



MEETING MINUTES

Review Meeting No. 4

27 April 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
Sarah Morgan	HVES / PTA Member & Parent
Sue Wilson	HVES / PTA Member
Rakesh Bagai	MCPS Division of Construction
Saeyin Oh	MCPS Division of Construction
Michael Shpur	MCPS Division of Construction
Jillian Storms	MSDE School Facilities Branch
Kori Purdum	Proffitt and Associates Architects
John Matheis	Proffitt and Associates Architects

New Business

1. Kori Purdum presented three updated sketch site plan and floor plan options, modified since the last meeting to include an additional six classrooms master planned for each option. Each option has been updated to address concerns from the previous review meetings and to further develop the proposed parking expansion opportunities. A sheet showing site sections was also reviewed. Copies of the option 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 easements 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. The first floor holds the art, music, instrumental music, and dual purpose rooms as well as some storage and mechanical space. The second floor contains six general classrooms. This option has been master planned to show 6 future classrooms on the third floor. The shell of the third floor will be built as a part of this addition. 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 and a small parking lot expansion to the north and west of the gymnasium. There are approximately 41 spaces on the current site. This new parking layout will provide 79 spaces (38 additional spaces). The existing kindergarten play areas will need to be relocated and new play areas are shown along side the south-east end of the building. Two retaining walls will create additional flat area for the playfields and allow daylight into the lower levels of the building. Two switchback ramps provide ADA access to the play areas and an outdoor amphitheater is built into the grade at the south side of the general classroom addition.

As the capacity of the school grows, this option will allow for four relocatables to be added on the small parking lot expansion to the north and west of the gymnasium.

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 kindergarten courtyard is nice for security, daylight, and outdoor education space.
- The large expansion of the all-purpose room will allow for additional capacity.
- The 6 classroom clusters on the second and third floor of the addition are good for team arrangement.
- The art room will have north-facing windows for 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 building's integration with the site feels natural.
- Amphitheater can be used for outdoor classroom activities.
- 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 all purpose expansion blocks the aesthetically pleasing appearance of the current large entrance to the gymnasium.
- 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 last kindergarten room is remote from the rest.
- Concern with the amphitheater security.
- 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.
- Difficult to construct – will need to be phased and has limited access for construction, especially for kindergarten addition.

Option B

Overview: Option B consists of a single story kindergarten addition to the south of the existing kindergarten wing. A three story general classroom addition is located to the east of the existing office, art, and music areas. It houses specials classrooms, music, art, and dual purpose spaces, support rooms, and instructional support rooms on the lower level. The second floor consists of six typical classrooms. This option has been master planned to show 6 future classrooms on the third floor. The shell of the third floor will be built as a part of this addition. A new elevator in the addition that will extend travel to the third floor provides an accessible route to the hilltop playgrounds. A small all-purpose room addition has been included to allow for additional capacity. This option includes a parking lot expansion to the east of the existing front parking area with an expanded student drop off loop and a small parking lot expansion to the north and west of the gymnasium. There are approximately 41 spaces on the current site. This new parking layout will provide 79 spaces (38 additional spaces). The existing kindergarten play areas will need to be relocated and new play areas are shown along side the south-east end of the building. A retaining wall will be required to create flat area for the playfields and allow daylight into the lower levels of the building. Three switchback ramps provide ADA access to the play areas.

As the capacity of the school grows, this option will allow for four relocatables to be added on the small parking lot expansion to the north and west of the gymnasium.

Advantages:

- The kindergarten rooms are all clustered together.
- The kindergarten addition will be close to the multi-purpose room and gymnasium.
- The ball fields will be ADA accessible.
- The building footprint is compact.
- Since the art room is on a corner, it can have windows on two walls for natural daylight.
- 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 proposed new kindergarten play area is close to the rest of the playground, making it easier for one person to supervise all play areas.
- There is a bit more separation from the east addition to the retaining wall (compared to option A and option D)

Disadvantages:

- 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 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.
- Difficult to construct – will need to be phased and has limited access for construction, especially for kindergarten addition.

Option D

Overview: Option D consists of a large three 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 six general classrooms as well as the instructional support rooms. This option has been master planned to show 6 future classrooms on the third floor. The shell of the third floor will be built as a part of this addition. A new elevator in the addition that will extend travel to the third floor provides an accessible route to the hilltop playgrounds. 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 and a small parking lot expansion to the north and west of the gymnasium. There are approximately 41 spaces on the current site. This new parking layout will provide 79 spaces (38 additional spaces). The existing kindergarten play area will remain as is.

As the capacity of the school grows, this option will allow for four relocatables to be added on the small parking lot expansion to the north and west of the gymnasium.

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.
- 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.
- Most efficient option from a construction standpoint.

Disadvantages:

- 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.
- Relocation of the art room into an existing kindergarten space would allow windows only on the west wall, which is not an optimal orientation.
- The courtyard seems to be a direct result of the structure and doesn't seem to be usable space for classroom activities.
- 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.
- The proposed addition and retaining wall create a long alley way that creates a vulnerable area and proximity of the retaining wall to the addition wall limits views from the kindergarten classrooms.

General Comments:

- Consider the fire department access to the kindergarten addition in Option A and Option B to make sure they will comply with the fire departments requirements.

- A screen wall should be placed in Option A and Option B, where the proposed kindergarten addition and existing classroom wing create a vulnerable area to the south of the site.
- Move the special education rooms in Option B to the second floor. Build the typical classrooms on the third floor and master plan the basement area.
- Option B is preferred over Option A – To create three distinct ways to construct the building, look to replace Option A with a new option (E). In this new option, create one addition, like in Option D, using all three floors up front to make the addition more compact and get ADA access to the play area, then master plan the additional general classrooms in the current kindergarten play area if feasible.
- Look at pulling the support spaces back in option D along the south ramp corridor to get a little more width at the north end of the courtyard. Add windows from the corridor to the courtyard.
- Limit the amount of large trees that need to be cut down as a result of the additions.
- Southern light in the art room is preferred. When the art room is placed into the existing kindergarten rooms, can the existing storage rooms be relocated to allow new windows to be placed in the south wall?
- The amphitheater is a nice feature; consider using this in all other options, but design to reduce potential security issues.

The next meeting will be held on May 04, 2010 at 7:15 PM in the Media Center.

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

Distribution:	All Present	
	Adrienne Karamihas	MCPS Department of Facilities Management
	Michael Proffitt	Proffitt and Associates Architects
	Jorge Ribas	Mendoza, Ribas, Farinas & Associates
	Shawn Benjaminson	ADTEK Engineers
	Jeff Miller	ADTEK Engineers
	Elmer Hack	J Vinton Shafer & Sons