



## **MEETING MINUTES**

### **Review Meeting No. 2**

23 March 2010 – 3:45 PM

Highland View Elementary Media Center

Project Name: Highland View Elementary Feasibility Study  
Montgomery County Public Schools

Proj No: 09-22

#### **Attendees:**

|                        |   |
|------------------------|---|
| Anne Dardarian         | Principal, Highland View Elementary           |
| Arienne Clark-Harrison | Assistant Principal, Highland View Elementary |
| Margaret Gearin        | Art Specialist, Highland View Elementary      |
| Eddie Hyder            | School Secretary, Highland View Elementary    |
| Sarah Morgan           | HVES / PTA Member & Parent                    |
| Nan Wellins            | Parent  |
| Rakesh Bagai           | MCPS Division of Construction                 |
| Saeyin Oh              | MCPS Division of Construction                 |
| Michael Shpur          | MCPS Division of Construction                 |
| Adrienne Karamihas     | MCPS Department of Facilities Management      |
| Michael Proffitt       | Proffitt and Associates Architects            |
| Kori Purdum            | Proffitt and Associates Architects            |
| John Matheis           | Proffitt and Associates Architects            |

### **New Business**

1. Rakesh Bagai briefly discussed the feasibility study process, and the work covered during the first review meeting.
2. Kori Purdum briefly reviewed the existing site and school plans, showing the existing corridor system, general locations of existing amenities, and locations for possible expansion. Kori then presented 3 updated sketch site plan and floor plan options as well as 1 new sketch site plan and floor plan option for review and discussion; each option has been updated to address concerns from the first review meeting and to better indicate proposed parking expansion opportunities. Copies of the sketches have been attached to these minutes for record.

### **Option A**

Overview: Option A consists of a single story kindergarten addition to the south of the existing kindergarten wing. The kindergarten addition closely follows the property lines and continues north to the existing gymnasium, creating a new enclosed courtyard behind the existing kindergarten classrooms. A three story general classroom addition is located to the east of the existing office, art, and music areas. A new elevator in the addition that will extend travel to the third floor provides an accessible route to the hilltop playgrounds. The

all-purpose room has been expanded out to the wall of the existing gymnasium to allow for additional capacity and a new shared entry lobby will provide after-hours access to both the gym and all purpose room without the need to access other portions of the facility. This option includes a parking lot expansion to the east of the existing front parking area with an expanded student drop off loop. The existing kindergarten play areas will need to be relocated.

**Advantages:**

- The kindergarten rooms are all clustered together.
- The kindergarten addition is close to the multi-purpose room and gymnasium.
- The third story in the classroom wing provides best accessible connection to the playground.
- The ball fields will be ADA accessible.
- The building footprint is compact.
- The enclosed courtyard is nice for security, daylight, and outdoor education space.
- The large expansion of the all-purpose room will allow for additional capacity.
- The 4 classroom cluster on the third floor is good for team arrangement.
- Placement of the art room at the corner of the addition will allow windows on two walls for more natural daylight.
- Allows the existing portables to remain in place until the additions are complete.
- Allows for additional parking and creates a better student drop off.
- The proposed new kindergarten play area is close to the rest of the playground, making it easier for one person to supervise all play areas.

**Disadvantages:**

- May have higher cost due to need for an additional elevator and two stairs.
- The all purpose expansion blocks the aesthetically pleasing appearance of the current large entrance to the gymnasium.
- The larger all purpose expansion leaves less open space in front of the building for additional parking.
- A new chairlift will be required for accessible routing from the new entry lobby down to the gymnasium.
- The existing trash compactor room will need to be relocated due to the large all purpose expansion and new shared entry lobby.
- Disturbs the existing kindergarten play areas.
- The kindergarten addition will be more remote from the main office.
- The proposed kindergarten play area is remote from the all purpose room.
- The kindergarten wing extends very close to the southern and western property lines and will require a retaining wall with fill due to the drop in grade along that side of the property.

**Questions:**

Question 1: Could additional parking be provided to the north of the existing gymnasium?

Response: The design team will explore this possibility.

**Option B**

**Overview:** Option B consists of a single story kindergarten addition to the south of the existing kindergarten wing, a two story general classroom addition to the east of the existing office, art, and music areas, as well as a small all-purpose room addition. This option includes a parking lot expansion to the east of the existing front parking area with an

expanded student drop off loop, as well as a small amount of parking at the north end of the gymnasium. The existing kindergarten play areas will need to be relocated.

**Advantages:**

- The kindergarten rooms are all clustered together.
- The kindergarten addition will be close to the multi-purpose room and gymnasium.
- The building footprint is compact.
- The small expansion of the all-purpose room will allow for additional capacity.
- Retains the current gymnasium entrance location.
- The existing trash compactor room will not need to be relocated.
- Allows the existing portables to remain in place until the additions are complete.
- Allows for additional parking and creates a better student drop off.
- The smaller all-purpose room expansion preserves more area to the north of the gymnasium to be converted to additional parking.
- Will save the cost of not putting in an extra stair and elevator (as required in Option A)
- The proposed new kindergarten play area is close to the rest of the playground, making it easier for one person to supervise all play areas.

**Disadvantages:**

- The east addition floor elevations will not allow walk-out to the existing hilltop play area – a separate outdoor accessible route will need to be provided using a chairlift or ramp.
- Security concerns at the back of the kindergarten addition due to nooks created.
- The kindergarten addition will be more remote from the main office.
- Disturbs the existing kindergarten play areas.
- The proposed kindergarten play area is remote from the all purpose room.
- The smaller all purpose room expansion does not provide as much capacity as the larger option.
- The kindergarten wing extends very close to the southern and western property lines and will require a retaining wall with fill due to the drop in grade along that side of the property.

**Comments:** Of the two proposed kindergarten play locations (north west of the kindergarten addition near the gym or east of the existing general classroom wing), the eastern location is probably preferred. The western location may not provide as much area as is desired per the Educational Specifications.

**Questions:**

**Question 1:** The first floor addition of the classroom wing seems to be built deep into the hill-side. Will rooms such as the art room have windows?

**Response:** All spaces will have natural light. This will be achieved by re-grading around the addition to allow for windows.

**Option C**

**Overview:** Option C consists of a two story kindergarten addition with a dedicated stair to the south of the existing kindergarten wing, an overbuild on top of the existing kindergarten rooms to house two typical classrooms, a two story general classroom addition to the east of the existing office, art, and music areas, and a large all-purpose room addition. The all-purpose room has been expanded out to the wall of the existing gymnasium to allow for additional capacity and a new shared entry lobby will provide after-hours access to both

the gym and all purpose room without the need to access other portions of the facility. This option includes a parking lot expansion to the east of the existing front parking area with an expanded student drop off loop. Most of the existing kindergarten play areas will remain in place.

Comments: Option C has been eliminated as a potential option for the Highland View Elementary addition because the two-story kindergarten configuration has been determined to be undesirable.

### **Option D**

Overview: Option D consists of a large two story addition to the east of the existing office, art, and music areas, as well as a small all-purpose room addition. Seven new kindergarten rooms and special education rooms will be located on the first floor of the addition. The existing kindergarten rooms will be converted into music, art, and dual purpose rooms. The new second floor will hold eight general classrooms and instructional support rooms. This addition will create a large enclosed courtyard and looped internal circulation. This option includes a parking lot expansion to the east of the existing front parking area with an expanded student drop off loop, as well as a small amount of parking at the north end of the gymnasium. The existing kindergarten play area will remain as is.

#### Advantages:

- The kindergarten rooms are all clustered together.
- The additional space in the all-purpose room will allow for more capacity.
- Keeps the existing usable flat area and kindergarten play in the south west corner of the site.
- Allows for additional parking and creates a better student drop off.
- The smaller all-purpose room expansion preserves more area to the north of the gymnasium to be converted to additional parking.
- Clean addition with clear circulation path.
- Supervision of kindergarteners is made more efficient by providing single linear corridor.
- Kindergarteners are closer to the administrative areas.

#### Disadvantages:

- The east addition floor elevations will not allow walk-out to the existing hilltop play area – a separate outdoor accessible route will need to be provided using a chairlift or ramp.
- Two existing portables will need to be relocated while constructing the addition.
- The kindergarten classrooms are farther from the multi-purpose room and gymnasium.
- There is longer circulation around the loop.
- Single loaded corridor on two stories is not as efficient use of space.
- Kindergarteners will have a further walk to the gymnasium where they line up for the buses.
- Takes up more site area because the larger courtyard pushes the addition away from the existing building.

Comments: The kindergarten area was modernized in 1994. Locating the art, music, and dual purpose rooms in these larger spaces does not make the best use of the existing area. Additionally, the three existing kindergarten bathrooms are not really needed in the art, music, and dual purpose rooms.

The architect will switch the locations of the art and dual purpose rooms to provide more windows in the art room.

Questions:

- Question 1: What play areas are used for each grade?  
Response: Kindergartners use the lower level playground now. Grades 1 - 5 access the upper field and paved play areas for recess.
- Question 2: How will natural light be provided in the kindergarten classrooms since they will be built into the hill-side?  
Response: A retaining wall is planned to be constructed beyond the kindergarten exterior wall to allow light into the kindergarten rooms.
- Question 3: What is the size of the enclosed courtyard shown?  
Response: The courtyard is approximately 30 feet by 140 feet.

**General Comments:**

- Designate an area for the placement of four relocatable classrooms in all options for future use.
- Master plan for 6 additional typical classrooms in each option.
- The existing bus loop is narrow at the curve leading onto the site, creating a blind spot for vehicles pulling in and out. If feasible, consideration should be given to widening the bus loop at the curve to allow for more room.
- A general comment by Highland View staff and neighbors is that parking is a huge issue. Any amount of parking able to be located on-site is favored. The design team should plan to show additional parking in the existing paved play area (where the relocatable classrooms currently sit) to the north of the gymnasium. This is where the 4 relocatables could be located in the future as well.
- Proffitt & Associates is waiting for the site survey to be completed, which will show the existing grading and tree sizes. This information will allow some quick site/building sections to be studied in order to determine the most effective finished floor elevations for the additions. It will also help identify any high priority trees that should be protected. New State regulations make gaining approval to cut large diameter trees much more difficult, so disruption of these trees will be avoided whenever possible.

**General Questions:**

- Question 1: Will there be new sidewalks as a part of the addition?  
Response: Sidewalks will be provided on the site to link to all site amenities. Items such as the new sidewalks will be shown in more detail as the options develop.
- Question 2: How much additional parking is shown on the options?  
Response: There are approximately 41 spaces on-site currently. Options A & C show approximately 59 spaces (18 additional spaces) and options B & D show approximately 65 spaces (24 additional spaces). Due to code restrictions, the parking is set back 15'-0" to 20'-0" from the property line. The existing grades adjacent to the parking area will require a retaining wall to be constructed for the parking expansion.

The next meeting will be held on April 15, 2010 at 7:00 PM in the All-Purpose Room.

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The above constitutes the interpretation of the writer. If there are any corrections or clarifications that need to be made, please submit them in writing within five business days of receipt.

Sincerely,  
*Kori Purdum*  
Kori Purdum, RA, LEED AP

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|---------------|--------------------|--|
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