



MEMORANDUM

Date: July 27, 2006
To: File
From: WMCRP, Inc.
File: Galway Elementary School Modernization (0608)
Re: Facilities Advisory Committee Meeting #1

Attending:

Jim Tokar - MCPS/DOC 301-548-7542
james.r.tokar@mcpsmd.org
Shahid Muhammad - Principal 301-595-2930
shahid_muhammad@mcpsmd.org
Jim Giokas - WMCRP, Inc. 301-459-9500
jgiokas@wmcrparchitects.com
David R. Whaples - WMCRP, Inc. 301-459-9500
dwhaples@wmcrparchitects.com
Michael Poness - WMCRP, Inc. 301-459-9500
mponess@wmcrparchitects.com
Mike Shpur - MCPS/DOC 301-548-4985
michael_shpur@mcpsmd.org
Jason Reinke - V. Principal 301-595-2930
jason_r_reinke@mcpsmd.org
Kathie Lee - Media Specialist 301-595-2930
kathryn_lee@mcpsmd.org
Sue Brice - Teacher 301-595-2930
susan_j_brice@mcpsmd.org
Dave Ruckdoschel - PTA 301-586-0178 ruck@his.com
Gina Lowe - PTA President 301-8901062 ginalowe@verizon.net
Patrick McGovern - PTA 301-890-1062
pmcgovern@assetcapitalcorp.com

1. Jim Tokar (MCPS) called the meeting to order and directed everyone to introduce themselves.
2. Jim Tokar (MCPS) stated that their Planner Robin Adler would not be present, and asked that any questions concerning the Ed Specs be discussed at the next meeting.

3. Shahid Muhammad (Principal) said that he would e-mail Jim Tokar (MCPS) their ED Spec questions.
4. Jim Tokar (MCPS) went over the differences between the Fesiblty Study and the new Ed Spec requirements.
5. Mike Poness (WMCRP) talked about the process of working with the school's community. He asked if the Music Program is still a focus program for the school. He asked the school what image it has for it self, so WMCRP can design this into the school.
6. Mike Poness (WMCRP) went over the layout of the building and exterior elements (parking & playgrounds) on the site.
7. Gina Lowe (PTA President) talked about a new traffic circle being built at the intersection at Fairlane Road, which could bring more walkers to the school.
8. The school committee is concerned that 100 parking spaces will not be enough spaces. Jim Tokar (MCPS) said that this amount of spaces is per the Ed Spec and that the swim center parking lot and on-street can be used for overflow parking.
9. The school asked that a fence be installed between the woods and the playgrounds, so to keep balls from rolling into the woods. MCPS said that a fence would be included in the design.
10. Dave Whaples (WMCRP) went over the floor plan and the layout of the spaces in the building.
11. Dave Whaples (WMCRP) described that the Kindergarten Rooms are on two levels, but the students can exit to the outside without using stairs. The school accepted this layout.
12. The school said that for the group toilets, they like the shared sink that is being used at the Little Bennett E.S. (They also have been used at Glenhaven ES).
13. Dave Whaples (WMCRP) described how the Computer Lab must be entered from the Media Center. Kathie Lee (Media Specialist) requested that the Computer Lab not only be entered through the Media Center but that it can be entered off a corridor. It was discussed that the lab could be located where the toilet rooms are shown allowing corridor access, WMCRP to evaluate.

14. Jim Tokar (MCPS) directed WMCRP to move the service areas adjacent to the Kindergarten Rooms across the corridor.
15. Jim Tokar (MCPS) directed WMCRP to flip Instructional Data with the Office.
16. A Committee Member talked about adding classrooms at the end of the existing classroom wing (as was shown in the Feasibility Study). Mike Poness (WMCRP) said that these rooms (are part of the current ed-spec and) were incorporated into the new design.
17. Shahid Muhammad (Principal) is concerned with the number of student bathrooms. They would like smaller group toilet rooms (no more than 3 classrooms away from any classroom) that can be used by different grades (layout toilet rooms per grade).
18. Shahid Muhammad (Principal) said that they have two Special Ed programs going on at one time.
19. Shahid Muhammad (Principal) asked that the Teacher's Lounge be moved closer to the Administration Area.

Please notify this office immediately of any errors or omissions.

JWG/jwg

cc:

Jim Tokar - MCPS

Shahid Muhammad - Principal, Galway ES

Robin Adler - MCPS, DPCP Planner

All Participants