



## **MEETING MINUTES**

### **Review Meeting No. 5**

04 May 2010 – 7:15 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
Sarah Morgan	HVES / PTA Member & Parent
PTA Meeting Attendees	
Rakesh Bagai	MCPS Division of Construction
Saeyin Oh	MCPS Division of Construction
Michael Proffitt	Proffitt and Associates Architects
Kori Purdum	Proffitt and Associates Architects
John Matheis	Proffitt and Associates Architects

### **New Business**

1. After a brief introduction by Anne Dardarian, Michael Proffitt provided a quick overview of the feasibility study process. The feasibility study is being used to develop cost estimates which will go to the Superintendent for review this fall. Based on the report and associated costs, the Superintendent will make a recommendation to the Board of Education regarding whether or not to provide funding for the addition project and in what amount.
2. Kori Purdum explained the site and building considerations that helped shape the addition options. Kori then presented three sketch site plan and floor plan options, worked on since the last meeting. Each option has been updated to address concerns from the previous review meetings. Copies of the option sketches have been attached to these minutes for record.

### **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. Except for an egress corridor, elevator, and exit stair, the first floor of this addition will be constructed as shell area for future fit-out of six master planned classrooms. The second floor level houses specials classrooms, music, art, and dual purpose spaces, support rooms, and instructional support rooms. The third floor consists of six typical classrooms. The new elevator in the addition will extend travel to the third floor and along with an elevated exterior walkway, provides an accessible route to the hilltop playgrounds.

As an add alternate, the all-purpose room may be expanded out to the wall of the existing gymnasium to allow for additional capacity and a new shared entry lobby would 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. A retaining wall will be required to create flat area for the playfields and allow daylight into the lower levels of the building. An enclosed outdoor amphitheater can be incorporated as an add alternate in the space to the south and east of the existing building. Three switchback ramps provide exterior 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 new kindergarten rooms are clustered adjacent to the existing kindergarten rooms.
- 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 expansion of the all-purpose room will allow for additional capacity.
- Allows the existing portables to remain in place until the additions are complete.
- Allows for additional parking and creates a better student drop off.
- There is a bit more separation from the east addition to the retaining wall (compared to Option D)
- 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:

- Disturbs the existing kindergarten play areas.
- The kindergarten addition is more remote from the main office.
- The kindergarten corridor makes a ninety-degree turn, making visual supervision a little more difficult.
- One of the kindergarten rooms will receive less daylight than the others due to limited exterior wall space.
- 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.
- Difficult to construct – will need to be phased and has limited access for construction, especially for kindergarten addition.
- 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.

### **Option D**

**Overview:** Option D consists of a large three story addition to the east of the existing office, art, and music areas. Seven new kindergarten rooms and special education rooms will be located on the first floor of the addition. The three existing kindergarten rooms vacated as a result of the addition will be converted into music, art, and dual purpose rooms. The second floor of the addition will hold six general classrooms as well as the instructional support rooms. This option has been master planned to show six future classrooms on the third floor. The shell of the third floor will be built as a part of this addition, designed for future fit-out for six additional typical classrooms. The new elevator in the addition will extend travel to the third floor and along with an elevated exterior walkway, provides an accessible route to the hilltop playgrounds. This addition will create a large enclosed courtyard and looped internal circulation.

As an add alternate, the all-purpose room may be expanded out to the wall of the existing gymnasium to allow for additional capacity and a new shared entry lobby would 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 area will remain as is. A retaining wall will be required to create flat area for the addition and to allow daylight into the lower levels of the building. An outdoor amphitheater can be incorporated as an add alternate in the new courtyard space.

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 with straight corridor access.
- The ball fields will be ADA accessible.
- The expansion of the all-purpose room will allow for additional 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.
- Is an 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 multiple 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.
- 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.
- 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.

### **Option E**

Overview: Option E consists of a large three story addition to the east of the existing office, art, and music areas. Seven new kindergarten rooms will be located on the first floor of the addition. The three existing kindergarten rooms vacated as a result of the addition will be converted into music, art, dual purpose, and therapy/support rooms. The second floor of the addition will hold two general classrooms, along with special education rooms and instructional support rooms. The new third floor will hold four additional classrooms. The new elevator in the addition will extend travel to the third floor and along with an elevated exterior walkway, provides an accessible route to the hilltop playgrounds.

As an add alternate, the all-purpose room may be expanded out to the wall of the existing gymnasium to allow for additional capacity and a new shared entry lobby would 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 not need to be relocated and additional 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. An enclosed outdoor amphitheater can be incorporated as an add alternate in the space created between the existing building and new addition. Two 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. This option includes a master planned single story classroom addition consisting of six new classrooms, which could be located to the south and west of the existing kindergarten wing.

#### **Advantages:**

- The ball fields will be ADA accessible.
- The building footprint is compact.
- Allows most of the existing portables to remain in place until the additions are complete (one may need relocating).
- The expansion of the all-purpose room will allow for additional 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.
- Kindergarteners are closer to the administrative areas.

- 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.
- Up-front costs will be less than the other options because the master planned areas will not be built along with this addition, which means the total square footage is lower.

**Disadvantages:**

- The kindergarten rooms are a little more spread out than in other options.
- One of the kindergarten rooms will receive less daylight than the others due to limited exterior wall space.
- The kindergarten classrooms are farther from the multi-purpose room and gymnasium.
- Kindergarteners will have a further walk to the gymnasium where they line up for the buses.
- 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.

**General Questions:**

Question 1: The hill directly to the south of the existing parking area is used for sledding by the surrounding community; will people be able to sled down this hill once the addition is complete?

Response: No.

Question 2: Will the school continue to operate while the addition is being constructed?

Response: Construction of the additions is expected to last two years. The school will be able to operate during its normal school year. The summer programs might be more of a problem and some of those might need to be relocated to other nearby schools for one or two summers. Typically, the general contractor gets all of the summer to work on upgrades or tie-ins within the existing building that are more difficult to construct when school is in session. Vehicular access, parking, and traffic separation during construction will also need to be carefully coordinated.

Question 3: If additional capacity is expected in another 5 to 10 years, why not plan for it now and build a bigger addition up-front?

Response: The scope of this project is based on the Educational Specifications and only includes 8 additional typical classrooms and 4 additional kindergarten classrooms.

Question 4: Is the existing kitchen large enough to support the expanded all-purpose room?

Response: It is believed that the kitchen provides an adequate amount of space for the expanded all-purpose room, but this will be verified and addressed if needed as part of the study report.

Question 5: This winter, there were endless weeks of indoor recess; as a part of this addition, will there be outside areas that can be accessed even when rainy or snowy?

Response: Unfortunately, the weather this winter was worse than normal. Other than providing a very large amount of covered space, there are no other options to deal with inclement weather. It is not feasible to add a covered outdoor play area on this site.

Question 6: Will snow removal be easy to accomplish at the new play areas?

Response: The new play areas are on the south end of the site, which means they will be about as accessible as the existing play areas for maintenance and snow removal.

Question 7: Will the outdoor play areas be available during construction?

Response: There will most likely need to be a fenced in area created for the contractor to use at the very south end of the hilltop play area (accessed from the adjacent cul-de-sac). The remainder of the hilltop play area will be separated from the contractor's area by fencing in order to maintain a safe area for the kids to play.

Question 8: How big of a retaining wall is planned to be constructed in these options?

Response: The retaining wall will be as large as 30 feet.

Question 9: There is currently an air quality problem in the existing art and music spaces. Will this issue be looked at as a part of the addition?

Response: We plan to look at the indoor air quality issues and attempt to fix the problem as a part of this addition project. Note that the existing art and music classrooms will also be converted back into typical classroom spaces as part of the scope, since new larger art and music classrooms are being constructed in order to comply with current space standards.

Question 10: Why is the parking lot area the same in all schemes?

Response: The parking lot layout is a function of the space available and most efficient circulation layout. The parking is split into two drive aisles in order to allow a change in grade elevation so that less retaining wall will be required.

Question 11: About how much will these options cost?

Response: MCPS is interested in determining what works best for the school from a functional, educational, and operational standpoint before evaluating the costs for the options. Once the three designs are solidified a cost estimator will estimate their associated costs. The costs will then be included in the final study booklet as a part of the advantages and disadvantages for each option.

Question 12: In terms of 'green design', will this building use green elements as a part of the design?

Response: This project will use green technologies; however it will not be LEED certified. Items such as vegetated roofing, recycled materials, low-emitting interior finishes, etc. will all be considered and implemented where deemed appropriate.

#### **General Comments:**

- The Principal initially prefers Option B and Option E, although would like to review Option E a bit more and perhaps provide some comments before it is finalized. Options with the kindergarten play located in close proximity to the existing hilltop play are preferred. Option D has a very long corridor, which is not ideal.
- It looks like these options have taken into account our comments and concerns, such as the kindergarten areas not being stacked. This is much appreciated.

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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Distribution:	All Present	
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