

Mt. Hebron High School
Planning Advisory Committee Meeting #2
Media Center, 2:30 – 4:30 PM

October 30, 2007

Outcome: By the end of the meeting, participants will become aware of different programmatic needs and prioritize areas of the building to be included in the renovation based on those results.

D. Brown: welcome and overview of the purpose of the meeting—to report on the various programmatic needs of the building, both academic needs and extra-curricular needs

K. Roey: welcome and recap; parking lot questions answered and returned via email; question about some of the unofficial parking lot questions which were not answered; they will be addressed at a later time (will try to respond by next meeting)

S. Lucchesi: Should we approve the minutes from last meeting? Questions about the minutes from the last meeting—underground storage concerns not addressed in minutes; attach sign in sheet to minutes; exhibits used in meeting to also be attached to the minutes (to be used with explanation to the PTA); no official vote was made on annex location; minutes will be posted on the Mt. Hebron website

Roey: noted the color-coded floor plans which were from the Gilbert report; identified from original plans and not necessarily how we are currently using or will use the spaces ;

G. Coffin: reviewed ground rules (see previous minutes); explained process for today—only members of the planning team can advocate/vote, the observers are welcome, but are not advocates/voting members; distributed and explained the handout on the Focusing Four: brainstorm, clarify, advocate, canvass;

Clarifying Questions Stage:

Custodial issues: (Saunders and Brown) storage spaces are not adequate; sharing space with book rooms; areas in PE used for storage

Math: (Fruscello) What are the needs? space needs; some rooms are separated by glass (211 & 213); circulation in classroom is difficult b/c classes are full—grossly undersized; no technology resource room; 10 rooms total—on map rooms are: 56-63 (office is 58) and rooms 49, 50, 52, plus one portable; storage limited so materials are kept in the classroom along with student seating; is the ed spec space calculated per student; answer—not by student, but programmatically; math has increased due to the way that it is now taught; math is 900 square feet in new educational specifications

English: (Doyle) classroom spaces are 4, 5, 6, 8, 10, 11, 12, 13, 16, 18, 20, also one portable is used as an English classroom; hallway space is limited b/c they are only 6 feet wide; no

windows; lack of ventilation; little storage space in classrooms; no book room—books are stored on shelves in planning/office area; drama class trades space with teachers in larger class when performance needs arise; technology needs? They do not have computer terminals in their classrooms for computers; would like smart rooms: smart boards; problematic that English isn't clustered together? Yes; Environmental issues in the English wing? HVAC issues—very little air flow; Is there a dedicated yearbook room? One room shares the yearbook and journalism programs that is also a teacher classroom. Not a specific workroom for these publications. If two rooms were allocated, then scheduling of those classes would be more effective. Ed specs call for one room dedicated to yearbook/journalism; computer lab in English area is used by all areas. Areas separated—9th grade cluster of English classrooms; difficult to keep the 9th grade wing all 9th grade classes b/c of insufficient space and art classrooms in that area; Ed specs specify drama classroom? The drama “classroom” is supposed to be the “green room” or commons—which we currently do not have.

Media Center: (Robinson) What space do you have to offer your programs? Satisfied with current space in central media center; needs are with the TV production room, dark room; feel ahead of the game with regards to technology; would like dark rooms moved to art area near photography class (student shared story of being locked in the dark room area); convert area into TV production studio, control room, intercom system, convert office space to hallway, convert other area to conference area; no operating close circuit TV system; Do you have enough TVs if you had the close circuit? Yes; we have a converted space as a TV studio that is not actually equipped as a studio

World Language: (Doyle) 51, 64, 65, 27, 28, 29, 33 (ESOL—office, storage, classroom for 2 teachers and assistant), 35 (previously child development center); enough teaching stations? Need an additional ESOL room and 3 additional teaching spaces; office space; Do we have a language lab? No, we do not; no book or material storage, no locking cabinets; Do you prefer the stationary lab or a mobile lab? Whichever seems to be more appropriate; not sure if mobile units have capability of production. How do you address storage issues? Stacked in piles, shelves in rooms, help from custodians to get into the closet and move large equipment. Space is smaller than specs, how does this affect instruction? Instruction has changed, so don't have enough space; not enough room in office to hold meetings; ESOL population increased? Yes, but it varies from year to year

Cafeteria/Kitchen/Staff lounge: (Saunders) is the recently updated space doing what it is supposed to do? Yes, the kitchen area is fine; crowding issues occur—not enough seating for all students. Security with lunch shifts? Not necessarily a building issue. Alcove area as overflow? Not always usable. Patio is not considered in square footage of the school. Students are packed tightly together in the seating area; according to ed specs we are significantly short on space based on current number of students (1440); Safety concerns? Only one set of doors leading out of the cafeteria—concerns about evacuation; Staff lounge next to cafeteria—small and infrequently used, sometimes doubles as conference room;

Concerns about time discussed: really want to get to voting on priority area;

Social Studies: (Doyle) rooms are 17, 19, 22, 23, 24, 26, 36, 37, 38; not adequate space for teaching planning area; lack of storage; are there folding walls b/t classrooms? b/t 22 & 23, but they have never been opened; enough classrooms? Asking for one more, size is an issue; 6571 square feet total, but 2 rooms that are former music rooms affect this average; 26 is small so that students overflow into the hallway spaces for discussion and/or projects; 37 and 38 are old music rooms, not ADA compliant? *These areas are givens to be addressed for ADA concerns.*

Tech Ed: (Gorleski) one room, 41; *given that this will be part of the plans* b/c of the COMAR regulations; required to add an additional room; included with the renovation amount—will be discussed in more detail later;

CRD: (Gorleski) room 21; office located off the media center; would we consolidate the CRD and G/T areas? Should be clustered and include special education resources

Art: (Hettenbach) rooms 14 & 15; dark rooms in media center complex; is there storage space for large projects? No storage space—students take home work and return it; dark room spaces are not in areas where they can be supervised. Ideally, they should be together, but is not always the case. Modernization of the facilities would be ideal; Ventilation concerns in the art room? Have exhaust fans and exterior windows; dark rooms probably do not have appropriate ventilation; is one of the art rooms used for more messy stuff? Yes, the two teachers may trade spaces depending on the projects; not problematic; limitations b/c of size—take turns or use hallways for large projects; Direct access to outside? No. Not necessarily part of program. Technology needs for art? Teachers have not expressed this, however, we don't offer a course b/c we don't have the technology. In schools where it is offered, usually taught in computer lab; two kilns, but only can use one? Needs more clarification. Kilns are in area that teachers are using as office space.

Special education: (Miller & Robinson) What programs do we have here? Regional program for students with Emotional disabilities, also at Hammond and Reservoir; Academic Life Skills(ALS)/non-diploma students, and students whose needs are served in the general education environment; Space concern? Inadequate office space/meeting for 30 staff members; no conference room for IEPs or meetings—must use the only conference room in guidance or a classroom that is not being used, IEPs are now completed through state-wide internet based program, so must have internet access to take meeting minutes and alter IEPs; ALS students do not have adequate facilities to meet the needs of the students—kitchen area, sensory room;

Admin/Guidance/Nurse: (Clements & Brown) 4 administrative offices; small greeting area—two teachers secretaries; principal secretary away from principal; staff work area—undersized, houses mailboxes; two offices house data clerk, bookkeeper, attendance secretary, SRO; attendance office access for students is same as teacher access to bathrooms and work room; no conference room or storage space; Health suite does not meet COMAR guideline? We don't have office for cluster nurse. We don't have closet for medications, they are in a locked office. *This area is a given for renovation.*

PE/Health/Dance: (Hannon) 42 is dance room; not accessible to girls locker room; how do you get to auxiliary gym? Through locker rooms or go outside. How do you deal with security when

one area is locked during athletic events? Lots of concerns—will be addressed more through Athletics. Biggest problem? Security and supervision. Can't teach the curriculum in the weight room b/c weights are spread b/t 3 areas—lack of supervision.

Business & Computer: (Gorleski) rooms 30, 31, 32, and 53; Do we have adequate technology? We were updated years ago. Some difficulty with old electronics. We don't have enough Ethernet connections—rewiring. Size? Adequate. 31 is smaller. Problems with ventilation? Separate air handlers. Floor wiring problems? Cables run across the floor, taped down with electrical tape or covered with molded strip of metal. Receptacles in the room are not sufficient, lots of power strips. *Electrical and wiring improvements are a given.* BCMS lab will go to CRD and tech ed b/c of new requirements.

Science: (Fruscello) 66, 67, 68, 69, 70, 55, 54, 47, 48; prep rooms and storage spaces are in between classes; What are the most pressing needs? 68 and 69 are too small. How does it impact the delivery of the program? Adjustable tables were removed due to lack of space. How many students are accommodated in the labs? 34 is max class size per HCPSS; 7 stations in each room; physics has 8 due to configuration; lab space designed for 28 per the state; storage for student work? No; materials? Adequate—4 areas; teachers share equipment. How is office space? 11 ½ teachers and 1 office aide, office area is not convenient to teaching space.

JROTC—not here—no discussion

Home Economics: room 34; (family and consumer sciences); traditional cooking class space; course curriculum has transitioned to include early childhood development as part of the Teaching Academy; rodent problem area and sewage leakage area in past; limited in space by equipment; would work as just culinary arts, but not as child development; we currently do not have students in a Teaching academy;

Student Organization & G/T (labeled): no student organization space; GT room is not adequate space; GT shares space with CRD room and sends students to Media unsupervised; no ventilation; sewer pipe impedes with room; During meeting it was incorrectly stated that *renovation of this room/program was a given. It is **not** a given, however it is highly likely to be addressed in the design solution.*

Music & Auditorium: (Hettenbach) what are your space concerns? Rehearsal rooms are about a third of what they need to be. 140 students in room 2—decibel level is too high; national standards—30 feet per student; if storage space were relocated, the rooms would be close to current Ed. Specs. Even though we may have more students enrolled, we can only go by ed specs maximum; variances would have to be submitted and be approved by the BOE; large programs in small spaces; acoustical treatments are not adequate; lack of air circulation; no windows; strong odors; no technology; 8 programs run—choir, band, orchestra, music theory, guitar, piano in only two rehearsal spaces; acoustical expertise is a given if space is renovated; storage for equipment—use four and soon to be a 5th storage trailer outside the building; sound from music also carries into the English wing; auditorium: no egress on one side of the stage; we don't have a space to build sets and roll onto the stage;

Time concern/discussion: Proposed—come back for one hour next Tuesday for advocacy and voting: 2:30 to 3:30; Concern—Mr. Brown can't be here; Proposal—can we finish today's agenda at the next regular meeting and then add an additional meeting? Can we look at a double meeting the next week? Solution—poll committee members by email to see if everyone can meet the 13th and 14th. Next regular meeting is the 28th. If additional time is needed after the 13th and 14th, determine if members can add the 27th if necessary.

Once we have been able to prioritize areas that we should be thinking about, next steps would be to bring in curriculum coordinators and others to identify/clarify needs. We should be able to finish the mechanical by the 28th. Must provide bulk of feedback to design team—architects, engineers, etc., by early December—so that they can begin drawing the proposed renovations and annex. Proposed design needs to go to the BOE in February before approval of Budget.

For those who wish to see the building, Mr. Brown will offer a tour of the building at 1:00 prior to the next meeting on November 13th. Student also offered to have her shadowed for the day.

A conceptual level cost estimate breakdown for planning purposes only was distributed. Numbers do not include 20% for construction management and related fees, equipment and overall project contingency. Essentially, after primary design objectives are met (mechanical, electrical, ADA, etc.), ~10 million dollars are available to address renovations inside the building.

Meeting adjourned at 4:45.

Summary of “given” items as part of the renovation:

- ◆ Social studies classrooms (37 & 38) will be addressed to comply with ADA requirements.
- ◆ Tech Ed: due to COMAR regulations
- ◆ Health Room: due to COMAR regulations
- ◆ Business and Computers: *Electrical and wiring improvements*
- ◆ HVAC