

# MOSELEY ARCHITECTS

November 21, 2018

## MEMORANDUM OF CONFERENCE

PROJECT Col. E. Brooke. Lee Middle School Replacement  
Montgomery County Public Schools MD

ARCHITECT'S PROJECT NO. 582937

DATE AND LOCATION Monday November 21, 2018, 4:00pm  
Col. E. Brooke. Lee Middle School

PRESENT

For Montgomery County Public Schools

- \* Mr. Dennis Cross
- \* Mr. Rob Badstibner
- \* Ms. Debbie Szyfer
- \* Mr. DJ Connely

Refer to attached sign-in sheet

For Moseley Architects

Mr. Jim Henderson  
Mr. Eric Garcia

### DISCUSSIONS AND DECISIONS.

The purpose of the meeting was to review some preliminary concepts with school staff. The concepts were presented to promote discussion.

1. Blue / Loop Option
  - a. Courtyard will need to be dual level to allow for natural light into Technology Suite
  - b. Tennis Courts too remote from P.E. spaces in this option.
2. Purple / Pod Option
  - a. This Option was the least desirable classroom arrangement because it limits the number of classrooms that can be in a "group". Less flexible than other options for grouping classrooms. There were also concerns about it being more difficult to monitor with more individual public spaces.
3. Red / Bar Option
  - a. This Option has the preferred Music arrangement, somewhat isolated from the rest of the building for sound and located immediately adjacent to the back of the stage.

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4. In the morning, students will gather in the cafeteria or gymnasium before being released to classes. Concepts should make provisions for this gathering and provide easy entrances from buses and car drop-off points to these spaces.
5. Designs should consider how the different grades can be separated, especially 6<sup>th</sup> Grade from the rest of the building. Science should be dispersed to allow use by different grades.
6. Extensions Suite
  - a. Prefer a location on the lower level or with easy access to the elevator and a stair.
  - b. Extensions Program wants a second bus loading area and separate entrance from the rest of the school population
  - c. Extensions suite should not be isolated from the rest of the building. Enhanced Acoustical treatment surrounding this space may be required.
7. Music – At recent other Middle Schools, the Teachers desks have been moved into the classroom spaces, and the office space has been combined with the Storage Room, allowing for larger storage an additional place for practice.
8. Lockers – There was a lot of discussion about the benefits and drawbacks of locker pods vs. lockers along the corridors. Future options will present both options for further discussion.
9. Adjacent Park space is used for Science Classes, and as a place to evacuate to in the case of an emergency. There will be a fence at the property line, but it will be gated to preserve access.
10. MCPS to provide bus total goals for both standard buses and smaller extension buses.

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*The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for correction.*

NOTES BY:



Eric Garcia  
Project Manager

REVIEWED BY:



Jim Henderson  
Vice President

DISTRIBUTION: As indicated by (\*) above, also:  
Mrs. Kimberly Hayden Williams

# MOSELEYARCHITECTS

## Col. E. Brooke Lee Middle School

Sign-In Sheet

Schematic Design Work Session #1 - November 19, 2018, 4:00pm, Col. E. Brooke Lee Middle School

Title	Name	Role	Phone	e-mail
✓	Mr. Jim Henderson	Moseley Architects, Vice-President	540-434-1346	jhenderson@moseleyarchitects.com
✓	Mr. Eric Garcia	Moseley Architects, Project Manager	540-434-1346	egarcia@moseleyarchitects.com
	Mr. Hart Guojian-Pelt	Fundamental Music Teacher		Hart.J.GuojianPelt@mcpssmd.org
	Mr. Tim Hilberd	School Librarian		Timothy-c-hilberd@mcpssmd.org
	DENNIS F CROSS	MCPS	901.580.9409	
	MR. Rob Brustwee	MCPS		Robbie-E.Brustwee@mcpssmd.org
	MS Heather Giovinco	PE Coach / Specialist		Heather.giovinco@mcpssmd.net
	MIR. KURT CEZSCHAUER	ELECTIVES TEAM LEADER		KURT-R-OELSCHLAGER@mcpssmd.org
	MS. Faatimah Wilson	Administrative Secretary	240-740-4450	Faatimah-r-wilson@mcpssmd.org
	Mrs. Jackie Kimft	Trainer - English	301742 8046	jacqueline-a-kimft@mcpssmd.org
	MS. Jennette Roy	ESOL & World Languages		Jennette-L-Roy@mcpssmd.org
	Mrs. JESSICA VANDER	THEATRE TEACHER		Jessica-Hague@mcpssmd.org
	MS. Susan Wright	Chorus/Guitar / Gen. Music	4347068008	Susan-a-wright@mcpssmd.org
	Ms. Sarah Rose Greco	Math Teacher		Sarahrose-v-greco@mcpssmd.org





# MOSELEY ARCHITECTS

DESIGNING SOLUTIONS ■ BUILDING TRUST ■ ENRICHING LIVES



## Meeting Schedule

Staff Meeting  
November 19, 2018, 4:00pm

SD Work Session #1  
December 4, 2018, 6:30pm

SD Work Session #2  
December 18, 2018, 4:00pm

PTA Presentation  
January 2019



Herbert Hoover Middle School Modernization  
LEED Gold

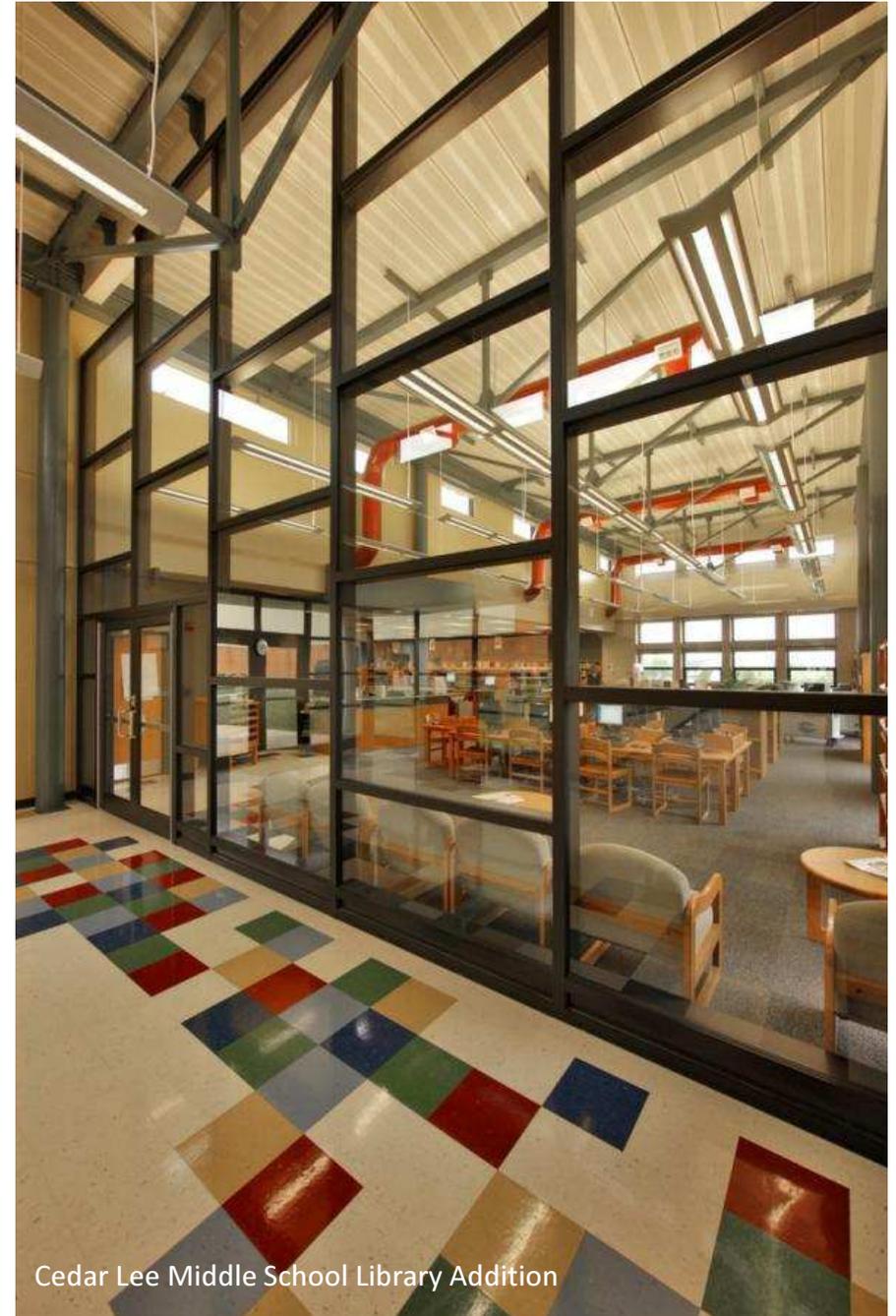
## Design Process

Options presented are not the final options.  
Options presented are intentionally different to promote discussion.  
Options will evolve based on the discussion.

## SD Meeting #1 Goals

Focus on big decisions, leave small decisions for future meetings

- Determine new building location on the site
- Determine preferred classroom groupings
- Establish preferred locations and adjacencies of major programs
  - Media Center
  - Dining
  - Linkages
- Lockers – Pods vs. Hallways
- Reduce number of Options



Cedar Lee Middle School Library Addition

## E. Brooke Lee Middle School Classroom Addition and Facility Upgrades Square Foot Summary

When this project is complete, the following spaces are to be provided:

The capacity will be 1,008 with a core of 1,200.

Updated 10-23-2018

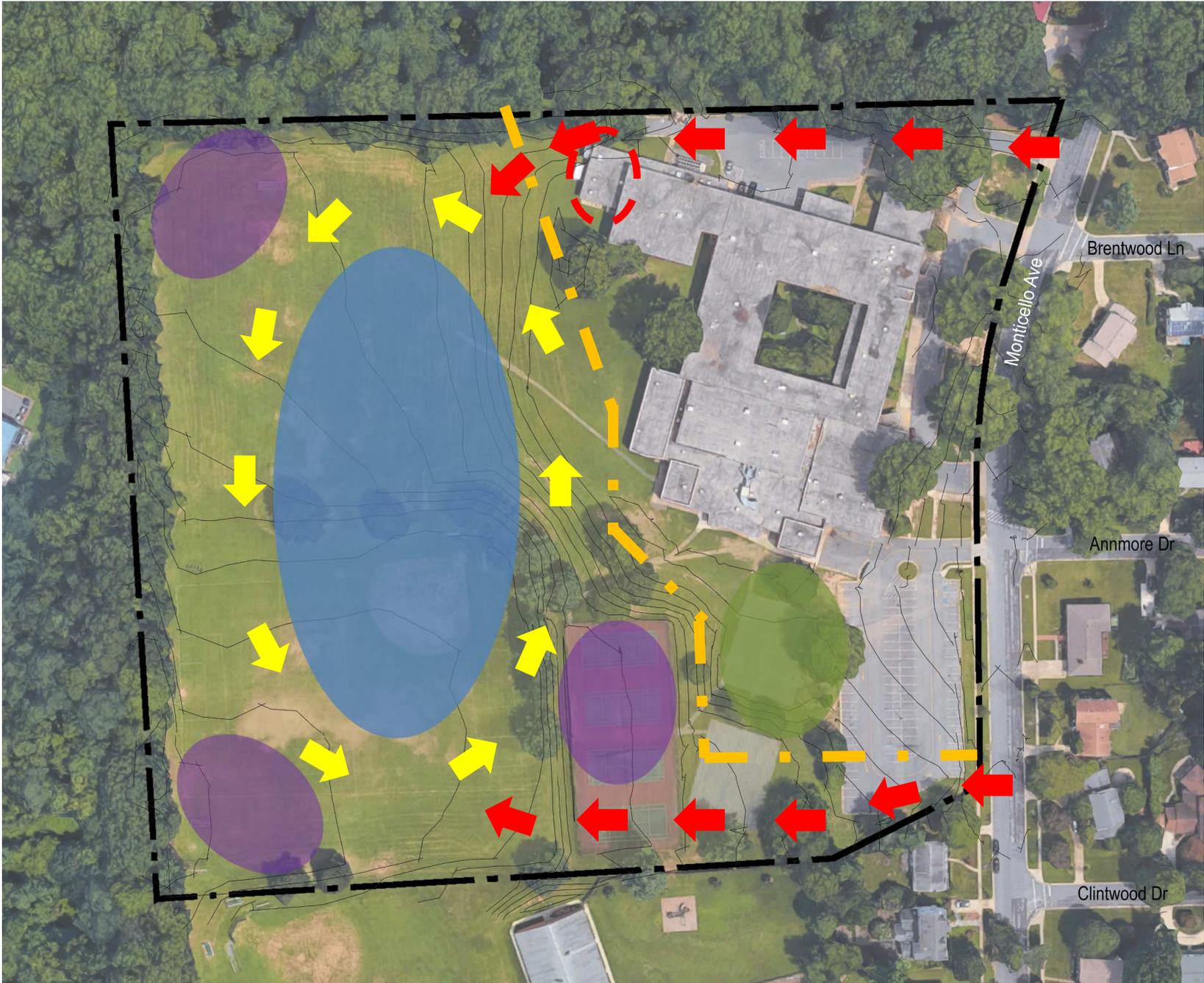
Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
Standard Classroom	27	900	24300
<b>Science</b>			
Laboratory	6	1500	9000
Preparation Room	3	250	750
Chemical Storage	1	250	250
<b>Instructional Support Areas</b>			
Team Workroom	6	300	1800
Interdisciplinary Textbook Storage	3	100	300
Departmental Textbook Storage	3	100	300
Foreign Language Textbook Storage	1	100	100
Support Staff Office	1	140	140
Developmental Reading	1	450	450
Math Intervention Room	1	450	450
<b>ESOL Classrooms</b>			
ESOL Classrooms	2	900	1800
ESOL Team Room	1	300	300
ESOL Storage	1	140	150
<b>Special and Alternative Education</b>			
Special Education Classrooms (Extensions)	3	900	2700
Quiet Room (Extensions)	3	100	300
Transition/Conference Room (Extensions)	1	300	300
Coordinator's Office (Extensions)	1	140	140
Standard Classroom (GT/LD)	1	900	900
Accommodation Room (GT/LD)	1	450	450
Special Education Team Room	1	300	300
Conference Room	1	250	250
Resource Room	1	800	800
Speech & Language Support Room	1	240	240
Occupational Therapy/Physical Therapy	1	240	240
Accommodations Room	3	450	1350

Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
<b>Music Suite</b>			
Instrumental Music Room	1	1900	1900
General Music/Choral Room	1	1000	1000
General/Choral Storage	1	240	240
Music Office	1	150	150
Practice Rooms	2	64	128
<b>Visual Arts Suite</b>			
Art Room	1	1300	1300
Storage	1	320	320
Kiln Room	1	120	120
<b>Multipurpose Technology Laboratory</b>			
Multipurpose Technology Laboratory	1	1500	1500
Computer Technology Laboratory	1	900	900
Preparation Room	1	280	280
<b>Multipurpose Laboratory</b>			
Multipurpose Laboratory	1	1500	1500
Storage	1	280	280
<b>Physical Education</b>			
Gymnasium (Equals 2 teaching stations)	1	6800	6800
2nd Gymnasium	1	3200	3200
Fitness/Weight Room	1	1600	1600
Auxiliary Gym	1	1600	1600
Health Classroom	1	1800	1800
Locker Rooms	2	1650	3300
Storage Rooms	2	100	200
Toilet Rooms	2	150	300
Shower/Drying Rooms	2	250	500
Laundry Room	1	150	150
Offices	2	300	600
Common Planning Area	1	200	200
General Storage	2	650	1300
2nd gymnasium storage	1	300	300
Outdoor Storage	1	200	200
ICB Storage	1	100	100

Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
<b>Computer Support</b>			
Office	1	140	140
Telecommunication Equipment Closet	1	250	250
Telecommunication Closet	5	80	400
<b>Instructional Media Center</b>			
Main Learning Environment	1	4400	4400
Work and Production Area	1	700	700
Storage, Media General	1	600	600
Media Specialist Technician Room	1	140	140
Multimedia Production Room	1	900	900
<b>Student Activities</b>			
School Store	1	180	180
Student Government Storage Closet	1	80	80
<b>Administration Suite</b>			
General Office	1	700	700
Principal's Office	1	250	250
Assistant Principal's Office	3	140	420
Assistant School Administrator Office	1	140	140
Administrative Secretary's Office	1	140	140
Workroom	1	450	450
Storage	1	50	50
Conference Room	1	300	300
Copier Workroom	1	190	190
Student Support Center	1	300	300
Financial Secretary's Office	1	140	140
Staff Development Office	1	190	190
Security Office	1	140	140
Test Room	1	140	140
<b>Guidance Suite</b>			
Counselor's Office	5	140	700
Waiting Room	1	250	250
Conference Room	1	300	300
Records Room	1	125	125
Itinerant Staff Office	1	140	140
Student Services Suite	1	900	900

Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
<b>Health Suite</b>			
Waiting Room	1	100	100
Treatment/Medication Area	1	125	125
Office/Health Assessment Room	1	100	100
Health Assessment/Isolation Room	1	100	100
Rest Area	2	100	200
Toilet Room	2	50	100
Storage	1	40	40
<b>Staff Facilities</b>			
Staff Room	1	600	600
Telephone Room	1	50	50
<b>Student Dining</b>			
Student Dining	1	6000	6000
Stage	1	1500	1500
Storage	1	300	300
Chair Storage	1	400	400
<b>Kitchen Area</b>			
Service Area (4 service lines)	1	950	950
Food Preparation	1	900	900
Dry Food Storage	1	350	350
Refrigerator	1	125	125
Freezer	1	225	225
Office	1	100	100
Locker/Toilet Room	1	120	120
Loading Platform	1	125	125
Receiving Area	1	100	100
Chemical Storage Room	1	48	48
<b>Building Service Facilities</b>			
Building Services Office	1	140	140
Locker/Shower Area	1	250	250
Plant Equipment Operator Office	1	75	75
Compactor/Trash Room	1	250	250
Receiving and Storage Area	1	800	800
General Storage Rooms	3	240	720
Building Services Outdoor Storage	1	250	250
<b>Total Teaching Stations and Net. Sq. Ft.</b>	<b>51</b>		<b>108,726</b>

<b>Facility</b>	<b>#</b>	<b>Net Sq. Ft.</b>	<b>Total Net Sq. Ft.</b>
<b>Linkages to Learning Suite (Design as an Add Alternate)</b>			
Reception Area	1	200	<b>200</b>
Conference Room	1	300	<b>300</b>
Storage Closet	1	50	<b>50</b>
Mental Health Counselor's Office/Play Therapy Room	1	250	<b>250</b>
Case Manager's Office	1	150	<b>150</b>
Site Coordinator Office	1	150	<b>150</b>
Staff Toilet	1	60	<b>60</b>
<b>Subtotal for Linkages to Learning</b>			<b>1,160</b>
<b>Total for Project</b>			<b>109,886</b>
<b>The following spaces should be master planned:</b>			
Standard Classrooms	<b>11</b>	900	<b>9,900</b>
<b>Science</b>			
Laboratory	<b>2</b>	1500	<b>3000</b>
Preparation Room	1	250	<b>250</b>
<b>Instructional Support Areas</b>			
Team Workroom	3	300	<b>900</b>
Interdisciplinary Textbook Storage	1	100	<b>100</b>
Departmental Textbook Storage	1	100	<b>100</b>
Support Staff Office	1	140	<b>140</b>
Accommodations Room	1	450	<b>450</b>
<b>Total for Master Planned Edition</b>	<b>13</b>		<b>14,840</b>



# Existing Site Plan



# Classroom Loop Option – Construction Plan



# Classroom Loop Option – Site Plan



# Classroom Loop Option – First Floor Plan



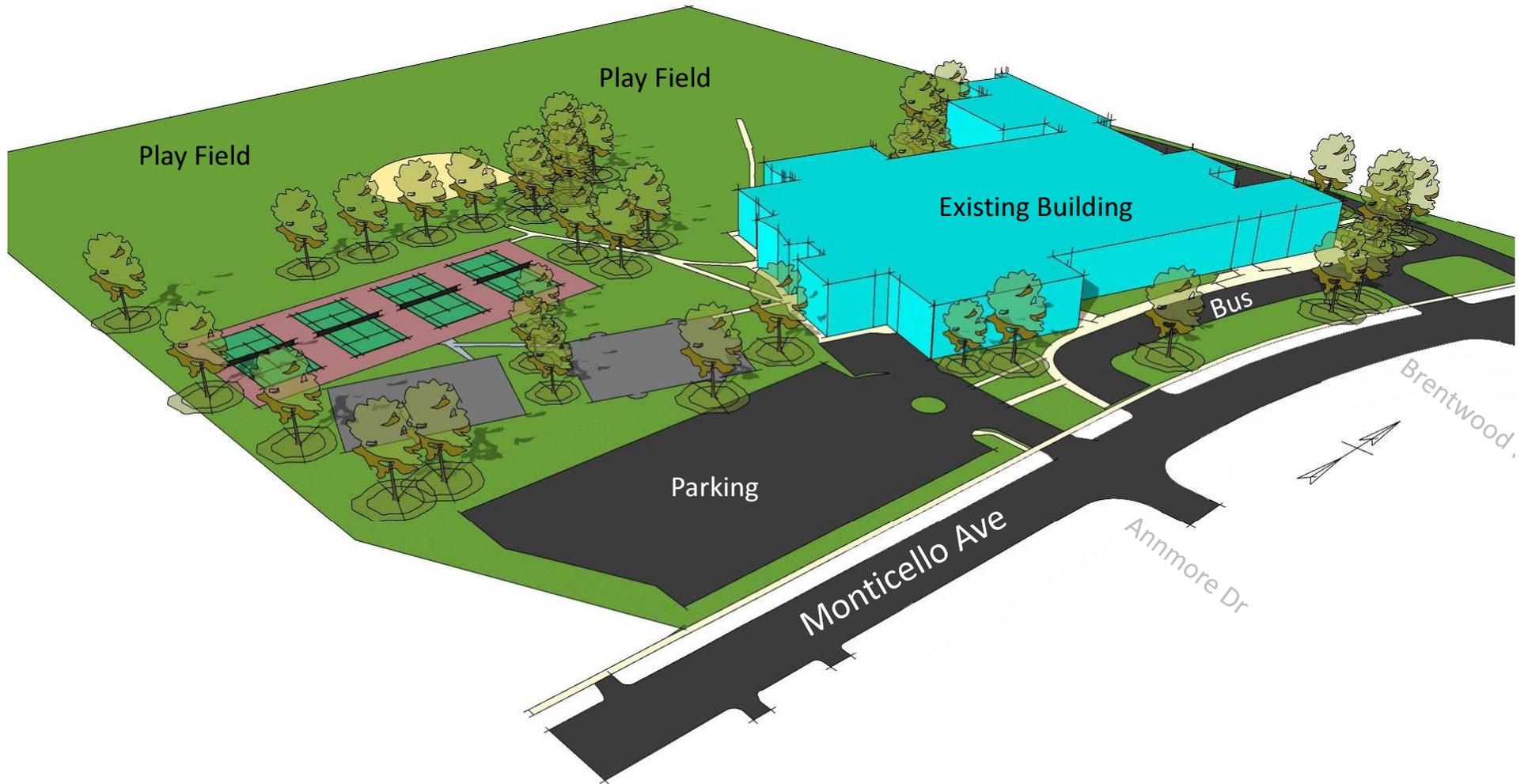
# Classroom Loop Option – Second Floor Plan



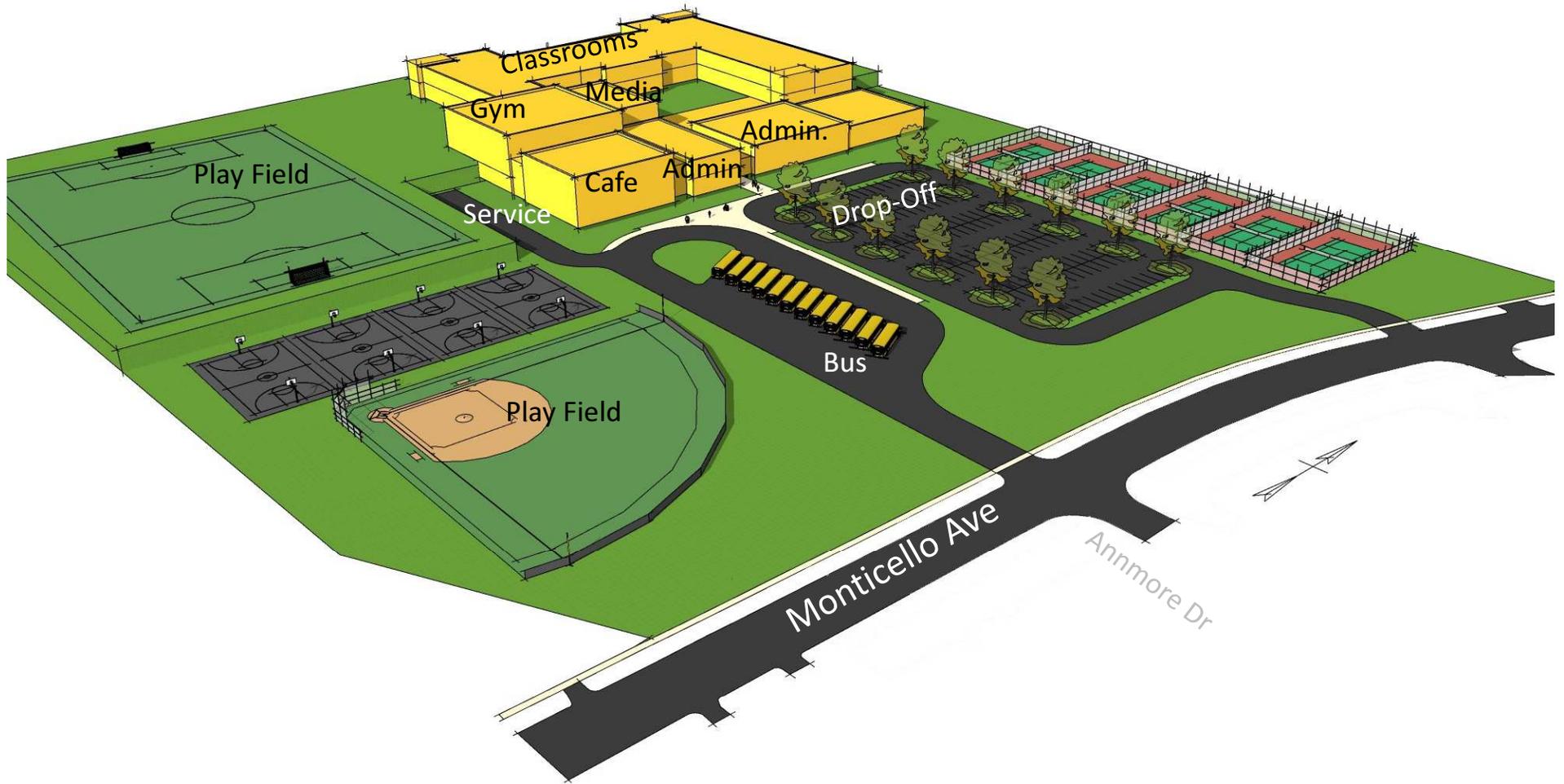
# Classroom Loop Option – Third Floor Plan



# Existing view from Southeast



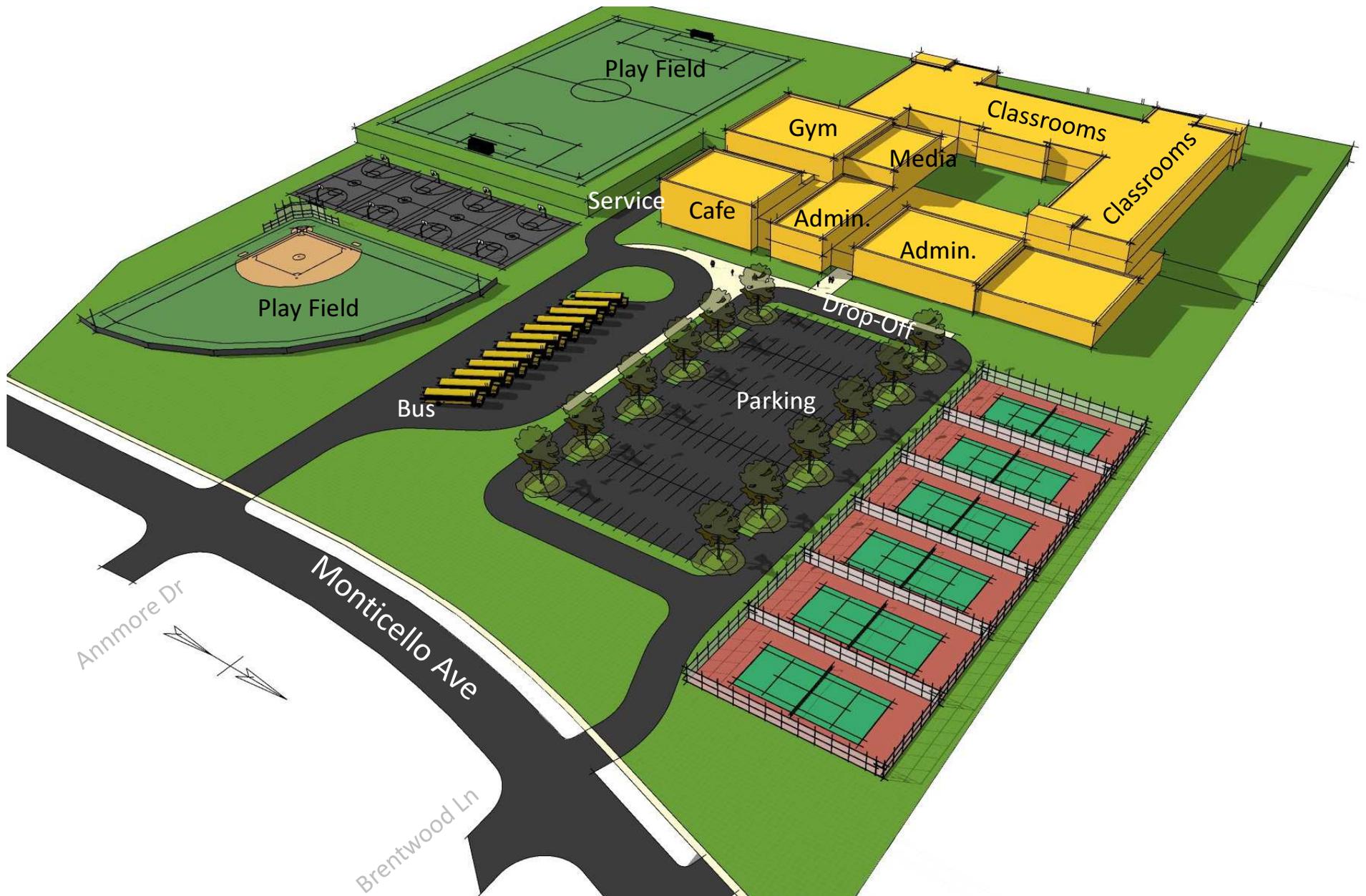
# Classroom Loop Option - View from Southeast



# Existing view from Northeast



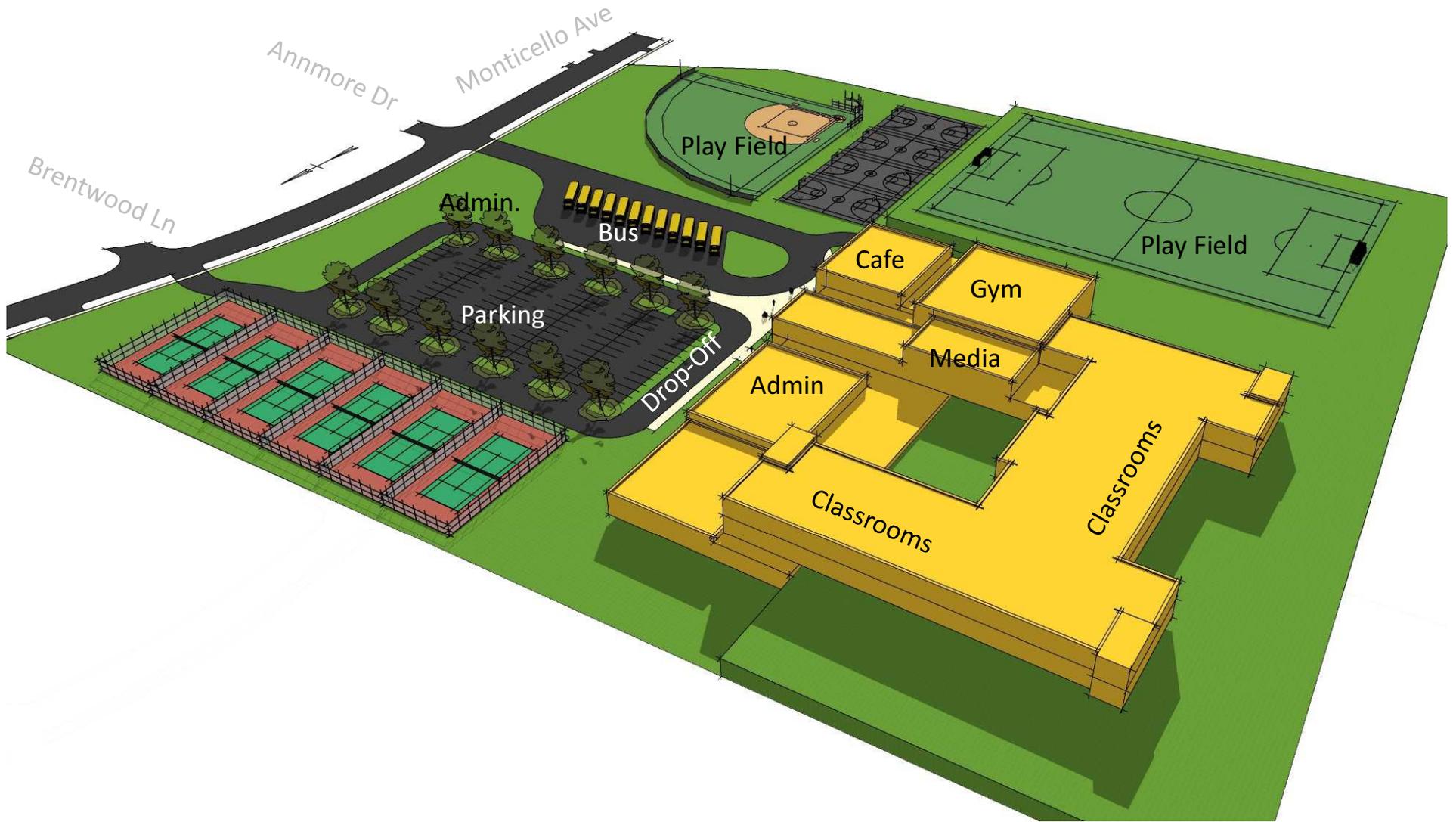
# Classroom Loop Option - View from Northeast



# Existing view from Northwest



# Classroom Loop Option - View from Northwest



# Existing Site Plan





# Classroom Pod Option – Site Plan



# Classroom Pod Option – First Floor Plan



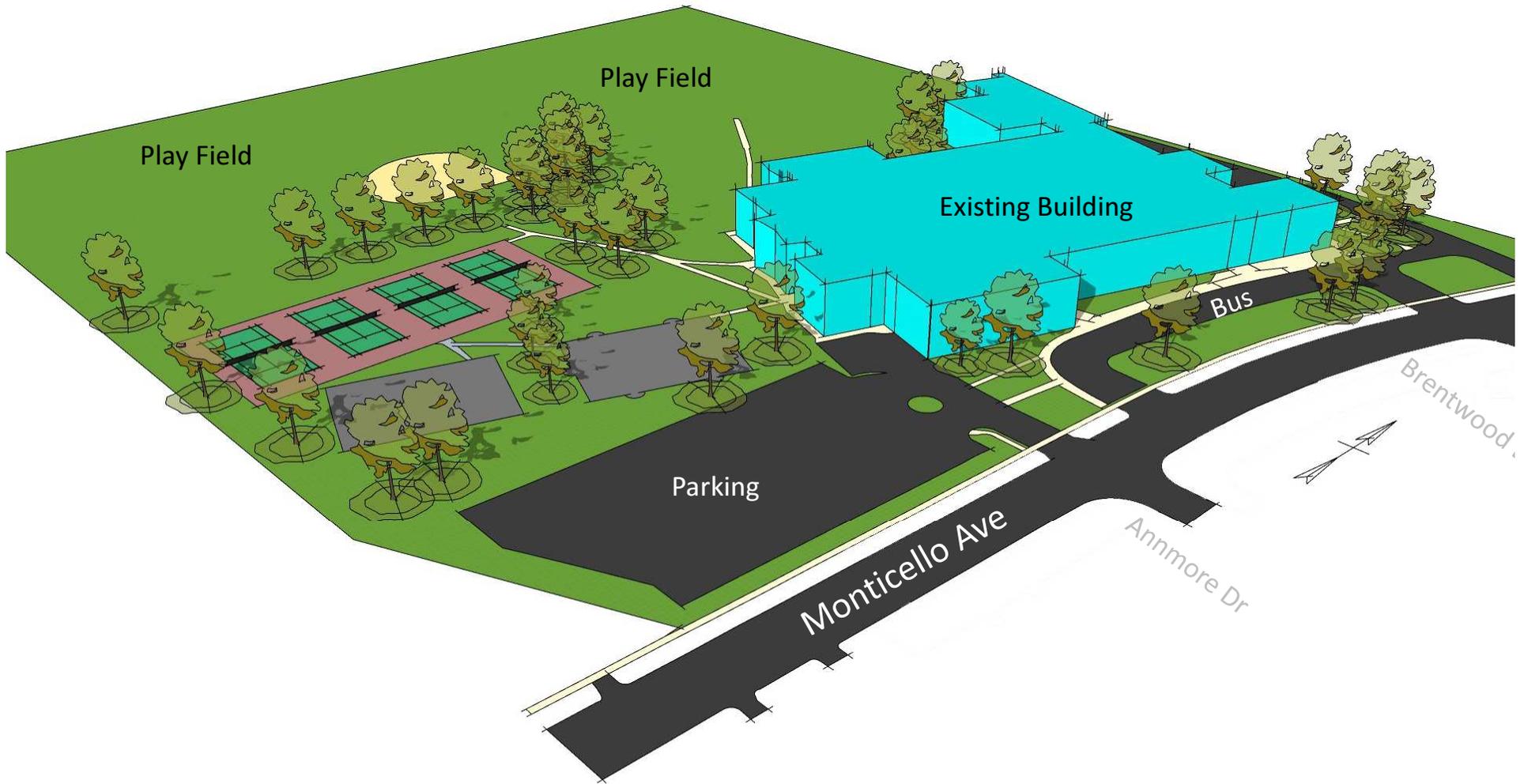
# Classroom Pod Option – Second Floor Plan



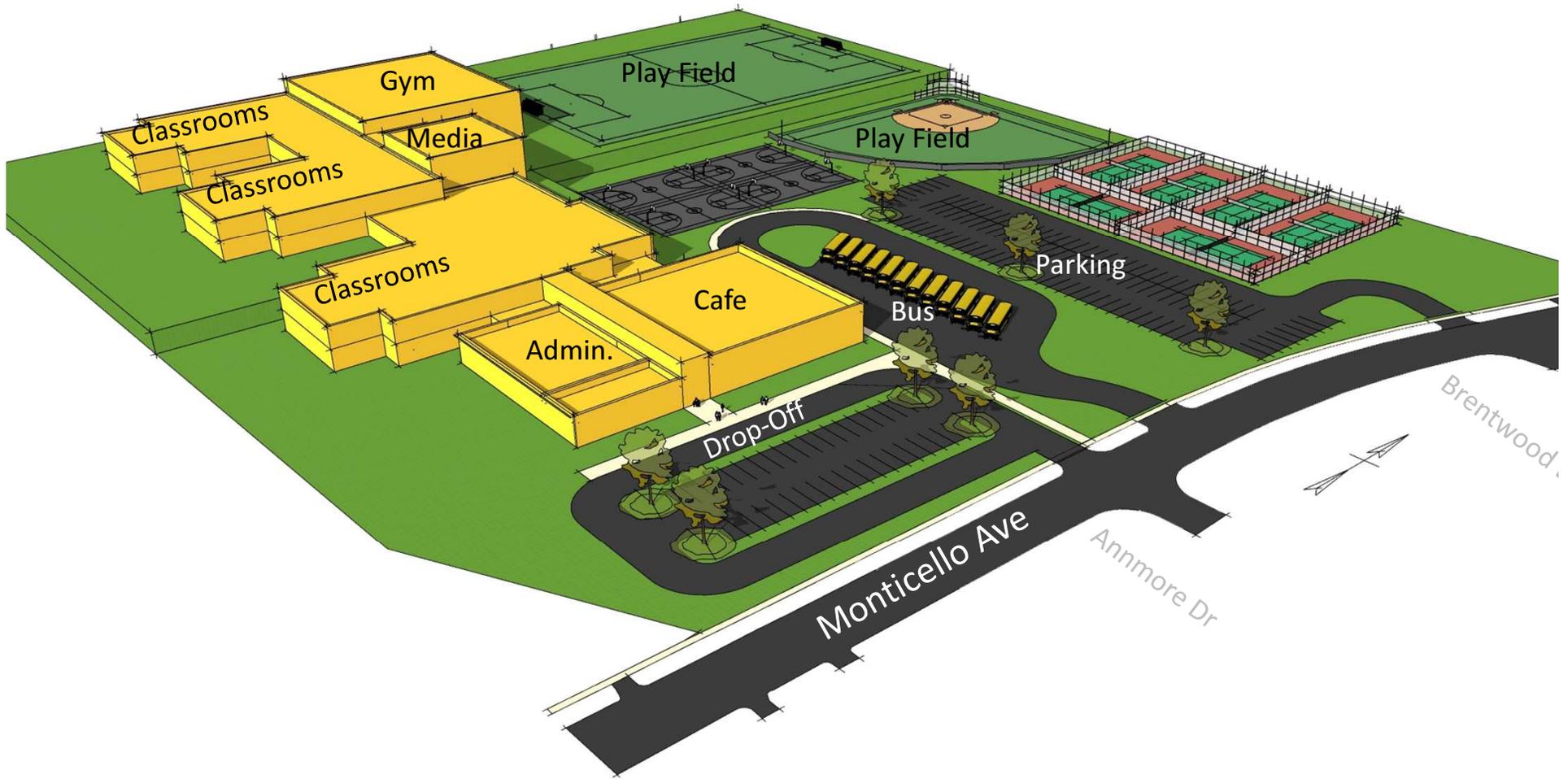
# Classroom Pod Option – Second Floor Plan



# Existing view from Southeast



# Classroom Pod Option - View from Southeast



# Existing view from Northeast



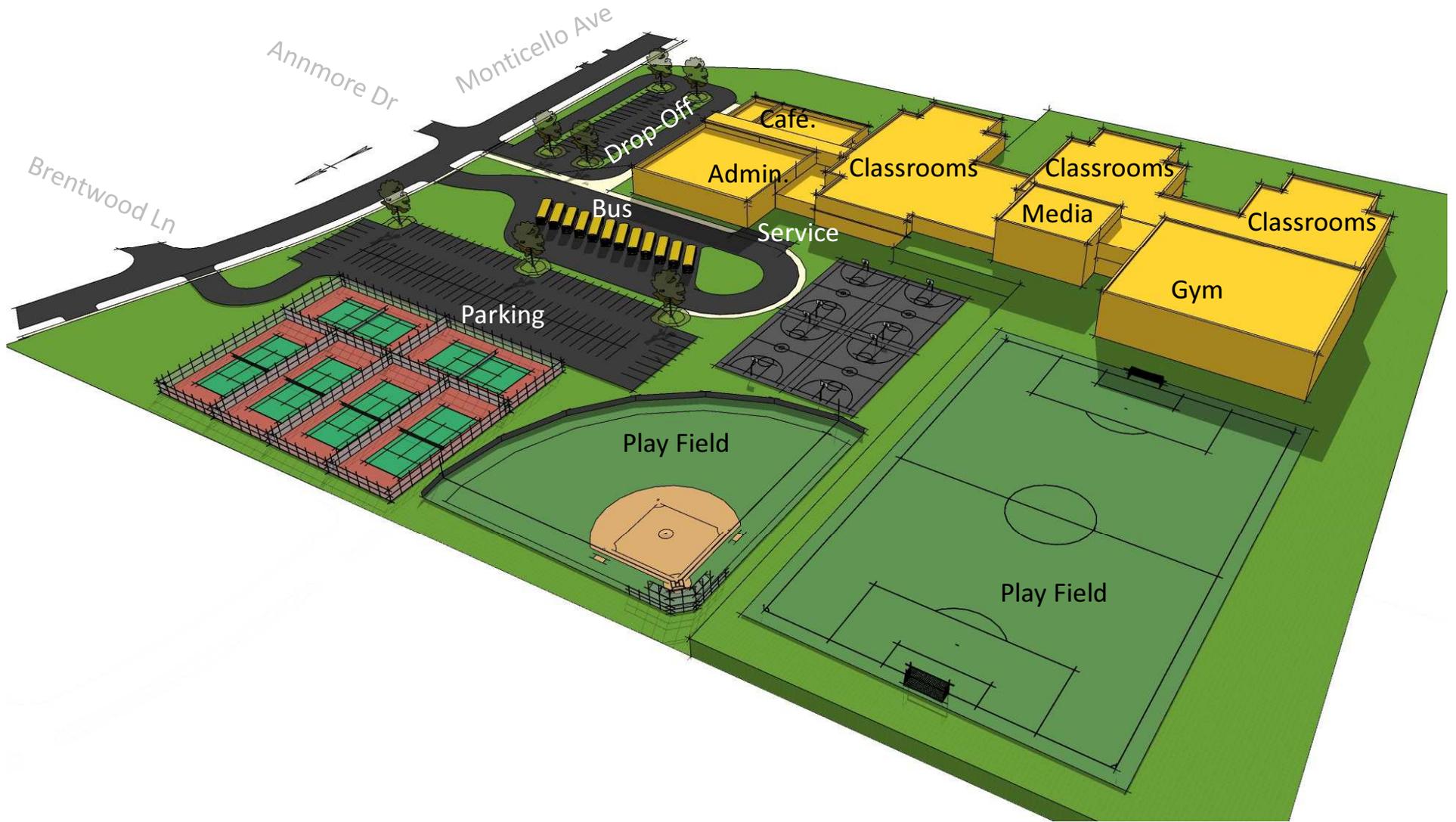
# Classroom Pod Option - View from Northeast



# Existing view from Northwest



# Classroom Pod Option - View from Northwest



# Existing Site Plan





# Classroom Bar Option – Site Plan



# Classroom Bar Option - First Floor Plan



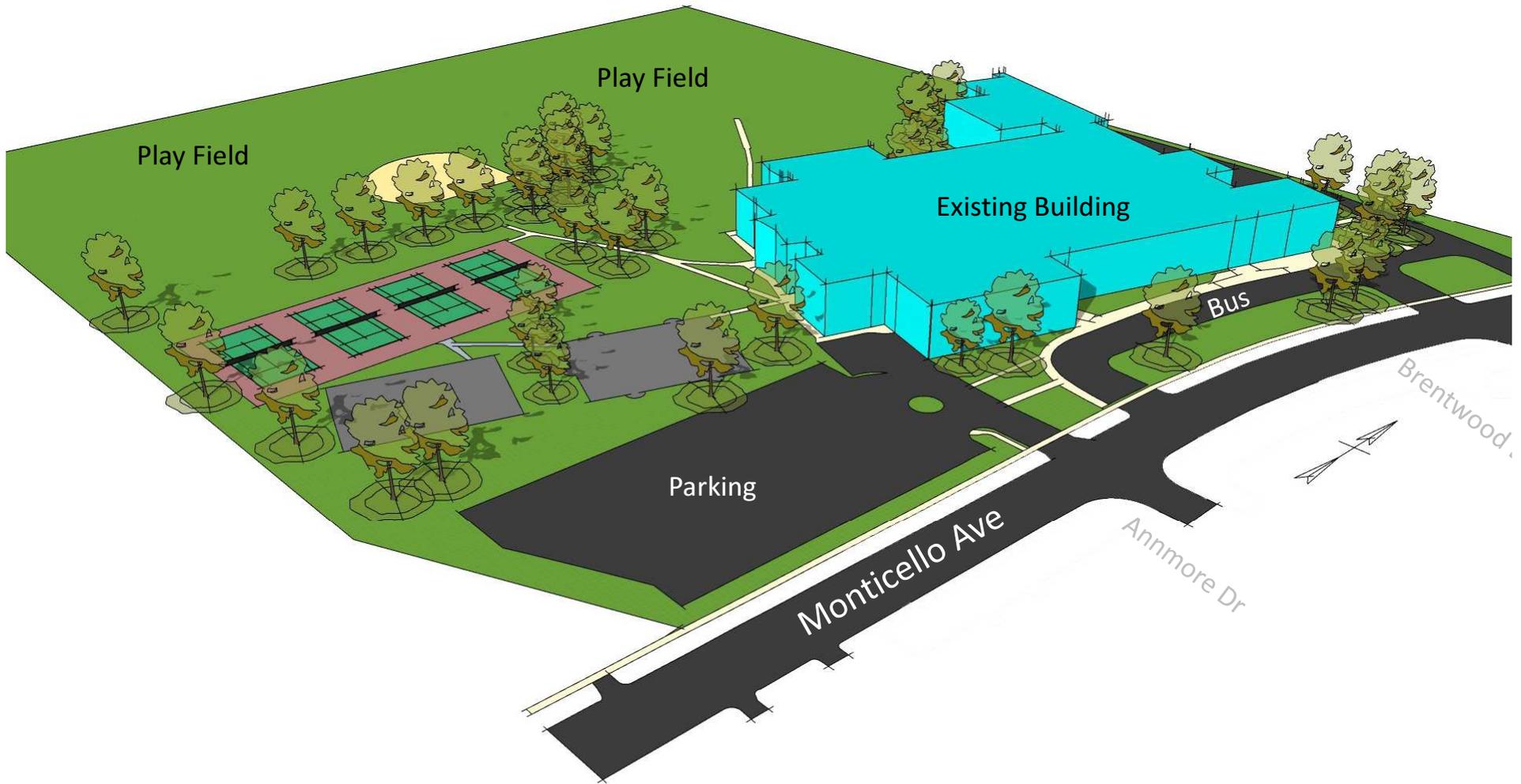
# Classroom Bar Option - Second Floor Plan



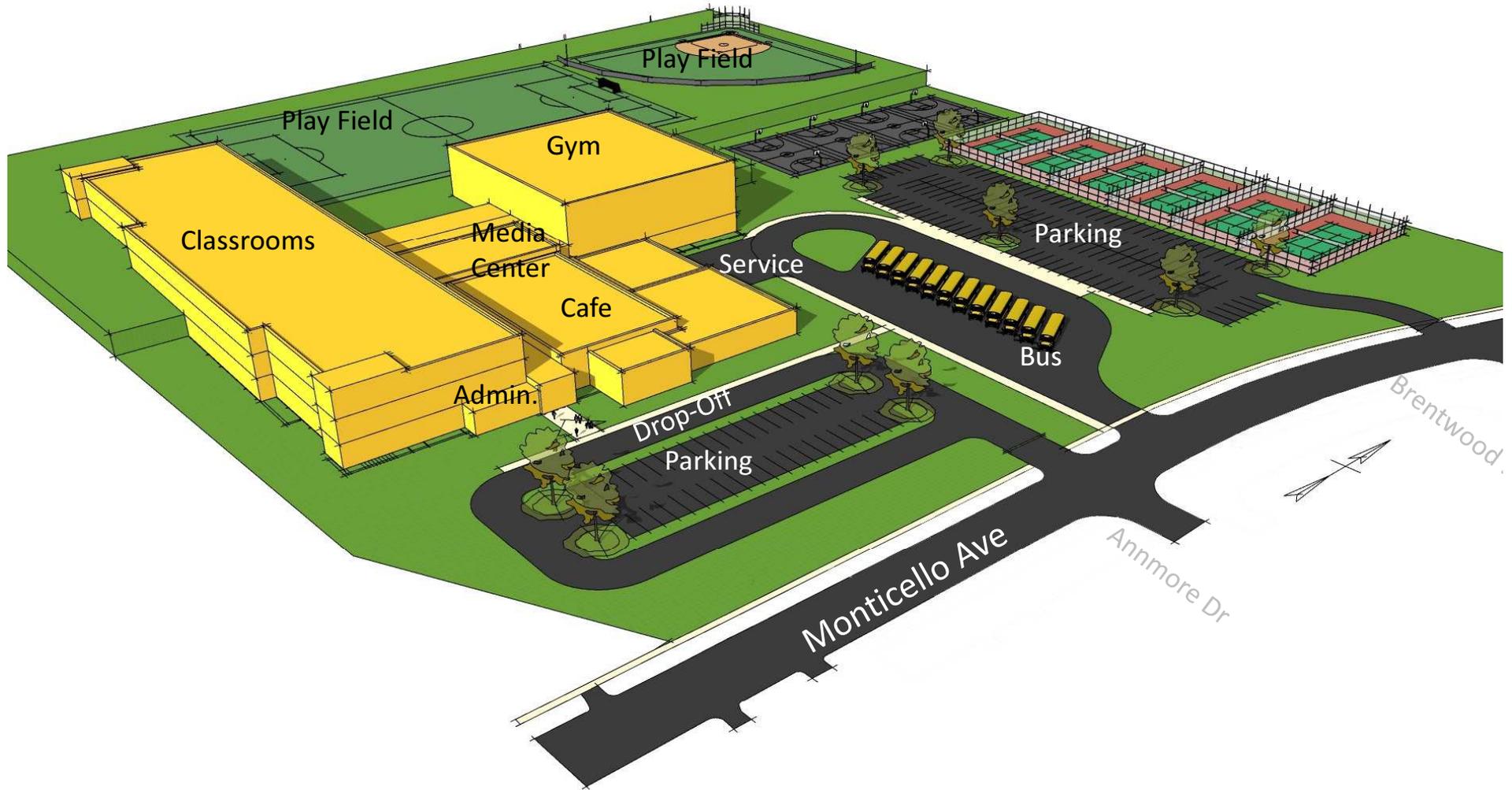
# Classroom Bar Option - Third Floor Plan



# Existing view from Southeast



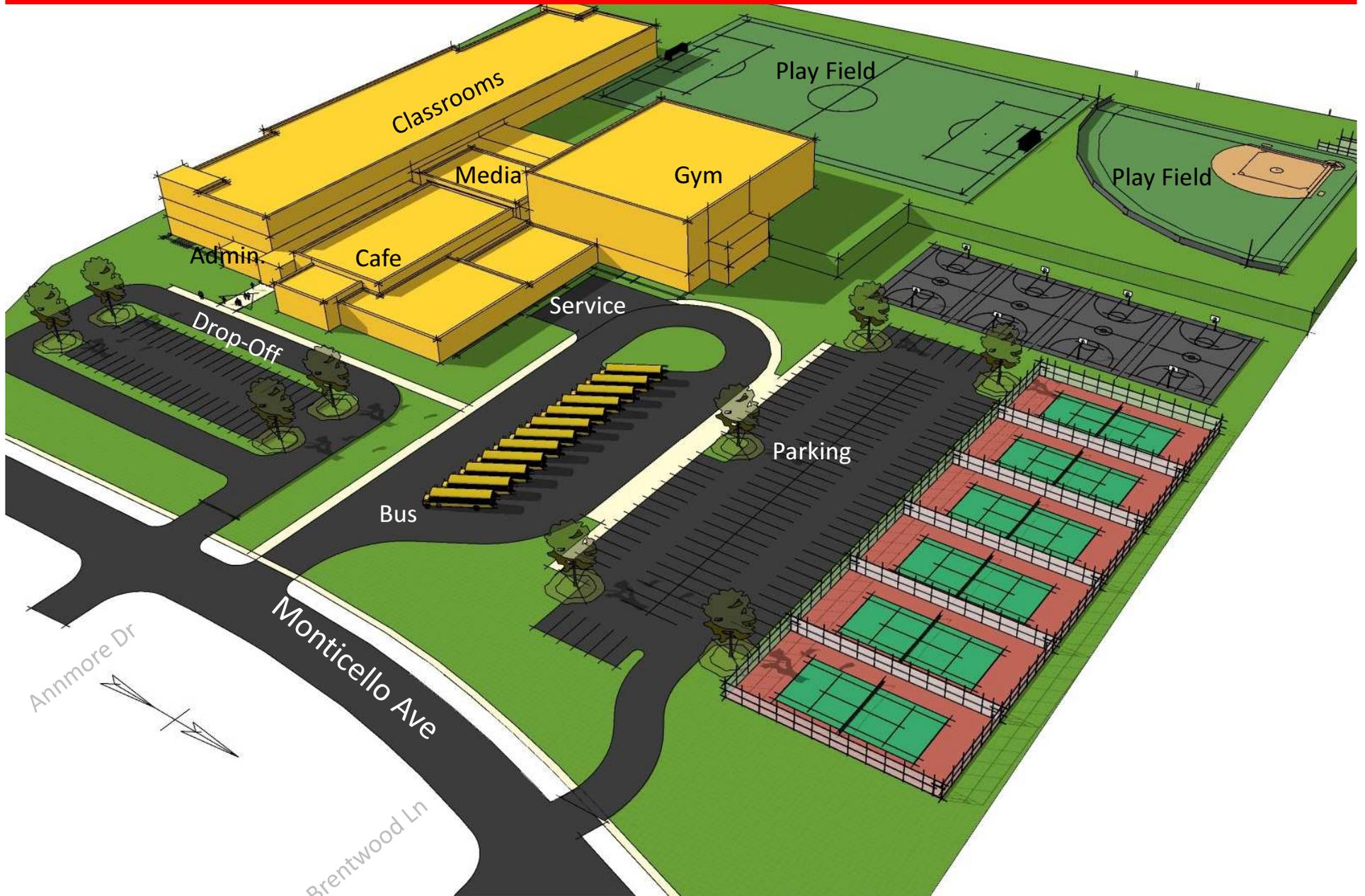
# Classroom Bar Option - View from Southeast



# Existing view from Northeast



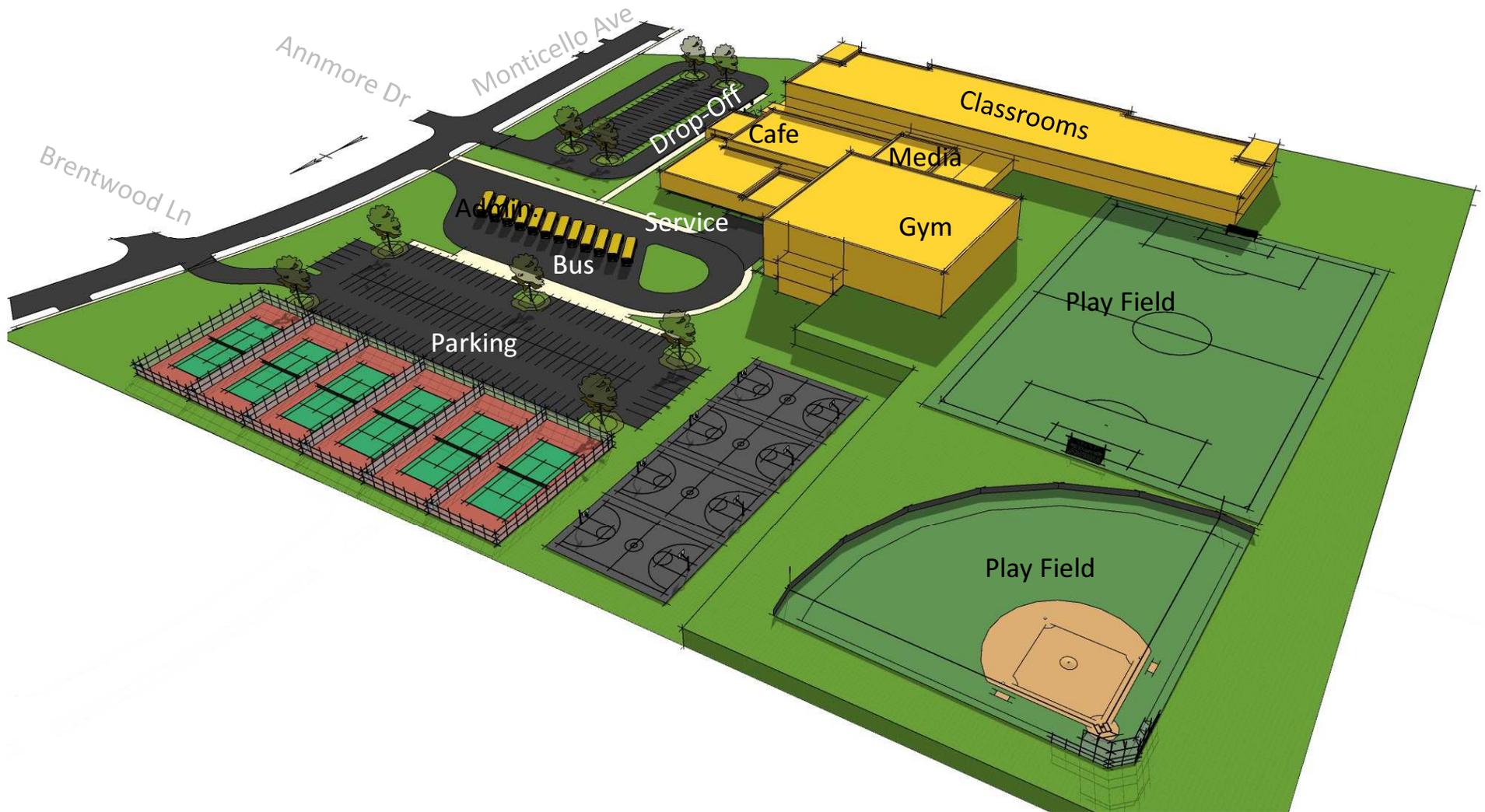
# Classroom Bar Option - View from Northeast

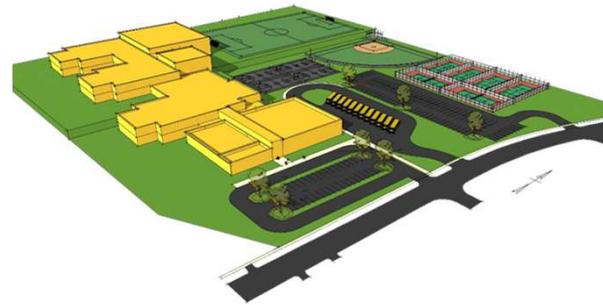


# Existing view from Northwest



# Classroom Bar Option - View from Northwest





Classroom Loop Option

Classroom Pod Option

Classroom Bar Option

## Loop Option Pros

- Major construction distant from neighbors
- Longer student pick-up queuing
- “Front” door set back from Monticello AV
- Central walking area between parking and bus loop funnels student traffic to front door
- “Open” area for SWM at low point of site
- Public functions easily isolated for after-hours use
- Team grouping flexibility along corridors

## Loop Option Cons

- More construction closer to existing school
- 2<sup>nd</sup> Construction access works better if some classrooms are removed
- “Front” door set back from Monticello AV
- Tennis Courts remote from other PE functions
- Loading dock faces open areas of site

## Classroom Loop Option – Site Plan



## Pod Option Pros

- Construction further from existing school
- Pod Classrooms clustered reinforce smaller sense of community in classrooms / teams
- Extended Learning breakout space adjacent to classrooms

## Pod Option Cons

- Major construction closer to neighbors
- Shorter student pick-up queuing
- Tennis Courts remote from other PE functions
- Majority of Staff parking far from front door.
- After-hours use will have full access to main hallway to get to gym, or second entrance.
- Pod classrooms limit flexibility for uneven size grades / teams

## Classroom Pod Option – Site Plan



## Bar Option Pros

- Construction further from existing school
- Team grouping flexibility along corridors
- Extended Learning breakout space adjacent to classrooms

## Pod Option Cons

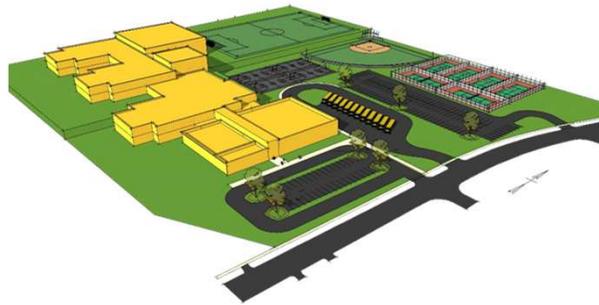
- Major construction closer to neighbors
- Shorter student pick-up queuing
- Tennis Courts remote from other PE functions
- Majority of Staff parking far from front door.
- After-hours use of gym will require second entrance.

## Classroom Bar Option – Site Plan





Classroom Loop Option



Classroom Pod Option



Classroom Bar Option