

**NOTES****Schematic Design Worksession #2****Project: Kensington Parkwood Elementary School –  
Addition + Minor Renovations**

GWWO #1435

Meeting Date: November 6, 2014

Report Date: November 11, 2014

**IN ATTENDANCE:**

Name	Initials	Organization	Email
Barbara Liess	BL	KPES/MCPS	<a href="mailto:barbara_a_liess@mcpsmd.org">barbara_a_liess@mcpsmd.org</a>
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Chris Elcock	CE	GWWO	<a href="mailto:celcock@gwwoinc.com">celcock@gwwoinc.com</a>
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The purpose of this meeting was to show development of Feasibility Option 1 and discuss .

1. Rakesh Bagai (RB) introduced the project.
2. Al Ip (AI) presented Option 1 with alternate floor plan layouts and site refinements that included a covered waiting area, queueing plaza, retaining wall, and path connecting the upper level entrance and parent drop off.
3. **Site – Queueing Plaza/ Parent Drop-Off Parking Lot**
  - a. KP prefers queueing for parent car pick-up at the new lower north entrance.
  - b. KP prefers more paved area in plaza.

- c. Add/Increase the covered waiting area in plaza niche. This may be bid as an alternate.
- d. Add a stair that cuts through the retaining wall for a connection between the building's upper entrance to the lower plaza.
- e. Increase waiting area along the parent drop off parking lot. Maintain 10' wide sidewalk along parking lot to allow for pedestrian traffic and strollers. This may require low retaining wall along base of hill.

**4. Courtyard**

- a. KP would like to salvage plants currently along the school's southeast wall, which is also at the new courtyard. Chris Elcock (CE) stated that this will depend on how much direct light these plant species require. Principal said that she would remove the plants.
- b. If possible, increase courtyard width from 25' to 30'.
- c. Asphalt track requested.
- d. This space can be programmed as an outdoor classroom.
- e. Provide secondary egress out of courtyard.

**5. Addition**

- a. KP preferred layout option 1A showing the new Admin spaces adjacent to existing Admin area.
- b. Convert the existing Conference Room to the new Assistant Principal (AP) office.
- c. Place new Conference Room adjacent to existing Admin and provide access from the Principal and AP offices.
- d. Move the Itinerant Staff Office closer to the new Conference Room.

**6. Multi-Purpose Room (MP)**

- a. Staff requested more natural light in the MP Room expansion.
- b. Staff requested foldable round lunch tables. GWWO will develop lunch table layouts.

7. The group reviewed the bid alternate which relocates the existing maintenance shed to the west hardscape play areas.
8. Based on current enrollment projections, MCPS stated that the portable classrooms may be removed upon the Addition's completion.
9. The community inquired about whether KP will have photovoltaic (PV) panels. MCPS has been discussing with companies/providers about PV uses on projects.

**10. Work Room (Existing)**

- a. Current copier occupies significant space in the Workroom.
- b. Staff needs more workspace at the paper cutter.
- c. Existing mailboxes are fine for 8.5 x 11 papers, but too small to accommodate standard 3-ring binders. Add mailboxes for new staff.
- d. If new casework is provided at the existing Workroom, KP does not want a sink. Coffee is currently prepared in the teacher's lounge.

11. Julie Morris (JM) stated that the Board will hold a public hearing meeting on 11/12 and 11/13. She hopes the CIP superintendent recommends returning to a 2017 completion date for the KPES Addition.

- Schematic Design Worksession #3 is scheduled for Wednesday, Nov 19, 2014 @ 7:00pm.

The foregoing represents the writer's interpretations of what transpired at the meeting. Please forward any changes or corrections within five (5) days to [aip@gwwoinc.com](mailto:aip@gwwoinc.com). Otherwise these notes will stand as the final record of the meeting.

Respectfully Submitted,  
GWWO, Inc./ARCHITECTS

A handwritten signature in black ink, appearing to be 'Al Ip', written in a cursive style. The signature is positioned above the typed name 'Al Ip'.

Al Ip

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