

Rock Terrace School/Tilden Middle School Roundtable Discussion Group

Summary of Meeting #2—January 5, 2015

The Rock Terrace School/Tilden Middle School Roundtable Discussion Group (Roundtable) met for its second meeting on January 5, 2015. The meeting was held in the Library Media Center of Rock Terrace School from 7:00 to 9:00 p.m. The materials handed out at the meeting follow this summary.

Ms. Deborah S. Szyfer, senior planner, Division of Long-range Planning, Department of Facilities Management, Montgomery County Public Schools (MCPS), facilitated the meeting. Mr. Paul Falkenbury, Mr. Randy Morrison, Ms. Sandra Wu, from Samaha Associates PC, also assisted in the meeting.

Ms. Szyfer reviewed the agenda, outcomes for the meeting, and the feedback from the previous meeting was reviewed. The Roundtable members reviewed the criteria and hopes and concerns developed at the first meeting and were asked if they had any changes and comments. There were no changes and comments for the criteria and hopes and concerns.

The remainder of the meeting was dedicated to a design charrette. Ms. Szyfer and Mr. Morrison explained the purpose of a design charrette, which is defined as a “work session in which a group or groups of designers collaboratively participate in an intense period of design or planning activity”. The Roundtable members were divided into three groups and given a large site plan and small building plans to facilitate the charrette and asked to design a collocated facility for Rock Terrace School and Tilden Middle School. Photos of the three final designs are included after the summary. Each of the groups presented the final scheme. A summary of the key characteristics of the charrette schemes are outlined below:

1. All three of the charrette schemes proposed the following:
 - One building for both schools
 - Two separate entrances for both schools
 - A two-story classroom wing for the Rock Terrace School
 - Interior courtyards to admit natural light into the classrooms and other areas. (The Tilden staff prefers small courtyards for daylight only. The Rock Terrace staff prefers a larger courtyard for outdoor instruction and student activities.)
 - Physical education spaces be located at the rear (west) of the site, closest to the outdoor fields

2. Two of the charrette schemes indicated shared spaces including the library media center (LMC), cafeteria, and physical education areas between the two schools, whereas one of the charrette schemes indicated no shared spaces between the two schools.

3. Two of the schemes located a combined LMC on the second floor, over the administration spaces. There was consensus among the Roundtable members that the LMC could be shared but separate instructional areas would need to be provided for both schools. The Tilden Middle School principal shared that the LMC is scheduled seven periods per day for instructional purposes. The architect will explore concepts that can combine the LMC while providing separate areas for both schools.
4. Two of the charrette schemes indicated a two-story classroom wing for Tilden Middle School. The third scheme showed a three-story classroom wing for Tilden Middle School.
5. One of the charrette schemes suggested that all the specialty labs, such as technology education, art, music, and physical education from Tilden Middle School be located in close proximity to similar programs in the Rock Terrace School portion of the building, to facilitate inclusion opportunities for Rock Terrace School students.

After the presentation of the schemes, the Roundtable members continued the discussion of the possible collocation of the two schools and other features the architects should consider in developing the concepts for the next meeting. A summary of these items are listed below.

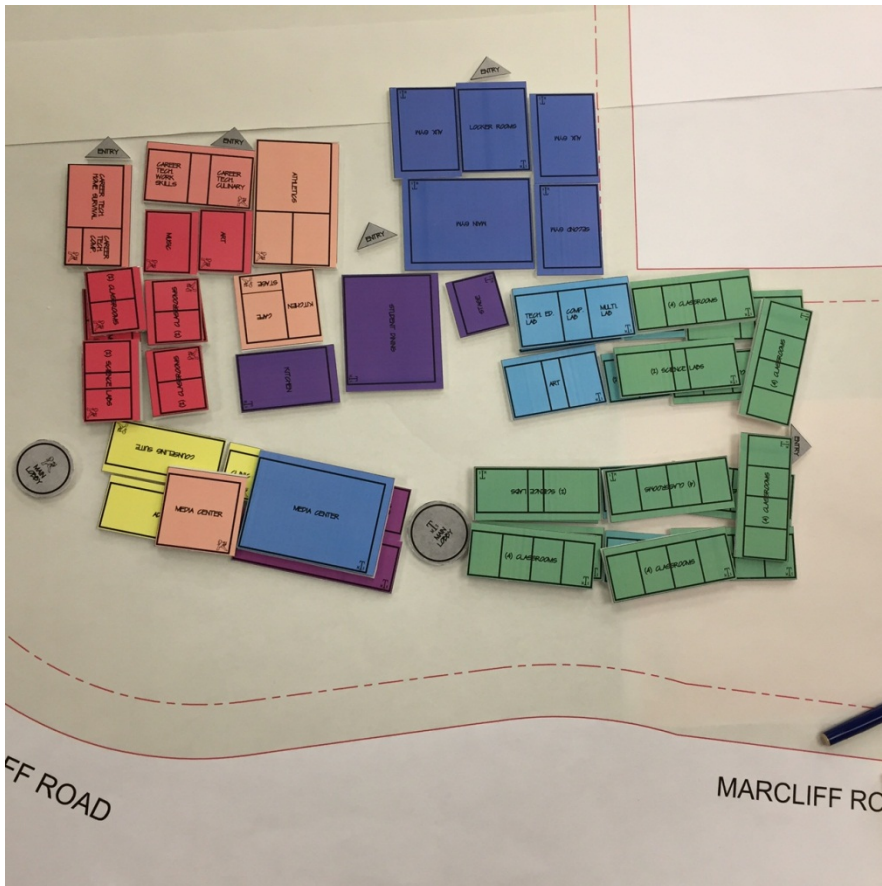
1. Much consideration was given to the issue of students who try to leave the building and/or site during class time. Passive and active security, and how this relates to code requirements for egress, will be a critical part of the design.
2. Simple and clear circulation pathways for Rock Terrace students are important for staff supervision and student comfort.
3. Possible locations for the Rock Terrace School greenhouse were discussed. The Rock Terrace School culinary program needs easy access to the greenhouse and gardens. Future schemes will indicate various locations for the greenhouse.
4. The Tilden Middle School special education programs should be located in separate parts of the building. The Learning for Independence (LFI) classrooms should be located on the first floor.
5. Rock Terrace School students should have easy access to the tennis courts.
6. Direct access from the cafeteria to the exterior is preferred.

The next meeting of the Roundtable will be held on January 20, 2015, in the Library Media Center at Tilden Middle School. At this meeting, the architects will present several collocation concepts for the Roundtable members to consider.

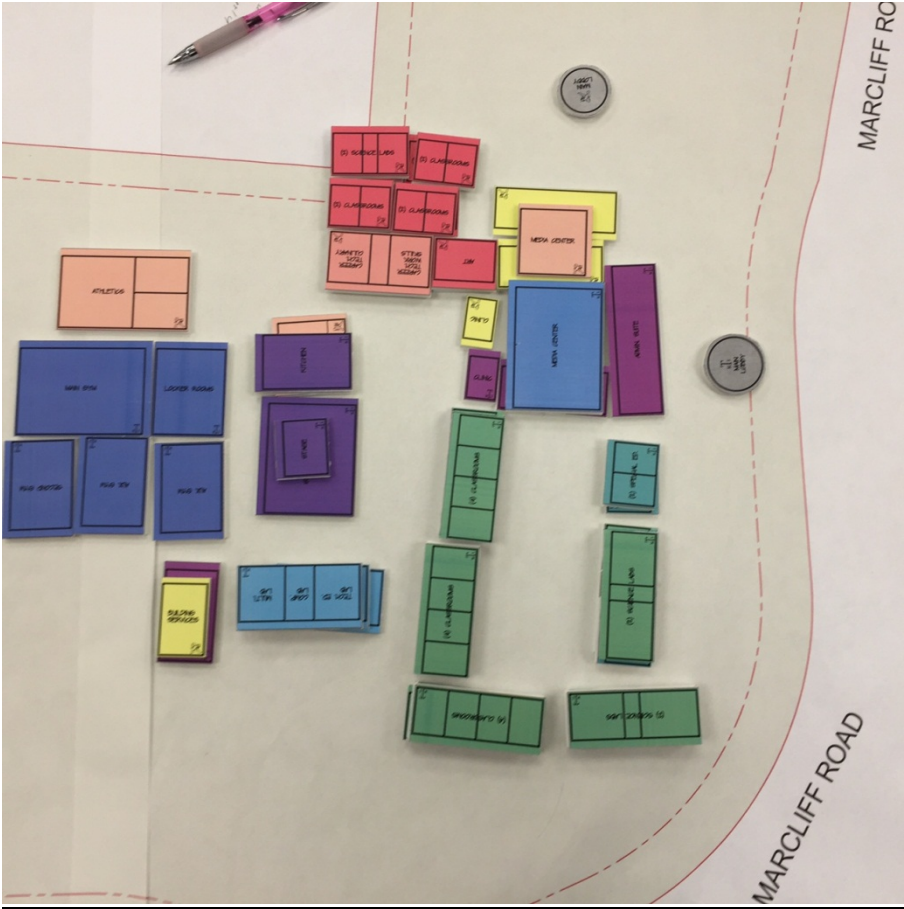
Group 1 Design



Group 2 Design



Group 3 Design



Rock Terrace School/Tilden Middle School Roundtable Discussion Group

Agenda
January 5, 2015
Rock Terrace School

Desired Outcomes

By the end of this meeting, we will have:

- Reviewed outcomes, agenda, and feedback items;
- Finalized criteria and getting current;
- Reviewed space summaries for both schools;
- Brainstormed possible approaches; and
- Discussed next steps, site visits, and provided feedback.

Activity	Facilitator(s)	Process	Time
Review of Agenda, Outcomes, and Feedback	Debbie Szyfer	Review/Inform	7:00-7:05 5'
Finalize criteria and getting current	Gwendolyn Mason	Review/Clarify	7:05-7:15 10'
Review space summaries for Rock Terrace School and Tilden Middle School	Debbie Szyfer	Review/Discuss	7:15-7:25 10'
Brainstorm possible concepts	Gwendolyn Mason Debbie Szyfer	Design charrette/ Clarify/Combine	7:25-8:20 55'
Next Steps, Site Visits, and Feedback	Gwendolyn Mason Debbie Szyfer	Determine/Share	8:20-8:30 10'



Rock Terrace School/Tilden Middle School Roundtable Discussion Group

Summary of Meeting #1—December 18, 2014

The Rock Terrace School/Tilden Middle School Roundtable Discussion Group (Roundtable) met for its first meeting on December 18, 2014. The meeting was held in the Library Media Center of Tilden Middle School from 7:00 to 9:00 p.m. The materials handed out at the meeting follow this summary.

Dr. Gwendolyn J. Mason, director, Department of Special Education Services (DSES), and Ms. Deborah S. Szyfer, senior planner, Division of Long-range Planning, Department of Facilities Management, Montgomery County Public Schools (MCPS) facilitated the meeting. Mr. Seth P. Adams, assistant to the director, Division of Construction also attended the meeting and provided information. Seventeen Roundtable members were present at the meeting. The Roundtable roster follows the summary.

Ms. Szyfer welcomed the Roundtable and invited representatives to introduce themselves. Dr. Mason provided background information, including the programs at Rock Terrace School and Tilden Middle School. Ms. Szyfer provided information on the Maryland State Department of Education (MSDE) Capital Funding and Board Policy IOB, *Education of Students with Disabilities*. The Roundtable charge and planned activities were reviewed and the role of representatives and MCPS staff was clarified. Ground rules for the Roundtable meetings also were reviewed. The Roundtable timeline and dates for the release of the superintendent's recommendation and Board of Education (Board) meetings were shared with the Roundtable. Ms. Szyfer explained that the Board has not made a decision to collocate the schools at this time. The only decision made by the Board was to approve the Roundtable study for the possible collocation of Rock Terrace School and Tilden Middle School.

The Roundtable members shared hopes and concerns for the possible collocation in small group discussions. The Roundtable members recorded their hopes and concerns on large posters and shared the information with the full group. A summary of the hopes and concerns are attached. Ms. Szyfer explained that the purpose of this exercise was to learn about each other and to help guide future meeting discussions and planning issues.

Roundtable Committee Criteria

MCPS provided the Roundtable members with a copy of the Maryvale Elementary School/Carl Sandburg Learning Center Roundtable Report to help with the development of criteria that will be used to evaluate collocation concepts.

The committee criteria included the following (items listed with no priority order):

- Plan the physical structures with logistical aspects in mind to ensure that all programmatic needs are addressed
- Meet sensory, motor, and behavioral needs of all students
- Respect and preserve identity of each school
- Provide opportunities for students to interact when appropriate
- Provide supports to teachers to enable successful inclusion outcomes
- Make sure the facilities are built with the future in mind to accommodate future enrollment and technology changes
- Keep the needs of the neighborhood with respect to transportation and parking
- Maintain career experiences for Rock Terrace School students
- Maintain outdoor space at Tilden Middle School that is unique to the school culture
- Maintain autonomy and integrity of Rock Terrace School for the student
- Create a state-of-the-art facility—cutting edge and innovative
- Be mindful of the sensory needs of the student
- Extra sensitive communication in a building (implementation)

Following development of the criteria, Ms. Szyfer explained the roundtable activities and process in more detail. Ms. Szyfer explained that a stand-alone revitalization/expansion project for Rock Terrace School would not be possible due to the state funding structure for special schools. The Maryland State Department of Education/Division of Special Education and Early Intervention Services in accordance with the Individual with Disabilities Education Act requires students with disabilities to have access to the general education environment to the maximum extent appropriate. The concept of collocating a special school with a comprehensive school provides an Individualized Education Program team the opportunity to consider and implement appropriate inclusive opportunities for students. An explanation of the capital budget funding schedule for the Tilden Middle School revitalization/schedule project was provided. Mr. Adams explained that the upcoming feasibility study will determine the budget for the revitalization/expansion project for Tilden Middle School and if the collocation is approved by the Board of Education in May 2015, the feasibility study also would determine the budget for the revitalization/expansion project for Rock Terrace School.

An observer asked if the neighborhood infrastructure would impact the possible collocation of the two schools. Mr. Adams explained that during the design process, MCPS would work with the utilities companies and county agencies to address and improve the utilities for the site. An observer also asked if the county was aware that elementary school students attend Tilden Middle School for the elementary school compacted math class. Ms. Szyfer explained that

MCPS was aware of the situation and that it would be addressed during the Roundtable process. An observer also asked how many students attend Rock Terrace School. Dr. Mason shared that the school would be planned for approximately 100 students. The enrollment has remained constant for the past few years and is projected to remain at this level.

The next meeting of the Roundtable will be held on January 5, 2015, in the Library Media Center at Rock Terrace School. At this meeting, the Roundtable members will participate in a design charrette to explore possible collocation concepts for Rock Terrace School and Tilden Middle School.

**Rock Terrace School/Tilden Middle School
Roundtable Discussion Group**

**Hopes/Concerns
December 18, 2014**

Group 1

- Physical space- enough for both schools?
- (Hope) Maximize opportunities for socialization and academic inclusion
- (Concern) Staffing and scheduling of academic classes
- (Hope) Opportunity for engaging in rigorous education for all students
- (Concern) Having access to similar vocational programming opportunities that are at Rock Terrace now
- (Concern) Possible disruptions to the day (i.e. different bell schedules, assemblies, extracurricular activities)
- (Hope and Concern) Sensitivity training for everyone
- (Hope) Best Buddies, Inclusion
- (Concern) Security
- (Hope) Connection between both school staff
- (Hope) Schools work together for all students
- (Concern) Mindful of necessary separate spaces

Group 2

Hopes

- Maintaining identity
- Access to share resources
- Easier access for mainstreaming
- Process allow for state of the art building
- Share job sites/resources
- Architecture to preserve ability for Rock Terrace to adjust building for student sensory needs

Considerations

- Build large enough for exploding community
- Start and end times
- Community bus times
- Maintain distinct identity of both school communities
- General education staffing

Group 3

- Maintain integrity of each program. No loss of services or programs
- Maintain autonomy of each program
- Concerns of older kids (ages 18-21) in the same building as middle school
- Staffing issues. Ex: media center, health room, custodial
- New technology, equipment
- Opportunities for extracurricular activities at Walter Johnson High School
- Coordination of schedules (dances, Back to School night, etc.)

Group 4

- Concern about age differences between Rock Terrace (to 21) and middle school students
- Will additional support be provided to Tilden teachers in special needs?
- How will schools inter-mingle access to facilities- ramps, railings, gym?
- Handling increased bus traffic in Tilden neighborhood?
- Will staff at Rock Terrace and Tilden remain intact?
- How are students placed in classes together?
- Will Rock Terrace's capacity rise and will it fluctuate year to year?
- Staff parking, buses- enough space?
- Culinary arts, woodshop, horticulture- where will they go?

Tilden Middle School Revitalization/Expansion Square Foot Summary

When this project is complete, the following spaces are to be provided:
The capacity will be 1215 with a core of 1500.

Updated November 17, 2014

Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
Standard Classroom	35	900	31,500
<u>Science</u>			
Laboratory	8	1,500	12,000
Preparation Room	4	250	1,000
Chemical Storage	1	250	250
<u>Instructional Support Areas</u>			
Team Workroom	9	300	2,700
Interdisciplinary Textbook Storage	3	150	450
Departmental Textbook Storage	3	150	450
Foreign Language Textbook Storage	1	150	150
Instructional Data Analyst Room	1	150	150
Developmental Reading	1	600	600
<u>ESOL Classrooms</u>			
ESOL Classrooms	2	900	1,800
ESOL Team Room	1	150	300
ESOL Storage	1	150	150
<u>Special and Alternative Education</u>			
Aspergers Classrooms	5	900	4,500
Learning for Independence Classrooms	2	900	1,800
Grooming Rooms	2	50	100
Special Education Team Room	2	300	600
Resource Room	1	800	800
Sensory Room	3	150	450
Speech & Language Support Room	1	250	250
Occupational Therapy/Physical Therapy Room	1	250	250
Conference Room	1	400	400

Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
<u>Music Suite</u>			
Instrumental Music Room	1	1,900	1,900
General Music/Choral Room	1	1,000	1,000
General/Choral Storage	1	250	250
Music Office	1	150	150
Practice Rooms	2	64	128
<u>Visual Arts Suite</u>			
Art Room	2	1,300	2,600
Storage	2	350	700
Kiln Room	1	150	150
<u>Multipurpose Technology Laboratory</u>			
Multipurpose Technology Laboratory	1	1,500	1,500
Computer Technology Laboratory	1	900	900
Preparation Room	1	300	300
<u>Multipurpose Laboratory</u>			
Multipurpose Laboratory	1	1,500	1,500
Storage	1	300	300
<u>Physical Education</u>			
Gymnasium (Equals 2 teaching stations)	1	6,800	6,800
2nd Gymnasium	1	3,200	3,200
Fitness/Weight Room	1	1,600	1,600
Auxiliary Gym	2	1,600	3,200
Health Classroom	1	1,800	1,800
Locker Rooms	2	1,650	3,300
Storage Rooms	3	100	300
Toilet Rooms	2	150	300
Shower/Drying Rooms	2	250	500
Laundry Room	1	150	150
Offices	2	300	600
Common Planning Area	1	200	200
General Storage	2	650	1,300
2nd gymnasium	1	300	300
Outdoor Storage	1	200	200
ICB Storage	1	100	100

Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
<u>Computer Support</u>			
Office	1	150	150
Telecommunication Equipment Closet	1	250	250
Telecommunication Closet	5	80	400
<u>Instructional Media Center</u>			
Reading Room	1	3,200	3,200
Listening Viewing Project Area	2	200	400
Direct Instructional Area	1	300	300
Workroom/Materials Prep. Room	1	450	450
Office	1	200	200
Technology Information Access Center	1	500	500
Storage, Media General	1	600	600
Storage (Upper Floor)	1	200	200
IT Systems Specialist Room	1	150	150
Multimedia Production Room	1	950	950
<u>Student Activities</u>			
School Store	1	200	200
Student Government Storage Closet	1	100	100
<u>Administration Suite</u>			
General Office	1	700	700
Principal's Office	1	250	250
Assistant Principal's Office	3	150	450
Assistant School Administrator Office	1	150	150
Administrative Secretary's Office	1	150	150
Workroom	1	500	500
Storage	1	100	100
Conference Room	1	300	300
Copier Workroom	1	200	200
Student Support Center	1	400	400
Financial Secretary's Office	1	150	150
Staff Development Office	1	200	200
Instructional Data Assistant Office	1	150	150
Security Office	1	150	150
Test Room	1	150	150

Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
<u>Guidance Suite</u>			
Counselor's Office	5	150	750
Waiting Room	1	250	250
Conference Room	1	300	300
Records Room	1	125	125
Itinerant Staff Office	1	150	150
<u>Health Suite</u>			
Waiting Room	1	100	100
Treatment/Medication Area	1	125	125
Office/Health Assessment Room	1	100	100
Health Assessment/Isolation Room	1	100	100
Rest Area	2	100	200
Toilet Room	2	50	100
Storage	1	40	40
<u>Staff Facilities</u>			
Staff Room	1	1,150	1,150
Telephone Room	1	50	50
<u>Student Dining</u>			
Student Dining	1	6,000	6,000
Stage	1	1,500	1,500
Storage	1	300	300
Chair Storage	1	400	400
<u>Kitchen Area</u>			
Service Area (4 service lines)	1	950	950
Food Preparation	1	900	900
Dry Food Storage	1	350	350
Refrigerator	1	125	125
Freezer	1	225	225
Office	1	100	100
Locker/Toilet Room	1	120	120
Loading Platform	1	125	125
Receiving Area	1	100	100
Chemical Storage Room	1	48	48

Facility	#	Net Sq. Ft.	Total Net Sq. Ft.
<u>Building Service Facilities</u>			
Building Services Office	1	150	150
Locker/Shower Area	1	250	250
Plant Equipment Operator Office	1	75	75
Compactor/Trash Room	1	250	250
Receiving and Storage Area	1	800	800
General Storage Rooms	3	250	750
Building Services Outdoor Storage	1	250	250
Total Teaching Stations and Net. Sq. Ft.	63		124,986
<u>Site Requirements</u>			
Parking Spaces	125		
Playing Field	400' x 400'		
Playing Field	300' x 300'		
Softball Field (250' minimum radius)			
Long jump pit			
Short, 60 yard, 6-lane track			
Running path			
Basketball courts	3		
Paved play area, near cafeteria	55 'x 110'		
Tennis courts	6		

Rock Terrace School Space Summary

When this project is complete, the following spaces are to be provided:

Updated 11/17/14

FACILITY	# NEEDED	SQ. FT./ FACILITY	TOTAL NET SQ. FT.	TOTAL DEPT. SQ. FT.
<u>Standard Spaces</u>				14,400
Standard Classroom	14	900	12,600	
Textbook Storage	1	500	500	
Middle School Team Office	1	250	250	
High School Team Office	1	300	300	
Upper School Team Office	1	250	250	
Workrooms	1	500	500	
<u>Support Rooms</u>				2,300
Counselor's Office	1	250	250	
Special Needs Coordinatr	1	150	150	
Speech & Language	1	250	250	
OT/PT Room	1	250	250	
Transition Support Teacher	2	200	400	
School Psychologist Office	1	150	150	
Instructional Data Assistant	1	150	150	
Sensory Room	2	150	300	
Conference Room	1	400	400	
<u>Science</u>				3,475
Science Resource Laboratories	2	900	1,800	
Preparation/Project Room	1	200	200	
Storage Rooms	1	150	150	
Greenhouse	1	1,200	1,200	
Greenhouse Preparation Room	1	125	125	
<u>Art Room</u>				1,100
Art Room	1	1,100	1,100	
<u>Music</u>				1,050
Music Room	1	1,050	1,050	
<u>Career Technology Education</u>				6,800
Home Survival Skills Lab	1	2,000	2,000	
Home Survival Storage	1	250	250	
Computer Laboratory	1	900	900	
Work Office Skills Laboratory	1	1,400	1,400	
Culinary Arts Lab (4 stations)	1	1,400	1,400	
Culinary Arts Storage	1	200	200	
Restaurant	1	450	450	
Team Office	1	200	200	

FACILITY	# NEEDED	SQ. FT./ FACILITY	TOTAL NET SQ. FT.	TOTAL DEPT. SQ. FT.
<u>Physical Education/Athletics</u>				7,600
Main Gym	1	3,700	3,700	
Stage	1	1,500	1,500	
Adaptive Program Center	1	750	750	
Locker Area	2	450	900	
Toilet Rooms	2	100	200	
Storage	1	250	250	
Outdoor Storage	1	150	150	
Office	1	150	150	
<u>Instructional Media Center</u>				2,850
Resrouce/Circulation/instructional area	1	1,500	1,500	
Material Prep Office area	1	300	300	
Media Storage	1	150	150	
Television Studio	1	900	900	
<u>Student Activities Facilities</u>				400
Student Council Suite	1	200	200	
School Store	1	200	200	
<u>Staff Offices</u>				850
Staff Development Office	1	250	250	
ESOL Teacher	1	150	150	
Itinerant Staff Offices	3	150	450	
<u>Administration Suite</u>				2,360
General Office	1	350	350	
Principal's Office	1	250	250	
Assistant Principal's Office	1	150	150	
Financial Assistant Office	1	150	150	
Security Assistant Office	1	150	150	
Conference Roomn	1	400	400	
Storage	1	100	100	
Paper Storage	1	150	150	
Testing Room	1	200	200	
PTG Storage Room	1	150	150	
Office Workroom/Storage/Toilet Area	1	250	250	
Toilet Room	1	60	60	
<u>Health Suite</u>				860
Waiting Room	1	150	150	
Treatment/Medication Room	1	140	140	
School Nurse Office	1	100	100	
Health Assessment/Isolation Room	1	100	100	
Rest Areas	2	100	200	
Storage	1	50	50	
Toilet Rooms	2	60	120	
<u>Staff Facilities</u>				1,100
Staff Room	1	500	500	
Staff Dining	1	600	600	

FACILITY	# NEEDED	SQ. FT./ FACILITY	TOTAL NET SQ. FT.	TOTAL DEPT. SQ. FT.
<u>Food Services Facilities</u>				2,700
Student Dining	1	1,400	1,400	
Kitchen	1	900	900	
Table Storage	1	400	400	
<u>Building Services Facilities</u>				1,775
Building Services Office	1	150	150	
Locker/Shower Area	1	150	150	
Compactor/Trash Room	1	150	150	
General Storage and Receiving Area	1	400	400	
General Storage	3	250	750	
Building Services Outdoor Storage	1	175	175	
Total	22		49,620	49,620
<u>Site Requirements</u>				
Softball Field				
Playing field				