



COOPER CARRY

Memorandum

To: Holli McKinley

From: Maureen Wiechert

Date: May 31, 2022

Re: FCPS Herndon ES Renovation & Additions
Project No. 20210381

Subject: Design Committee Meeting #1

Attendees: Holli McKinley, FCPS
Paul Parkinson, FCPS
Candace Hunstad, Herndon ES
Sandra Goodwin, Herndon ES
Elizabeth Baxter, Herndon ES
Yaara Crane, Herndon ES
Harrison Jones, Herndon ES
Kenneth Henry, Herndon ES
Alysia Troiano, Herndon ES, Parent
Nataly Blanco, Herndon ES
Sara Murphy, Herndon ES, Hunters Creek, Parent
Saeed Dornajafi, Cooper Carry
Maureen Wiechert, Cooper Carry

Copies: Attendees

A meeting was held at 2:00 pm on May 31, 2022. The following reflects the memory of the writer with regard to issues discussed, decisions made, and the direction given. Any corrections and/or additions should be forwarded to COOPER CARRY within seven (7) days, as these notes shall serve as the basis on which the Project will proceed.

Item No.	Description	Action
1.	FCPS and Cooper Carry met with the Design Committee to discuss the 3 design options explored in the Schematic Design phase of the Herndon Elementary School Renovation and Additions project.	
2.	The presentation included the introduction of the FCPS and design team, the Design Committee's role, project timeline, the existing site challenges, as well as diagrams, plans, and preliminary perspectives of the proposed designs.	

Item No.	Description	Action
3.	The committee asked about the school's future growth. It was clarified that the proposed design considers the growth as studied by the FCPS Planning Department.	
4.	Site plan comments/discussions: <ul style="list-style-type: none"> - The committee reacted positively to the bus, car, and pedestrian traffic separations proposed in the site plans of all options. - There are 2 pedestrian paths at the east side of the site. Access at these site entry points were discussed. 	
5.	Option 1 comments/discussions: <ul style="list-style-type: none"> - The committee expressed concerns with the new addition as it is located close to the road. The new building would also eliminate the sledding hill by the road used by the community. - Library feels too separated from the rest of the school. The school does not use the library for community events, and the committee felt that locating the library close to the public road would not be an advantage to the school or the community. - The addition at the front of the existing building might also create confusion regarding main entry. 	
6.	Option 2 comments/discussions: <ul style="list-style-type: none"> - This design appears to be the option preferred by the committee overall. - There was positive feedback regarding the circulation and the overall layout of the plan. - The committee liked the proposed library on the top floor as it would provide optimal lighting and views. They saw no issue with it being on the third floor as most of the larger community events take place in the cafeteria and gymnasium. - The committee liked the proposed expanded courtyard in options 2 and 3 as the result of removing the existing library structure and staff lounge. 	
7.	Option 3 comments/discussion: <ul style="list-style-type: none"> - The committee was not in favor of the location of the kindergarten classrooms. They prefer that the pre-k and kindergarten classrooms are located towards the front of the school. - There was no issue with the angled classrooms. - The idea of using hallways as collaborative spaces was discussed. FCPS clarified that such spaces are not included in the Ed-Specs. However, FCPS and Cooper Carry will try to find opportunities for such spaces within the boundaries of Ed-specs as the design is developed. It was also mentioned that there would be eight conference/itinerant spaces distributed across the school, which can be used for collaboration purposes. - The committee questioned the irregular shaped classrooms proposed in this layout. 	
8.	Comments and discussions concerning all options: <ul style="list-style-type: none"> - Positive feedback to the security vestibule proposed in all options. - There was a positive remark about the look of the three options being different from other schools. The exterior views looked very modern. - The committee liked consolidating the central circulation (central stairs and elevators) and connecting the 1968 building to the gym to improve the overall circulation of the school. - Committee confirmed that the SACC rooms work well where they are and how they're sized. 	

Item No.	Description	Action
	<ul style="list-style-type: none"> - The committee asked about exterior cameras. FCPS confirmed that this will be part of the scope. - PTA and other community events happen at the cafeteria and the gym. The committee liked the expansion of the cafeteria in all options. - There was a discussion about accessibility. FCPS and Cooper Carry clarified that all building spaces and site access would be accessible. - The need for additional staff and student bathrooms was discussed. There will be additional bathrooms for both staff and students. The minimum number of the bathrooms will be determined by Educational Specifications requirements and the local building code. - The Committee expressed concern about the number of kindergarten classrooms as the school is close to needing to have (7) kindergarten classrooms (there are currently (6)). FCPS clarified that the number of classrooms has been studied and determined in the program by the FCPS Planning Department. - The design committee prefers having grade level classrooms adjacent to each other. 	