

MOSELEY ARCHITECTS

December 04, 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 Tuesday December 04, 2018, 7:00pm
Col. E. Brooke. Lee Middle School

PRESENT

For Montgomery County Public Schools

- * Mr. Dennis Cross
- * Mr. Rob Badstibner
- * Ms. Debbie Szyfer
- * Mr. DJ Connely
- * Mrs. Kimberly Hayden Williams - Principal

For Moseley Architects

Mr. Jim Henderson
Mr. Eric Garcia

Refer to attached sign-in sheet for additional attendees

DISCUSSIONS AND DECISIONS.

The purpose of the meeting was to review a preliminary concept with the Community. The following items were discussed:

1. Introductions by Robbie Badstibner, next meeting work session #2, Dec 18th at 4:00PM.
2. Program developed by MCPS was reviewed by Debbie Szyfer.
3. Linkages to Learning suite will be included in the building – provided by the county.
4. Capacity
 - a. Existing pop is 785, projection in 6 years 850 at opening.
 - b. 15 year projection is 1000. All based on growth. Boundary is not expected to change. Future policies could change the boundary.
 - c. Initial build-out for 1000 students
 - d. Master planning will be for 1200 students.

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- e. Future Expansion - Shell space or future addition has not yet been determined.
Will be based on budget and anticipated enrollment
 - f.
5. Construction
- a. The new school will be built on the same site while the existing is in use. There will be no holding school.
 - b. Construction Spring 2020 to Fall of 2021. 18 Months of construction + 12 months demolition and site completion.
 - c. Parking will be a challenge during construction. We will try to preserve as much of the existing as possible.
6. A fire Access lane will surround the building. It will be a wide sidewalk.
7. Options are built in for staff to utilize multiple spaces (Dining, Gyms) during arrival and dismissal.
8. Lockers – Opinions were mixed on lockers on either side of hallway vs. locker pods
- a. Smaller Locker Pods could be monitored by Locker Pods could
 - b. Some staff does not seem to like locker bank option. Concern is monitoring the pods during school. Design of layout is such that the pods can be monitored easily by a few teachers.
9. Typical MS fields are overlays, multiple uses in one field.
10. Transportation – Busses coming in from Annemore and Brentwood is not preferred. MCPS staff will raise concerns with MCPS transportation.
11. Extensions
- a. efficient entry / exit to building seems to be important.
 - b. Want also to reduce opportunity for “runners” getting out of the building
 - c. Putting them on the first floor will isolate them form other classroom spaces
 - d. Locate elevator near extensions
 - e. Extensions needs direct outdoor access.
12. Entry should have grand entrance to the site.
13. Comment - The parking should have one curb cut for entry and one for exit.
14. Courtyard use ideas
- a. Outdoor Dining
 - b. Take a class outside
 - c. Small Presentation Area
 - d. Native species garden

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15. Outdoor play area after lunch is needed. Potentially out in front near bus loop or adjacent to extensions on the upper level. Possibly provide basketball goals along fire access path.
16. Provide a paved running path around the site (hard surface concrete or asphalt)
17. Natural light will be provided in all teaching spaces.
18. Revised plans will show how grades can be isolated from each other. Some of the shared classroom spaces (Art, Multi-Purpose, Tech Ed, etc...) will move to the front side of the building

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:

Col. E. Brooke Lee Middle School

Sign-In Sheet

Schematic Design Work Session #1 - Decemebr 4, 2018, 7:00pm, 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
Ms	Jeanette Roy	Teacher		
Mr	Tim Hibberd	Teacher		
Ms	Betty thaland	LEE PTSA President	703-6220244	
Ms.	Meg Morrow	Lee PTSA Secretary/parent	240-271-2249	megmm59@yahoo.com
Mr.	Brenton Hill	Teacher		
	Andrea Maertens	Parent of ES aged kids	301-219-4440	andrea_maertens@yahoo.com
MR	DENNIS F. CROSBY	MCPS	301.580.1904	
MS	Ali Breen	parent + PTSA 7/4	202.321.8447	vonnundvrfst@gma
Ms.	Kimberly Williams	Principal	240-740-4150	
Dr.	Karen Wasserman	Neighbor	301-641-8020	kjwass@msn.com
Mr.	Jeff Wasserman	Neighbor		
Dr.	Don Schwartz	Neighbor	301-593-1218	eyephysic@aol.com



MOSELEY ARCHITECTS

DESIGNING SOLUTIONS ■ BUILDING TRUST ■ ENRICHING LIVES



Meeting Schedule

Staff Meeting
November 19, 2018, 4:00pm

SD Work Session #1
December 4, 2018, 7:00pm

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

PTA Presentation
January 2019



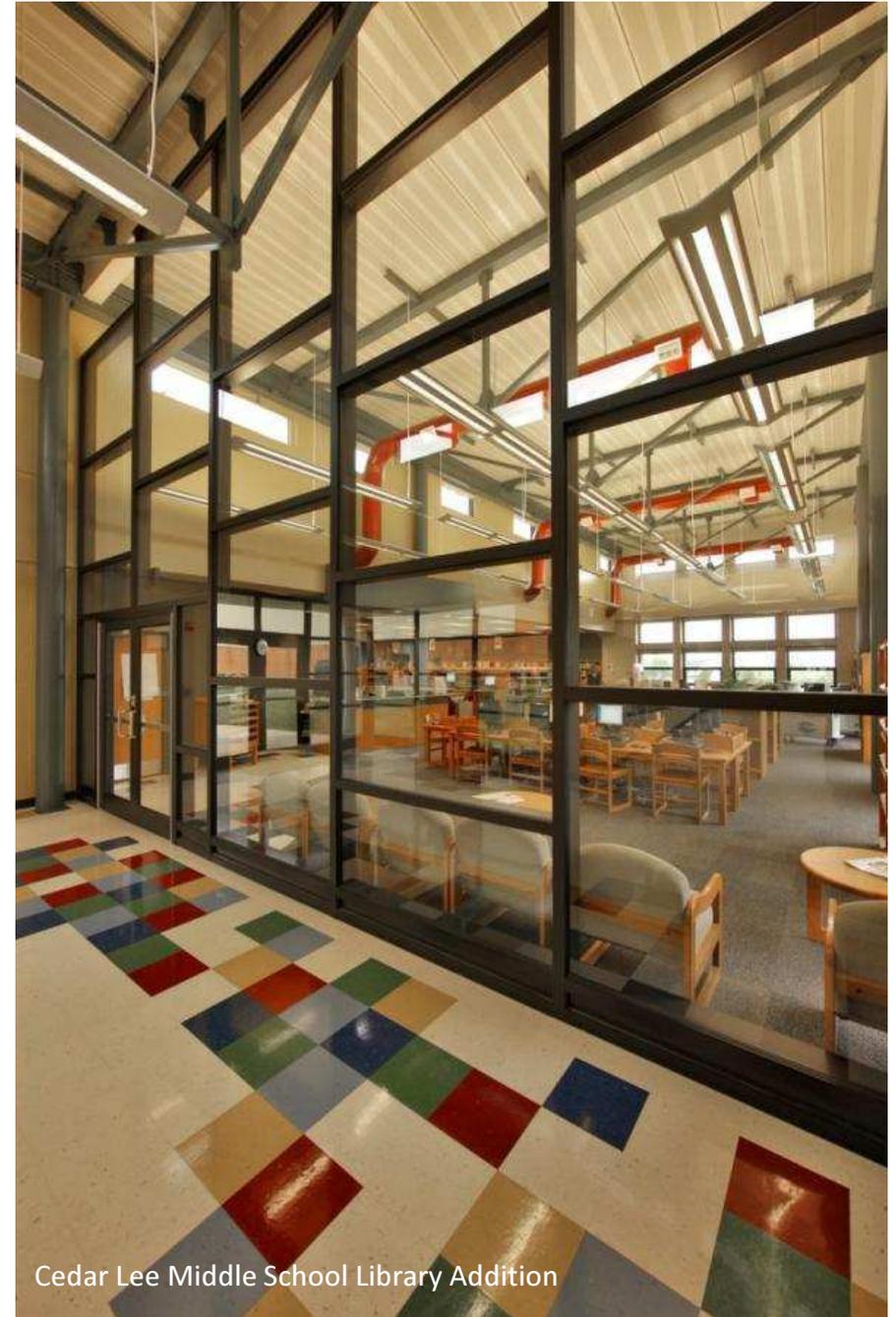
Herbert Hoover Middle School Modernization
LEED Gold

SD Work Session #1 Goals

Plans presented are not the final. Plans will evolve based on the discussion.

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



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
Science			
Laboratory	6	1500	9000
Preparation Room	3	250	750
Chemical Storage	1	250	250
Instructional Support Areas			
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
ESOL Classrooms			
ESOL Classrooms	2	900	1800
ESOL Team Room	1	300	300
ESOL Storage	1	140	150
Special and Alternative Education			
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.
Music Suite			
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
Visual Arts Suite			
Art Room	1	1300	1300
Storage	1	320	320
Kiln Room	1	120	120
Multipurpose Technology Laboratory			
Multipurpose Technology Laboratory	1	1500	1500
Computer Technology Laboratory	1	900	900
Preparation Room	1	280	280
Multipurpose Laboratory			
Multipurpose Laboratory	1	1500	1500
Storage	1	280	280
Physical Education			
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.
<u>Computer Support</u>			
Office	1	140	140
Telecommunication Equipment Closet	1	250	250
Telecommunication Closet	5	80	400
<u>Instructional Media Center</u>			
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
<u>Student Activities</u>			
School Store	1	180	180
Student Government Storage Closet	1	80	80
<u>Administration Suite</u>			
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
<u>Guidance Suite</u>			
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.
<u>Health Suite</u>			
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
<u>Staff Facilities</u>			
Staff Room	1	600	600
Telephone Room	1	50	50
<u>Student Dining</u>			
Student Dining	1	6000	6000
Stage	1	1500	1500
Storage	1	300	300
Chair Storage	1	400	400
<u>Kitchen Area</u>			
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
<u>Building Service Facilities</u>			
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
Total Teaching Stations and Net. Sq. Ft.	51		108,726

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

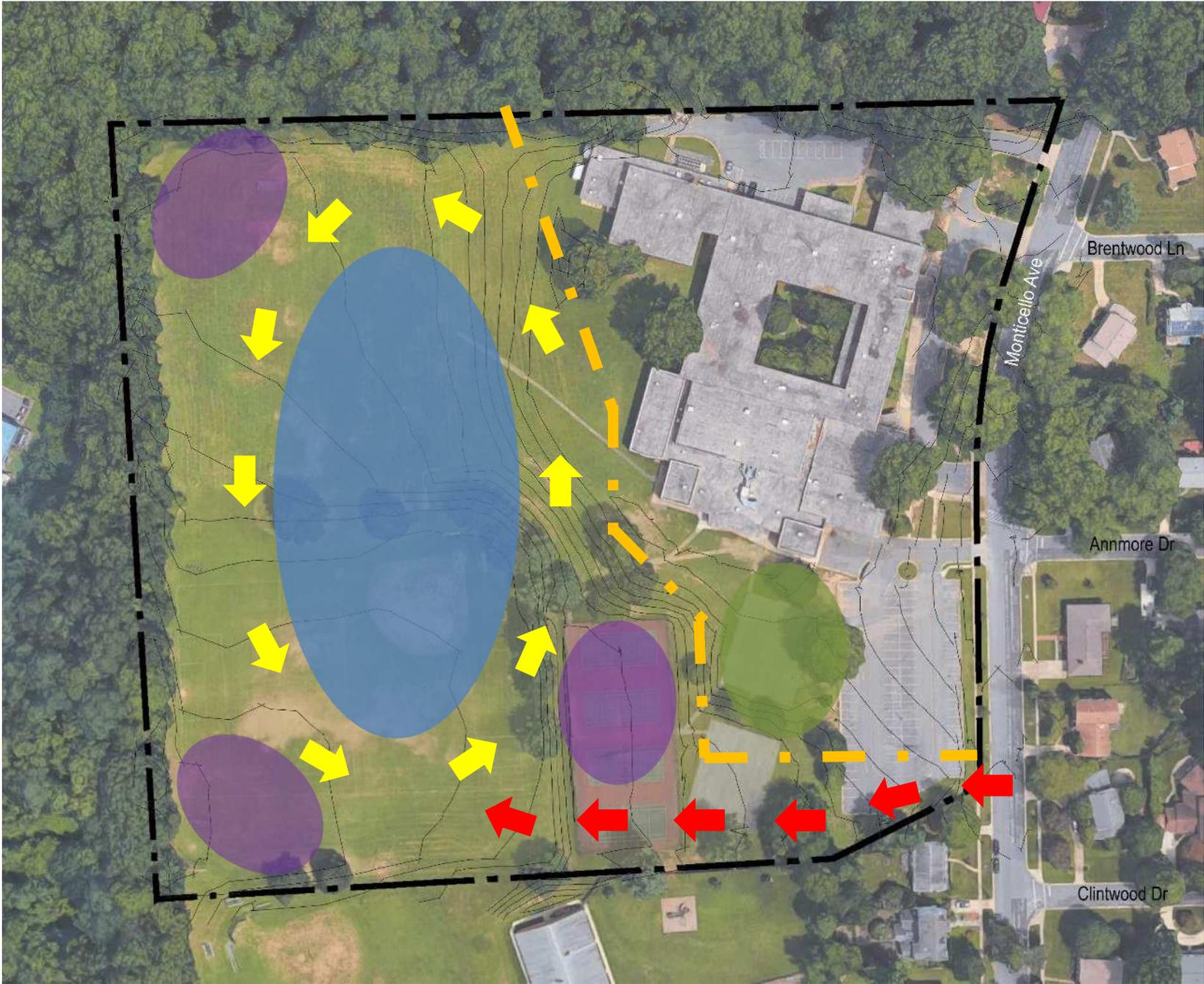
Staff Meeting - November 19, 2018



Classroom Loop Option

Classroom Pod Option

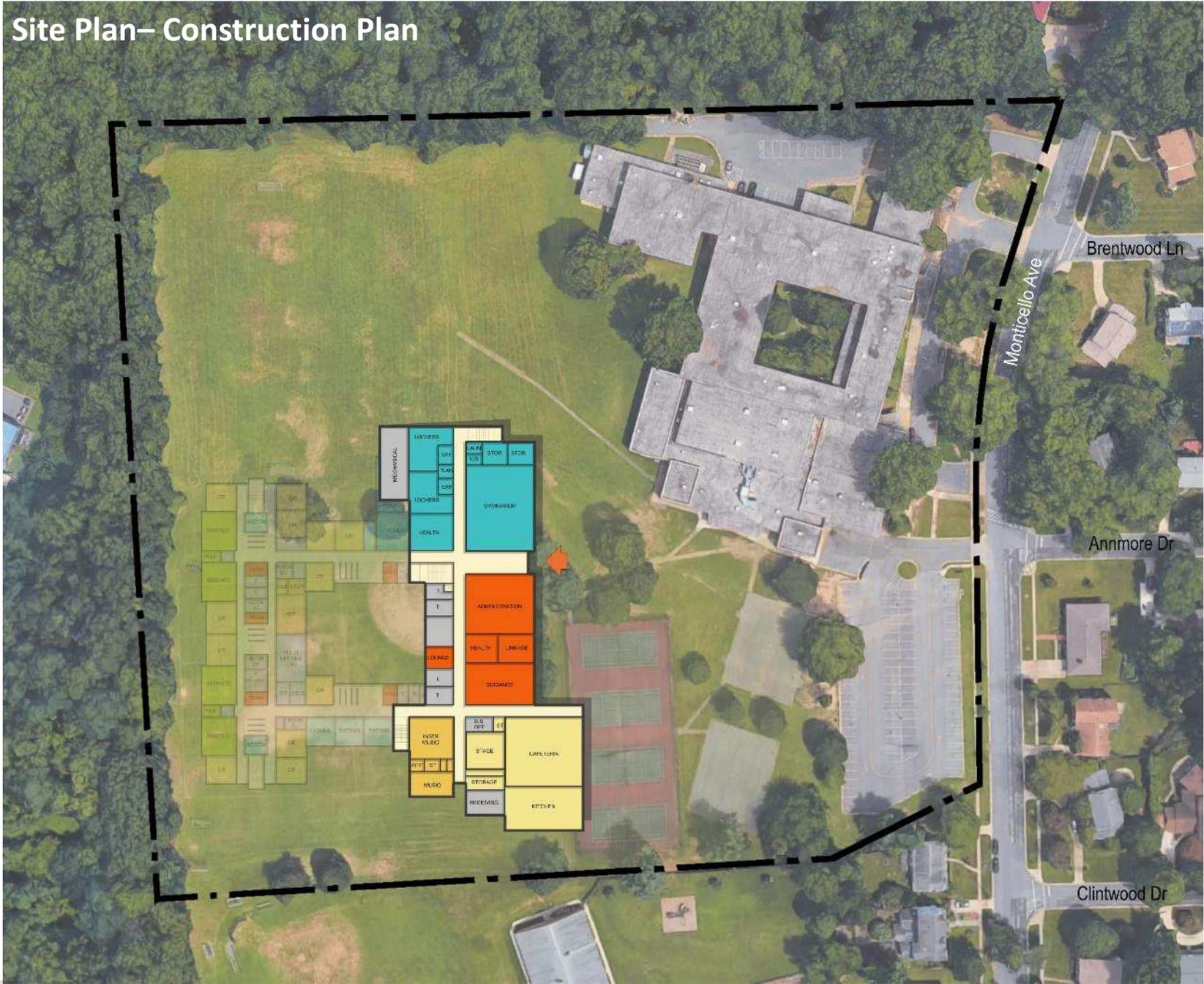
Classroom Bar Option



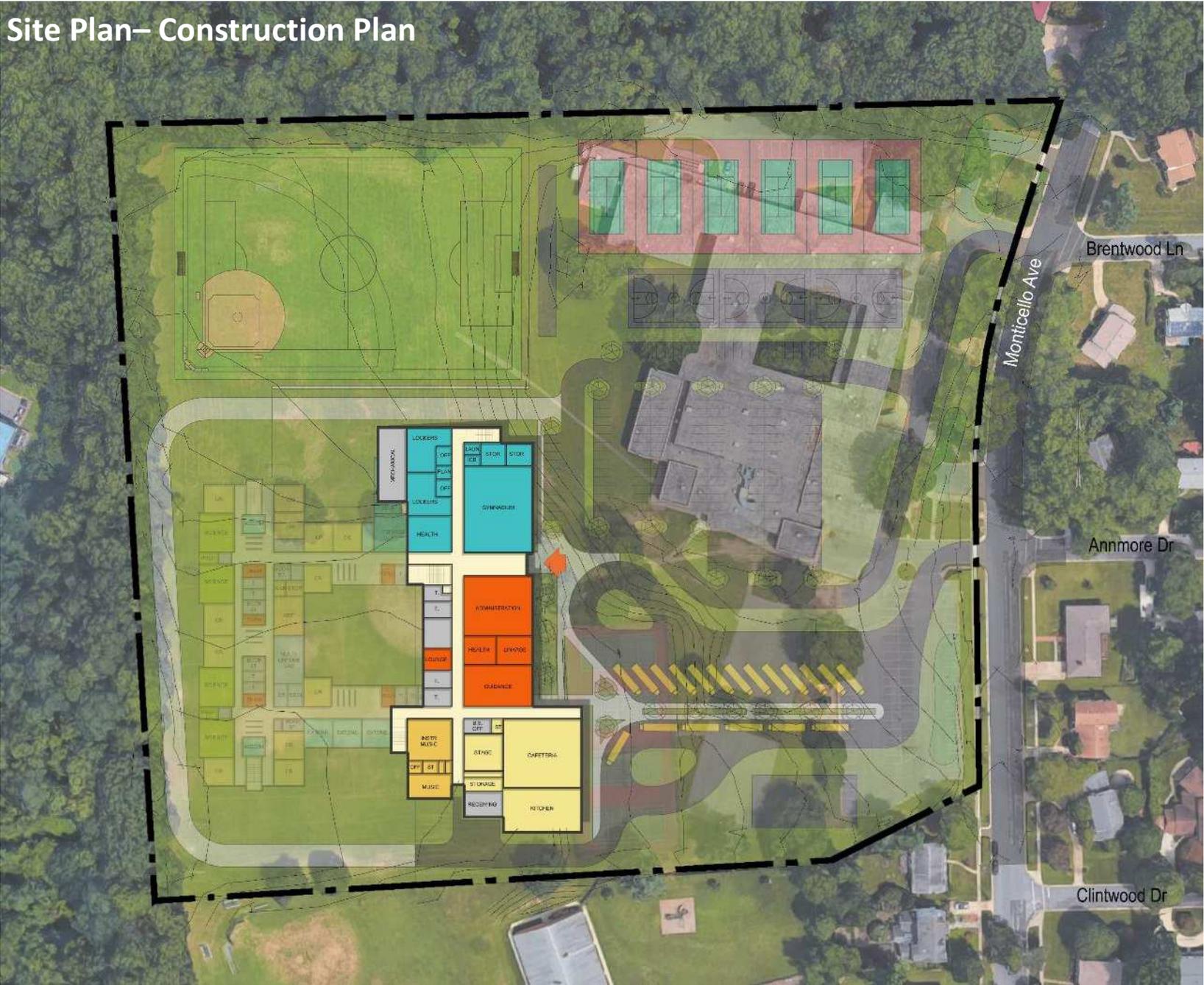
Existing Site Plan



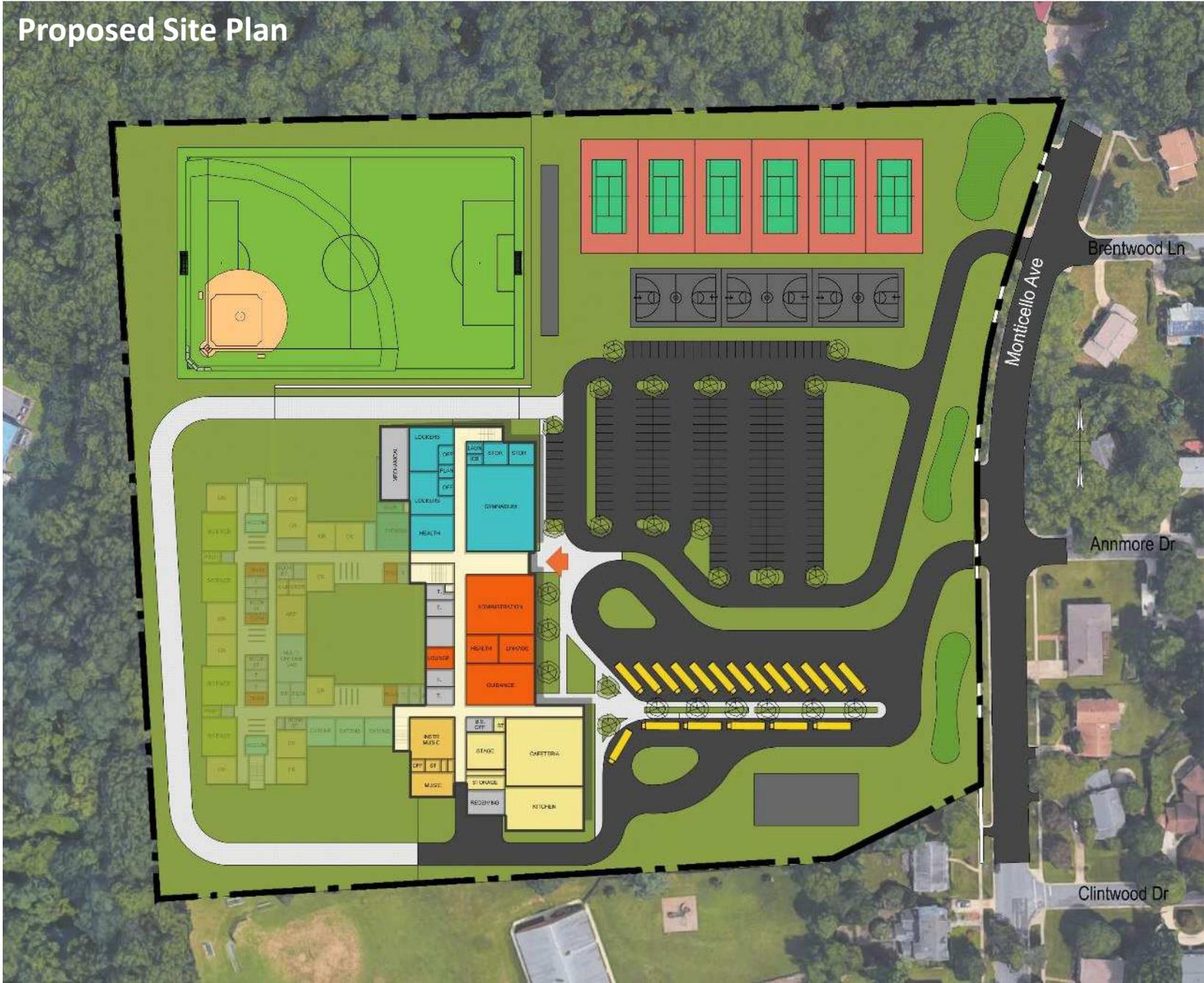
Site Plan– Construction Plan



Site Plan– Construction Plan



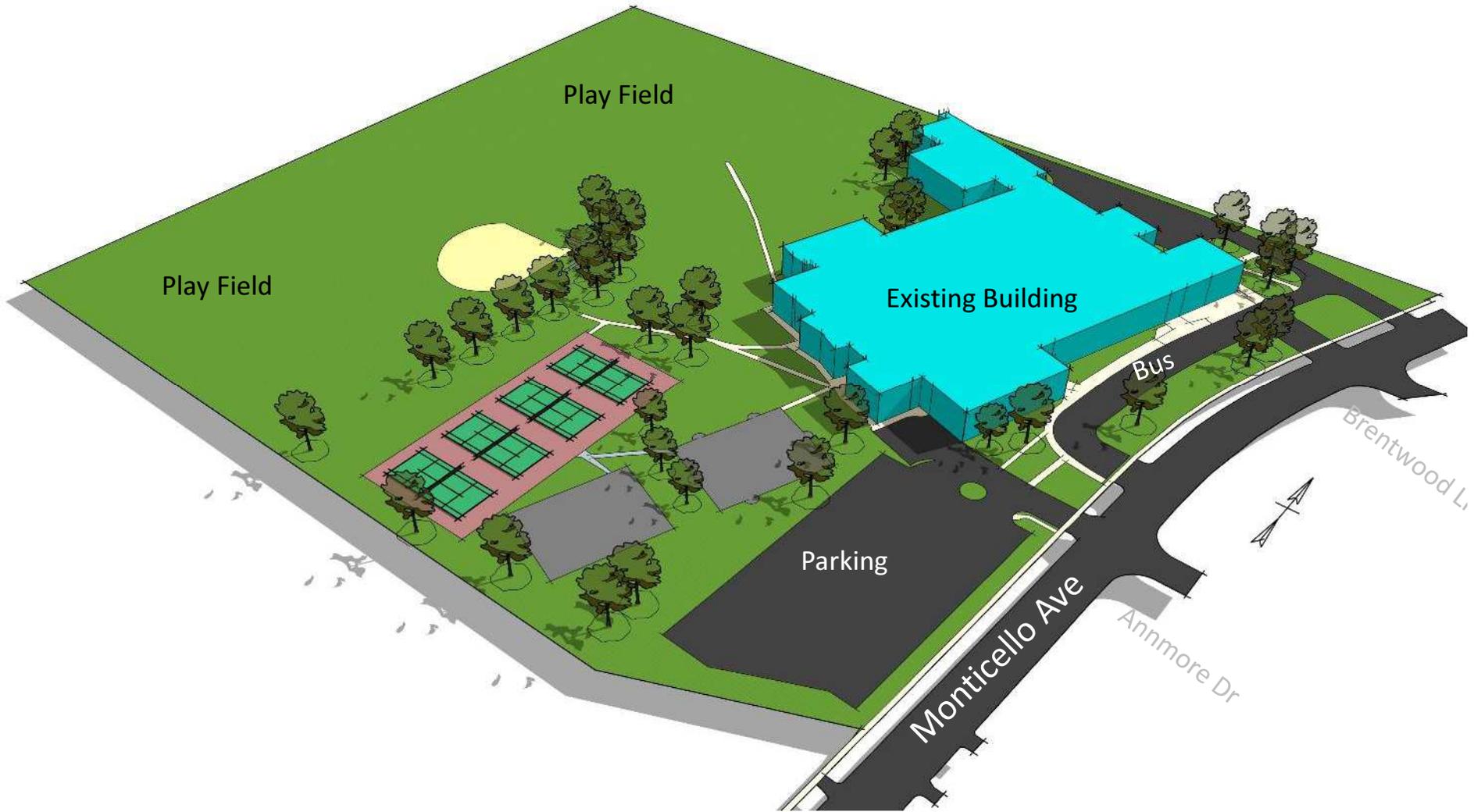
Proposed Site Plan



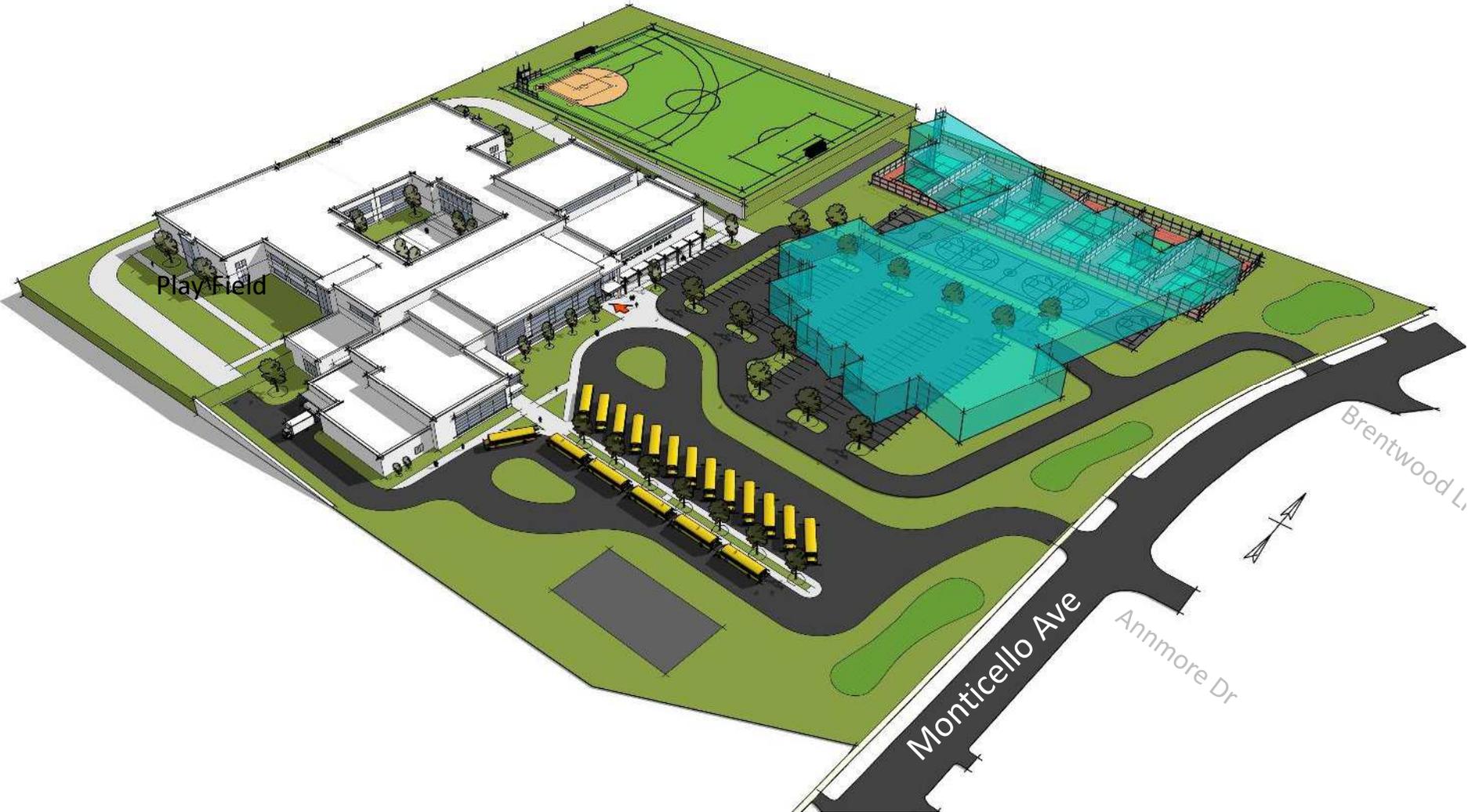
First Floor Plan



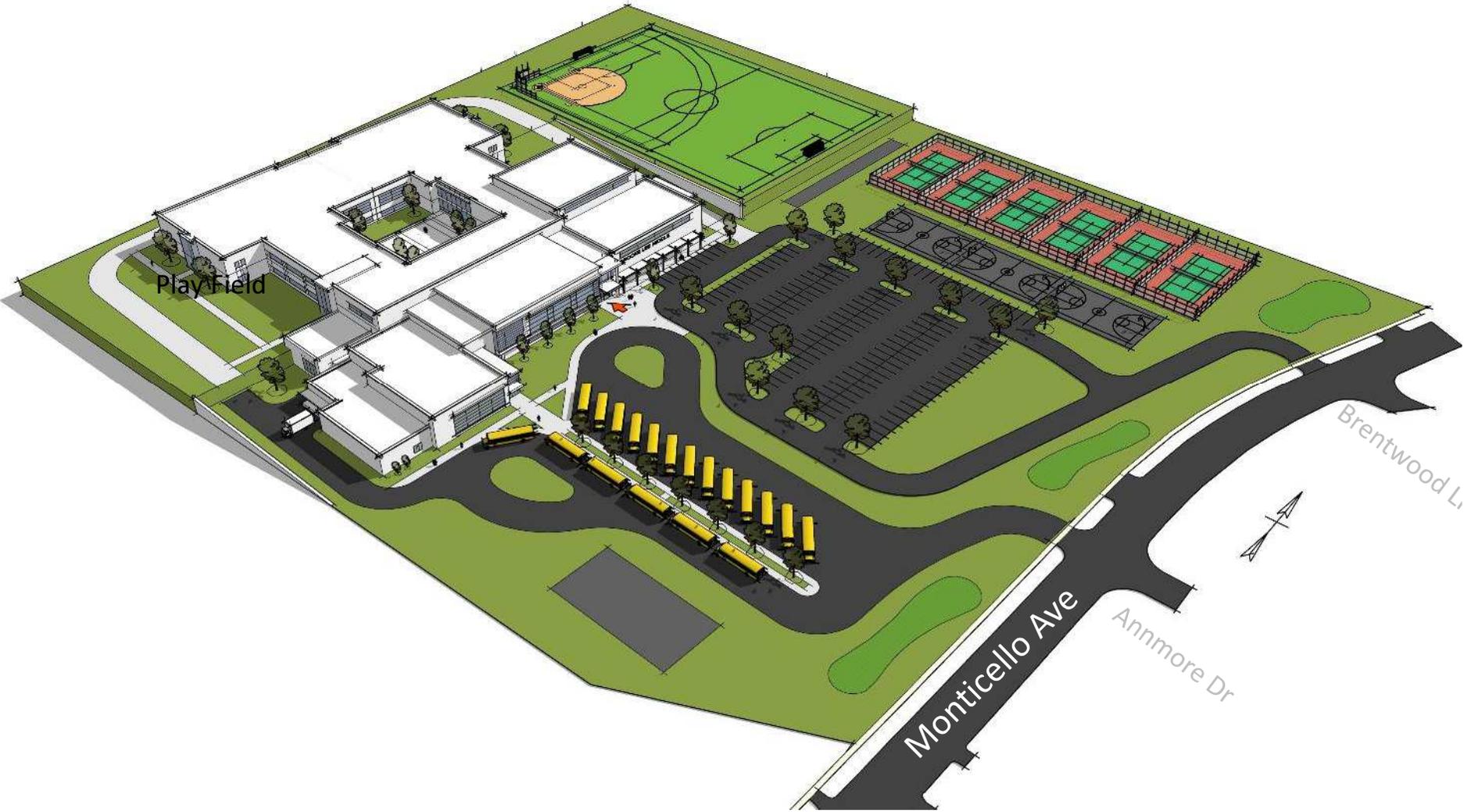
Existing view from Southeast



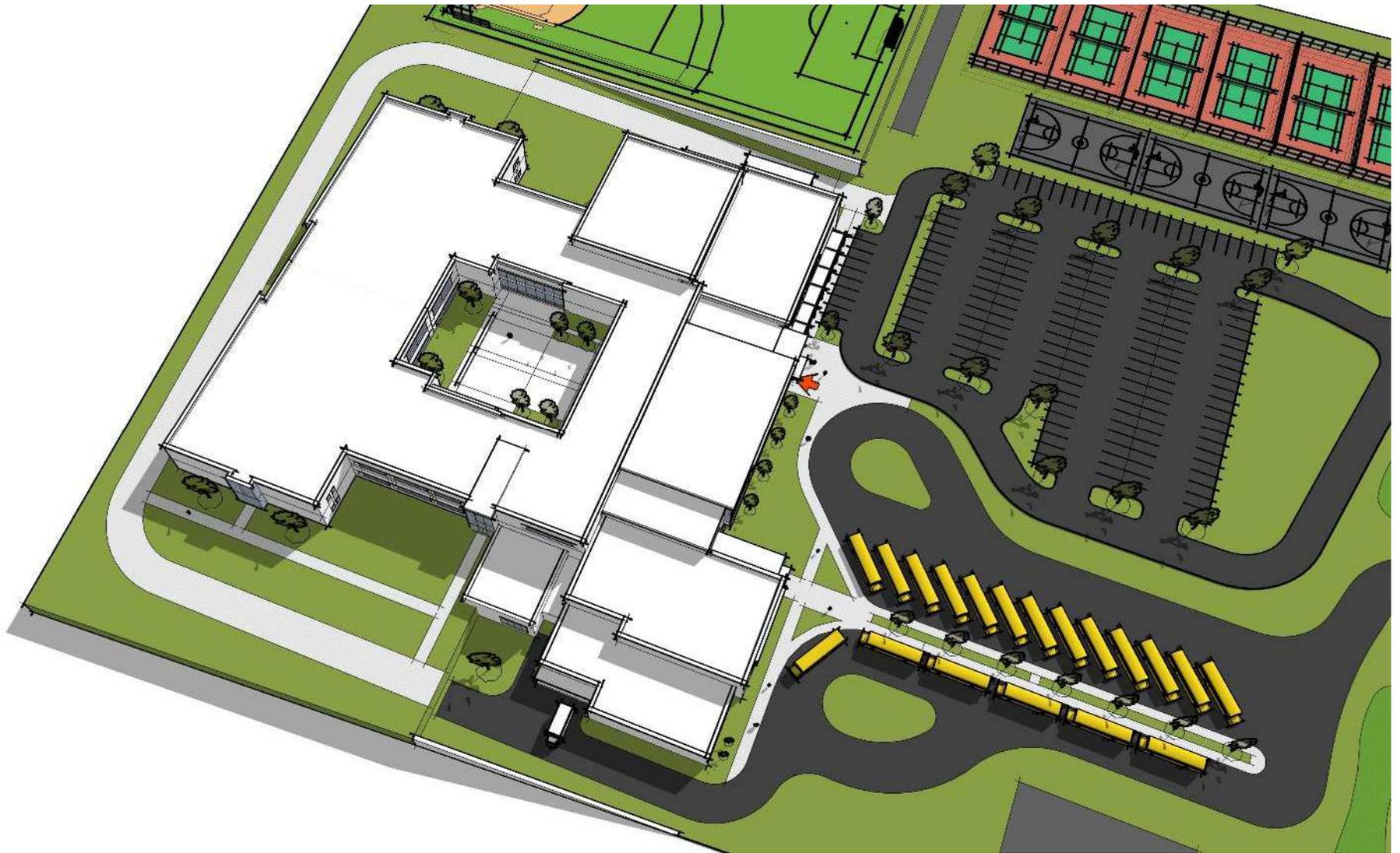
View from Southeast



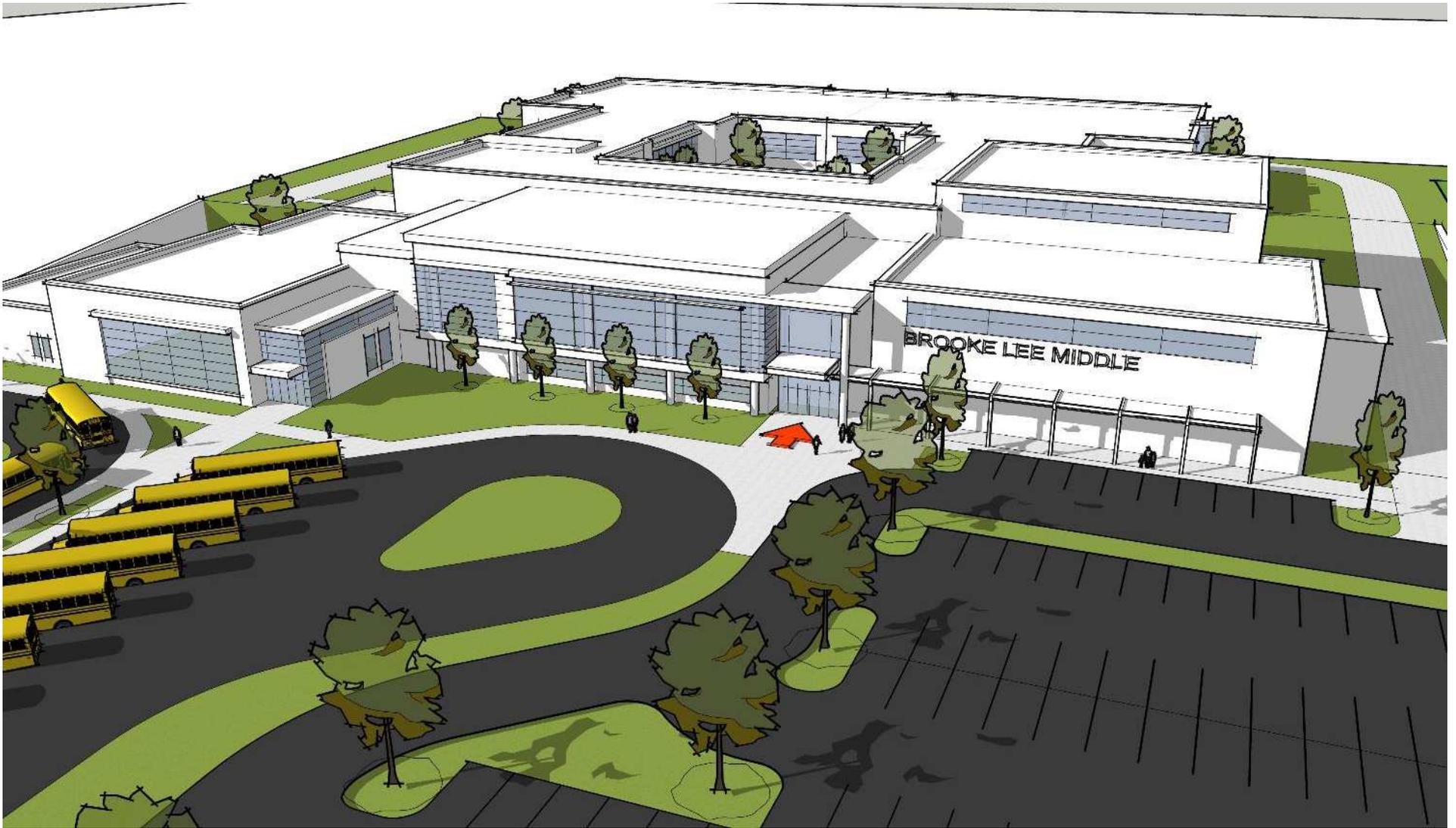
View from Southeast





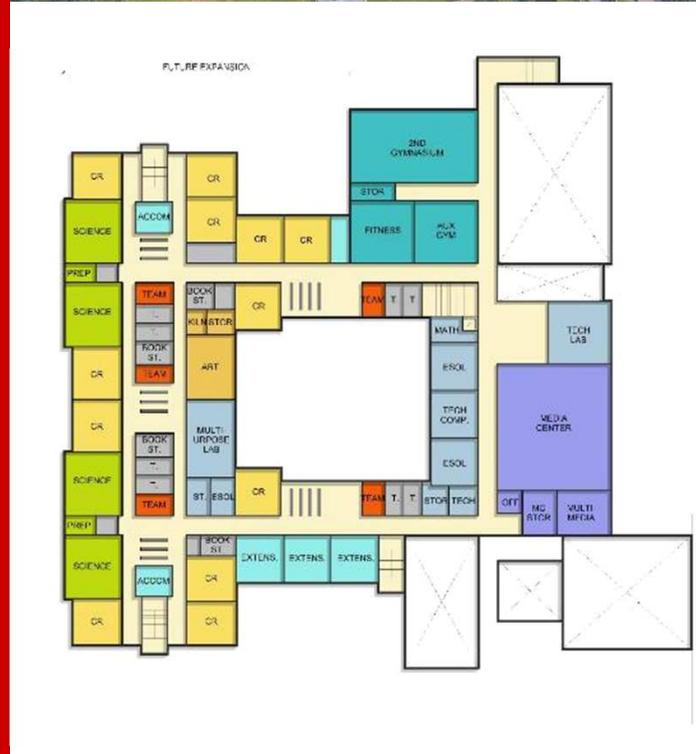






Pros

- Major construction distant from neighbors along Monticello Ave and as far from existing school as possible
- Long student pick-up queuing
- Gym and Dining located near drop-off zones for arrival / dismissal staging
- Central walking area between parking and bus loops funnels student traffic to front door
- “Open” area for SWM at low point of site
- Lower Floor easily isolated for after-hours use
- PE functions adjacent to fields
- Good parking for use of fields / courts by community
- Construction access for future addition
- Adequate space adjacent to classroom wings for future learning cottages
- Simple / easily supervised floor plan
- Locker banks?



Cons

- Limited academic programs on first floor
- “Front” door set back from Monticello Ave?
- Locker banks?
- Shared entrance for Extensions?
- Possible retaining walls at soccer field and service area