruction	1
Phasing	3
Time	4
History	3
Quality	1
Site	4
Community	3

Option 2A Retain 1939 Building with Additions



Ed Spec	3
Instruction	4
Phasing	2
Time	2
History	5
Quality	4
Site	3
Community	4

Option 2B

Retain 1939 Front Section with Large Addition



Ed Spec	4
Instruction	4
Phasing	1
Time	2
History	5
Quality	5
Site	3
Community	4

Option 3 Complete New School on Existing Building Site



Ed Spec	5
Instruction	5
Phasing	1
Time	1
History	3
Quality	5
Site	4
Community	5

Option 4A Complete New School on Existing Fields



Ed Spec	5
Instruction	5
Phasing	5
Time	5
History	1
Quality	5
Site	5
Community	2

FREDERICK HS FEASIBILITY STUDY SCHEDULE – REVISED September 26, 2012

Round 1 Public Outreach

FHS Alumni Mtg	June 11, 2012
NAC9 Mtg	August 15, Sept 19, October 17
FHS faculty	August 22, 2012
Back to School Night	August 23, 2012
Community Mtg	September 5, 2012
FHS PTSA/Booster	September 11, 2012
WFMS PTSA	September 20, 2012
Parkway PTSA	October 4, 2012
Whittier PTSA	October 8, 2012
Survey	Sept 6-16 th

Round 2 Public Outreach (November 12-30)

FHS Faculty	November 12
FHS Alumni	November 12
FHS PTSA	November 13
Community Mtgs	November 15 (WFMS) November 27 (Hillcrest ES) <i>> GWWO</i>
NAC9 Mtg	November 28
Survey	November 12-26

Feasibility Study Schedule*

September 13	Steering Committee Mtg	
September 27	Steering Committee Mtg	Evaluate Round 1 public comment; begin discussion on Options
October 11	Steering Committee Mtg	Discuss Options
October 31	Steering Committee Mtg	Discuss/Finalize Options
November 8	Steering Committee Mtg	Finalize Options/Draft Report - Room 5A
November 12-30	Round 2 Public Outreach	
November 29	Steering Committee Mtg	Evaluate Round 2 public comments; discuss options and recommendations
December 19	Steering Committee Mtg	Finalize Recommendations/review final report
January 3	Steering Committee Mtg	Discuss Final Report - <i>if needed</i>
January 9th	BOE presentation	
January 17	Steering Committee Mtg	Room 5A
January 23	BOE Public Hearing	
February 13	BOE decision	
February	Submit final report/BOE final decision to state for approval	

*All steering committee meetings will be held in the Board Room unless otherwise noted.