

## Meeting Minutes

**Date:** 6/6/2022

**Project name:** Willow Springs Elementary School

**Purpose:** Design Committee Meeting #1

**Location:** Willow Springs ES Library & Google Meet

### **Attendees:**

Name	Affiliation
C. Bradley James	FCPS D&C
Dylan Taylor	WSES – Principal
Lesley Hassen	WSES – Asst. Princ.
Ipsa Stringer	WSES – Asst. Princ.
Amanda McCabe	WSES- Admin. Asst.
Irene Harvey	WSES
Marci Sackie	WSES- Parent
Michele Panczyszyn	WSES -Teach & Parent
Alecia Carroll	WSES – Teacher
Lauren O'Connor	WSES - Teacher
Linda Kim	
Mark Liberati	Pennoni – Civil
F. Thomas Lee	Samaha
Ken Cahoon	Samaha

### **Points of Discussion:**

**The purpose of the meeting was to present schematic design options to the school design committee and receive feedback from the school on positives and negatives of each plan.**

1. Introductions of the design team and the FCPS D&C team were made. The members of the design committee the school had assembled were also made. The school design committee includes school administration, teachers, a teacher/former student, and a teach with children that attend the school. Community leaders including local HOA members were invited but did not attend.
2. Mr. James provided an overview of the wholistic project that the project is funded as a full renovation to the existing school. Upgrades to the current program include bringing current spaces within FCPS educational specification standards.
3. Mr. Lee presented the layout of the existing school and some of the challenges in working with the existing footprint. The diagonal walls make for awkward teaching spaces and the ‘pod’ design of the classroom wings is confusing layout and creates a lot of visually unsecured spaces in corridors. The massing at the front of the school creates deep spaces that are windowless. Spaces like the library are land-locked within the school and do not provide opportunities to expand in place. The existing gym is

and cafeteria are undersized. And the lack of a second connection between the classroom pods restricts circulation from one classroom pod to the other. It was noted the re-design will look to improve all these conditions.

4. Design Option #1 builds a new 2-story addition on the west side of the school. The bottom floor is primarily classrooms and upper floor is a new library and support spaces. The gym gets expanded and a new front to the building is built. Present in all the design options a classroom addition infills between the 2 existing classroom pods. The interior spaces are all reconfigured to rectangular teaching spaces. The site largely remains the same with minimally increasing the kiss and ride drop off queuing area. This scheme is also not able to put the administration on an outside window wall do to needing to maintain access to the gym and cafeteria. It was noted that because the gym and cafeteria are remaining in their existing locations a lot of the work would need to be completed during summers.
5. Design Option #2 is similar to Design option #1 in that the primary new addition is on the west of the existing school. The addition is 1-story and includes a new gym and art suite, SACC Rooms and Kindergarten classrooms. The existing gym is re-purposed for a new library. Interior spaces are reconfigured to rectangular teaching spaces. The administrative suite is moved to the exterior window wall and new main entrance is in the corner between the administration and cafeteria. Limited modifications are made to the site, kiss and ride queuing area is moderately increased.
6. Design Option #3 builds a large 2-story addition on the east side of the building. The addition includes a new gym, library, administration, cafeteria, kitchen & art rooms. This design option also demolishes the existing cafeteria, kitchen, administration, and gym, along the front of the school. A new bus loop is constructed, and the existing bus loop becomes the new kiss and ride which gives substantially more loading/unloading ability. The new addition will be able to primarily be constructed without interfering with the existing school operations. It will give a new identity to the school and will over look the Patriot Park development next door.
7. Mr. James noted the new school is being designed for a capacity of 1116, which is an increase from the existing enrollment of 1050.
8. It was noted all the Design Options would be built the CHPS certification and Net Zero energy usage.
9. The design committee asked about the potential road through the park authority property to extent the queuing. It was noted the design team is looking into this, but it does not appear to be an option at this time. The design committee also asked about making Willow Springs Road a 3-lane road to assist with managing traffic. FCPS D&C will also look into that as an option.
10. It was noted the kiss and ride queuing needs extended and Design Option #3 does the best job at enlarging. It was noted the existing kiss and ride only allows for 4 cars to load/unload at a time. All the design options increase the loading/unloading but Design option #3 does increase the most.
11. The design committee questioned Design Option #3 and whether it changes the look of the school too much, from a nostalgic view of the school. The former student now teacher noted they have no strong opinions of the look of the school and don't mind the completely new look.
12. The school administration liked design option #3 for the most visual control of the front of the school from their offices.
13. The re-configuration of rectangular teaching areas and the connection between the 2 existing classroom pods was well received in all of the design options.
14. The design Committee questioned if one of the newly create courtyards can be an outdoor classroom.

Mr. James confirmed it could be and they can look at making this change.

15. The school librarian noted the potential isolation of the library in Design Option #1, and to a lesser extent Design Option #3 due to the limited number of adjacent spaces, and limited number of spaces on the second floor.
16. The design committee asked about fencing around the playgrounds and the option to combine playgrounds in lieu of having separate ones.
17. The design committee asked if their FLES Spanish room was a separate room. Mr. James noted one of the identified itinerant rooms would most likely be utilized for this purpose.
18. The design committee suggested to have a small stem corridor outside the special education rooms. Mr. James noted it was a good idea and they will have to get buy-in from the specialists, but Mr. James will run it by them.
19. The design committee liked the minimal construction disruption to the school that Design Option #3 presents.
20. The school ultimately noted they preferred Design Option #3. There was no preference between Design Option#1 or #2. Mr. James noted the selection of the design option will ultimately be selected by FCPS D&C, but that FCPS D&C will use the school's recommendation to help weigh the ultimate decision.
21. Next Steps: FCPS D&C will make the selection of which Design Option to proceed with. Mr. James will notify Mr. Taylor of which is the selected Design Option. Future meetings will be planned with the school, including with the PTA to update everyone on the progress.

These are the minutes as recorded based upon conversations and discussions and are intended to provide an overview of the meeting. Any additions, omissions, and/or corrections shall be addressed at the following meeting. If no such corrections are made, then these minutes shall be recorded as part of the project record.

Sincerely,

Kenneth J. Cahoon  
**SAMAHHA ASSOCIATES, P.C.**

Copies to: C. Bradley James, FCPS D&C