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Smolen ■ Emr ■ Ilkovitch Architects

Meeting Minutes		
Project: (Name, Address)	Longfellow Elementary School 5470 Hesperus Drive Columbia, MD 21044	
Meeting Location:	Longfellow Elementary School Media Center	Meeting Date: November 5, 2012 Time: 4:00 p.m.
Owner:	Howard County Public School System 10910 Route 108 Ellicott City, MD 21042	
Architect:	Smolen ■ Emr ■ Ilkovitch Architects, Inc. 1355 Piccard Drive, Suite 200 Rockville, Maryland 20850	Architect's Project Number: 12022.00

Attendees

Laurel Marsh	Principal, LOES	410-313-6879	laurel_marshall@hcpss.org
Dan Notari	Assistant Principal, LOES	410-313-6879	dnotari@hcpss.org
Michelle Baker	LOES	410-313-6879	michelle_baker@hcpss.org
Laurie Buckland	LOES	410-313-6879	laurie_buckland@hcpss.org
Laura Boggs-True	LOES	410-313-6879	laura_boggs-true@hcpss.org
Lizabeth Sitkoff	LOES	410-313-6879	lasitkoff@gmail.com
Susan McHale	LOES / Parent	410-313-6882	susan_mchale@hcpss.org
Lauren Dolinger Few	Parent	410-988-4635	lauren.dolinger.few@gmail.com
Lucas Webster	Parent	443-538-5214	webster@constructionlaw.com
Steve Horuath	Parent	443-518-4939	shoruath@howardcc.edu
Ken Roey	HCPSS	410-313-1527	ken_roey@hcpss.org
Bruce Gist	HCPSS	410-313-6798	bruce_gist@hcpss.org
Dan Keiser	HCPSS	410-313-5339	daniel_keiser@hcpss.org
Scott Washington	HCPSS	410-313-6807	scott_washington@hcpss.org
Ron Miller	HCPSS	410-313-6739	ronald_miller@hcpss.org
Betsy Zentz	HCPSS	410-313-6753	betsy_zentz@hcpss.org
Gloria Mikolajczyk	MSDE	410-767-0101	gmikolajczk@msde.state.md.us
James W Emr	Smolen ■ Emr ■ Ilkovitch (SEI)	301-770-0177	jembr@seiarch.com
Dan Lubeley	Smolen ■ Emr ■ Ilkovitch (SEI)	301-770-0177	dlubeley@seiarch.com
Dave Fischer	Smolen ■ Emr ■ Ilkovitch (SEI)	301-770-0177	dfischer@seiarch.com
Jonathan Dickenson	Lend Lease	301-354-3121	jonathan.dickenson@lendlease.com

Planning Advisory Committee Meeting #1

Item	Minutes	Action
1.	Mr. Gist opened the meeting, introduced the project and its general schedule, and had the Committee members introduce themselves.	

2.	Mr. Roey addressed the committee, specifically addressing the Board of Education's direction to investigate the possibility of relocating the school for the renovation.	
3.	Mr. Washington gave a brief explanation of the purpose and process of the Planning Advisory Committee.	
4.	<p>Mr. Lubeley gave a brief description of the existing issues the design team found in its feasibility study process. It was noted that the committee process is an open and active process. HCPSS and the design team welcome and are looking for thoughts and comments. Below are some of the issues outlined:</p> <p>Site:</p> <ul style="list-style-type: none"> • Combined bus loop, parent drop-off, and parking make student arrival and dismissal chaotic • Hills on site limit open outdoor play space <p>Building:</p> <ul style="list-style-type: none"> • Multiple levels, with pursuant stairs and ramps, cause circulation problems • Open central media center limits functional usage as an instructional space • Circulation passes through instructional spaces • Irregular circulation patterns can cause confusion and limit teacher supervision • Internal Administrative and Health Suites 	
5.	<p>Mr. Lubeley presented the renovation/addition feasibility study option accepted by the Board of Ed. Below are some of the features included:</p> <p>Site:</p> <ul style="list-style-type: none"> • Separate bus loop from parent drop-off and parking • Sidewalks from Hesperus Drive with only one cross of traffic at the site entrance • Locate additions at back of site to minimize impact on play fields <p>Building:</p> <ul style="list-style-type: none"> • Even out levels, locating academic features on one level, public programs on the entrance level, and eliminate the third level. All ramps and stairs are combined into one central location • Create a symmetrical corridor circulation pattern, promoting teacher supervision • Relocating media center into an enclosed area, but still located centrally to classrooms • Bring Admin and Health to the main entrance to create a secure vestibule 	
6.	During and after the presentation of the proposed option, committee members were encouraged to ask questions/ provide comments. Their input is listed below.	
7.	The classroom addition is located on an existing outdoor playground. Mr. Lubeley explained that the playground would be examined and relocated as necessary.	
8.	The teachers asked if the grade 'pods' would be incorporated into the renovated school. Mr. Washington noted that HCPSS policy has moved away from the open pod layout currently existing at Longfellow. Mr. Lubeley noted that the proposed option includes large extended learning rooms that each classroom will open into. The design team will look into further providing pull out spaces for each grade.	

9.	The classroom count was questioned. Mr. Lubeley noted that the same count of classrooms would be provided as currently existing. The classroom addition allows each classroom to be larger than existing and opens up the existing building for more offices and special program rooms.	
10.	Natural daylighting was brought up. Mr. Lubeley noted that HCPSS has had great success in using tubular skylights to bring natural light into interior classrooms. He also explained that the large ELR rooms will function as light wells to bring borrowed daylight into interior classrooms.	
11.	The faculty asked about the status of the existing courtyard located by the gymnasium. Currently this courtyard is un-used. The committee expressed a preference for abandoning this courtyard in favor of more usable interior space. The design team will look into filling in this courtyard. It was noted that the kindergarten currently enters at the back. SEI will look to provide a direct corridor from this main entrance to provide more security.	
12.	The faculty noted that they need a second band room for instrumental music.	
13.	The faculty inquired into the clustering of grade levels. They noted that currently they have 4 classes of kindergarten, first, and second grades, and 3 classes of third, fourth, and fifth grades. Several suggestions for swapping rooms were provided to better cluster programs. The design team will look into clustering the grades, as well as special programs.	
14.	The faculty noted that they have a need for pullout and other special program rooms. The design team will re-confirm what spaces are needed and ensure they are incorporated into the design.	
15.	The committee noted that the outside area at the main entrance is congested at arrival and dismissal, and asked if space was going to be taken away with the proposed site work. Mr. Lubeley answered that additional space would be provided at the front due to the reconfiguration of the site.	
16.	The committee asked if a canopy would be provided at the main entrance. Mr. Washington answered that it most likely would.	
17.	Various questions were posed about the entrance and exits to the site at Hesperus Drive. The design team will look into crosswalks and turn lanes to ensure safety and minimize congestion. One issue questioned was if there was enough space at the entrance for a turn lane, creating 3 lanes.	
18.	The issue of a phased occupied construction versus school relocation was brought up. The Board of Education has requested that the committee examine both options. After briefly describing the two options, questions and concerns were raised by the faculty and parents. Principal Marsh will compile all questions and forward them to Mr. Washington by the 12 th .	
19.	The meeting was concluded, noting that the next meeting would take place in two weeks time on Monday, Nov. 19 th . The design team will return to this meeting with revised drawings to incorporate the committee requests.	

This concludes the minutes of the meeting as recorded by Smolen ■ Emr ■ Ilkovitch Architects. If there are any errors or omissions, please notify our office at once.

The next scheduled Planning Advisory Committee Meeting will be held on November 19, 2012 at 4:00 pm in the media center.

Prepared by: Dave Fischer

Reviewed by: Dan Lubeley