

<b>Meeting Notes</b>		
Project: (Name, Address)	Bethesda-Chevy Chase High School 4301 East West Highway Bethesda, MD	<b>Kick-off Meeting</b>
Meeting Location:	Smolen ■ Emr ■ Ilkovitch Architects	Meeting Date: September 14, 2012
Owner:	Montgomery County Public Schools	Architect's Project No.: 12011

The following meeting notes are a summary of our understanding of topics covered at this meeting. The information has been condensed into a summary and is not an exact transcript of this meeting. If a conflict is noted, please contact our office so that the item may be corrected in a timely fashion.

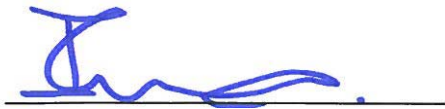
<b>Attendees</b>			
Gary Mosesman (GM)	Smolen ■ Emr ■ Ilkovitch Architects (SEI)	301-770-0177	gmosesman@seiarch.com
Jim Emr (JE)	Smolen ■ Emr ■ Ilkovitch Architects (SEI)	301-770-0177	jemr@seiarch.com
Ina Kovacheva (IK)	Smolen ■ Emr ■ Ilkovitch Architects (SEI)	301-770-0177	ikovacheva@seiarch.com
Karen Lockard (KL)	BCC High School Principal	240-497-6300	Karen_L_lockard@mcpsmd.org
Debbie Szyfer (DS)	Planner, MCPS DFM	240-314-4705	Deborah_Szyfer@mcpsmd.org
Jim Tokar (JT)	Project Manager, MCPS DOC	240-314-1008	James_R_Tokar@mcpsmd.org
Chris Garran (CG)	Community Superintendent MCPS	240-753-4295	
Ricardo Hernandez (RH)	Assistant Principal BCC	240-753-4295	Ricardo_Hernandez@mcpsmd.org
Michelle Hainbach (MH)	PTSA, BCC	301-233-4388	mihainbach@gmail.com
Alysa Emden (AE)	PTSA Exec., BCC	301-385-3721	alysa@comcast.net

<b>General</b>		<b>Action</b>
	MCPS briefly reviewed the feasibility study process. The design team will explore multiple design concepts for the addition through a series of committee meetings.	
	MCPS reviewed the current education specification (ed spec) and noted that additional classrooms and core learning spaces will be included due to increased enrollment and projection capacity. SEI to design to maximum capacity allowable. MCPS will set minimum and maximum parameters for the design.	
	BCC staff discussed existing conditions and expressed concerns in regards to specific spaces and lack thereof. It was noted that the existing library is significantly undersized. It was requested that the existing library be converted to science laboratories. Accommodation of students during open lunch hours is a concern, especially in inclement weather, due to the lack of gathering space in the building.	
	<p>GM reviewed initial design concepts.</p> <p>Concept A:</p> <ul style="list-style-type: none"> <li>- The new addition is located on the existing tennis courts; It is strongly preferred that the physical education (P.E) program not be split, and tennis courts are grouped together.</li> <li>- Due to the spread out location of the addition, Concept A presents numerous circulation concerns, and congestion points in tying back to the existing facility. SEI to explore a loop circulation to improve traffic flow.</li> </ul> <p>Concept B:</p> <ul style="list-style-type: none"> <li>- The addition disrupts two tennis courts; it was noted that splitting of P.E program is not ideal; Relocating tennis courts to roof was discussed.</li> <li>- Loop circulation addressed; security concerns of open but covered bleachers were raised.</li> </ul> <p>Concept C:</p> <ul style="list-style-type: none"> <li>- The addition proposes to create a new front façade and plaza to the existing facility.</li> <li>- Parking structures were discussed. MCPS was not opposed to concept of parking structure. Concerns about security and public use after hours were reviewed.</li> </ul>	

**Meeting Notes**  
**Bethesda-Chevy Chase High School**  
09/14/2012

Committee Meeting Schedule
Committee meeting #1 on October 9 <sup>th</sup> - 3:00 p.m. Committee meeting #2 on October 23 <sup>rd</sup> - 7:00 p.m. Committee meeting #3 on November 8 <sup>th</sup> - 3:00 p.m. Committee meeting #4 on November 28 <sup>th</sup> - 7:00 p.m. PTA Presentation on December 11 <sup>th</sup> - 7:00 p.m.
<b>Location for all meetings to be at Bethesda-Chevy Chase HS cafeteria.</b>

This concludes the notes of the meeting as recorded by Smolen ■ Emr ■ Ilkovitch Architects.



Prepared by: Ina Kovacheva, LEED ®AP BD + C



Reviewed by: Gary Mosesman, AIA, LEED ®AP BD + C

ATTACHED:  
Sign In Sheet 09-14-12.pdf

Name (please print )	Title/Affiliation	Phone Number	e-mail address
<input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mrs. Karen L Lockard <i>Kof</i> <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	BCC High School Principal	240-497-6300	Karen_L_lockard@mcpsmd.org
<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Debbie Szyfer <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	Planner, MCPS DFM	240-314-4705	Deborah_Szyfer@mcpsmd.org
<input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mrs. Jim Tokar <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	Project Manager, MCPS DOC	240-314-1008	James_R_Tokar@mcpsmd.org
<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Chris Gann <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	Community Superintendent mcps	240-753-4295	
<input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Ricardo Hernandez <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Dr.	Assistant Principal BCC	240-497-6300	
<input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mrs. Michelle Hainbach <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	PTSA President	301-233-4388	m.hainbach@gmail.com
<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Jim Emr <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Dr.	Smolen Emr Ilikovitch Arch	301-770-0177	jemr@SEIarch.com
<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Gary Mosesman <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Dr.	"	"	gmosesman@SEIarch.com
<input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Ina KOVACHEVA <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	" "	"	IKOVACHEVA@SEIARCH.COM
<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <del>Debbie Szyfer</del> <input type="checkbox"/> Mr.	<del>MCPS Planner</del>	<del>240-314-4705</del>	
<input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Alysa Emden <input type="checkbox"/> Mr.	PTSA Exec. VP	3013853721	alysa@comcast.net

**Title/Affiliation Examples:**

Staff, Seven Locks ES;  
Neighbor, Community;

Parent, Paint Branch HS;  
Member, XXX Homeowners' Association;

PTA President, Bradley Hills ES;  
Community Representative, XXX Homeowners' Association