

WRE Project Programming Committee Minutes

Meeting Two: Listen. Focus on school interior, features, uses & elements.

The White Rock Elementary (WRE) Project Programming Committee met for approximately three hours on March 9 in the WRE Library.

WRE Principal Lee Walker welcomed the group back and briefly restated the norms and roles of the committee. Perkins + Will (P+W) staff discussed the time frame of the Campus Master Plan Process.

The meeting led off with a recap of the first session, which included large group discussion with three questions: 1) What culture, traditions and values do you love about this campus? 2) How will we define success? (upon project completion) and 3) What currently works on the site? (focusing on the campus footprint and exterior).

P+W encapsulated their understanding of the WRE PPC's major emphases with a discussion of **Project Success and Guiding Principles:**

- 1) Implement solutions that allow faculty and staff the *freedom and flexibility* to plan and develop creative instruction and events and not be hindered by constraints of the building or site.
- 2) Create a *cohesive and integrated* school that supports each student's individuality while also connecting them to the broader WRE community.
- 3) Enhance school *culture, traditions, and values* by providing meaningful and purposeful spaces for daily learning and collective engagement.

P+W concluded the recap with a review of the first meeting's small group visioning activity (*see Meeting #2 PowerPoint; meeting #1 Recap*).

Building Analysis & Discussion

P+W led the group in a building analysis of core academic spaces, shared academic spaces, public shared spaces, private administrative space and service spaces. The group looked at grade distribution in the building and the distribution of shared spaces. The group also looked at a sampling of student pathways when shared spaces are clustered in comparison to when they are distributed.

P+W suggested that the group will want to look at the school globally to solve problems—not to just rely on additions to solve problems.

Large Group Visioning Discussion

P+W then facilitated a group discussion centered around the following three questions:

While keeping a focus on the students, what currently works in the building operationally?

Responses from the group included:

- The students are engaged in the classroom.
- The library works if we can maintain a normal schedule.
- It helps to have dedicated entrance and exit doors for the gym.
- It works because the people are making it work.
- Our teachers are practiced time managers.
- Students know the procedures of walking in the hallway and daily routines so they know where to go.
- Mobility is tougher at the beginning of the year when students are learning their teacher, and vice versa.
- In cases where there is an issue of multiple classes needing to use a single resource, the older students yield to the younger ones.
- It's nice to have an office centrally located.
- 4-6 grade carpool is in the back while K-3 is in the front.
- Have administration spread throughout the school.
- For the most part, grade levels are co-located and grouped vertically (for example, grades 4, 5, 6 are together).
- Having four entry points to arrival in the morning.

While keeping a focus on the students, what currently does not work in the building operationally?

Responses from the group included:

- More keyless entry points are needed
- The traffic flow on the inside of the building
- Cafeteria
- No teachers lounge
- Lack of storage & lack of storage for technology
- There isn't a place to display work
- Office is too small (there isn't privacy for office or clinic referrals, parent visits with administrators, etc.)
- Small clinic with one nurse
- No easy accessibility and privacy for DP/PPCD restroom needs
- Not enough restrooms for students and adults
- Not enough locker space, student storage
- Material center door only has access through the library
- Library is too small
- Not enough space for whole school to gather
- Ran out of space for specials (too many students in gym and students are split for specials)
- ESL, 2 SPED teachers and Aide share one room
- Sheltering for severe weather is difficult

While keeping a focus on the students, what are some potential operational enhancements you would like to see in the future?

Responses from the group included:

- A breakout area where students can collaborate on projects
- Two computer labs
- A larger library with flexible space
- Two gyms
- Art rooms and music rooms
- More computer labs
- Larger, standardized rooms (some rooms have sinks, some have more storage than others) more storage in rooms
- Larger rooms for older students. (District staff clarified that rooms are built to a standard for 28-30 students)
- The courtyard could be a hub-and-spoke type area, with retractable garage-style doors to more fully leverage outdoor spaces
- Two lines in the cafeteria, an area where parents can eat with their students
- Sound-proof the cafeteria
- More restrooms and water fountains
- More hallways

Small Group Activity: Building Programming

After a brief break, the committee divided into three groups and each evaluated a specific subset of WRE programming. Within each team, participants identified the spaces allocated to each program and what happens in the specific spaces before, during and after school.

P+W will use this input to develop a space program, considered through the following filters:

- **Filter 1:** what is happening in the spaces
- **Filter 2:** TEA standards and best practices
- **Filter 3:** district standards

Team for defined academic and shared spaces - counselors, speech, dyslexia, students grouped for academic purposes, library, etc. Commented as follows:

- *Library current use:* check out books, green screen for announcements; library lessons, faculty meetings; Donuts for Dads; Muffins for Moms; Senior breakfast; election; simulation testing; STAAR testing; book fair; author visits by grade level; science fair (150 projects); after school program (113 students in the program, they all don't come in at the same time); annual enrollment
- *Library recommended co-location:* near the computer lab

- *Counselor office current use:* lunch bunch with small group of students; would like to teach a group of 28 students at a time; can do a small parent/support meeting with 4 people; collaborate with another counselor on campus; High School Peer Helper; Peer Mediator on campus; if we have a large RTI or 504 group (student support planning groups) counselor's office cannot accommodate
- *Counselor office recommendations:* room for classroom lessons; high school helpers; RTI (Response to Intervention) meetings for up to 10 people (could be two spaces)
- *Special Education (SpEd) space current use:* our diagnostician and one speech language pathologist are in the hallway and are unable to meet with students or test in their area; ESL (English as Second Language) and two SpEd teachers share a space. Need a private restroom for Development Program (DP) and Preschool Program for Children with Disabilities (PPCD) students
- *SpEd recommended co-location:* should be close to the nurse's clinic, evaluations require space for 5-6 students; SpEd can be in different areas (primary grades and upper grades)
- *Dyslexia space current use:* currently functioning in break-out rooms which were meant for group/collaborative student use
- *Dyslexia recommendation:* Space required is similar to a speech room (approx. 8 people) and storage is required
- *REACH (Gifted and Talented) space current use:* currently in a shared space
- *REACH recommendation:* Need one full classroom
- *Computer Lab space current use:* one current lab
- *Computer Lab recommended co-location:* near library, due to scheduling and number of students, another computer lab needed; mobile lab

Team for Specials (Art, Music, Gym, Cafeteria) commented as follows:

- *Art space current use:* drying racks; kilns; storage; maybe outside access
Recommendation: two double art rooms (close proximity to each other)
- *Music space current use:* in portable buildings
- *Music space recommendations:* would like to have special flooring for acoustics; need storage for instruments; would like risers; large enough to move around; would like three different areas: place for choir, place for band
- *Gym current use:* students go two times a week; used for morning arrival; used by PACE after-school program; third-party athletics association leases it (SVAA); community groups use the gym; Health and Fitness Night; Glow-a-Thon; Jump Rope for Heart; art shows; assemblies,
- *Gym recommendations:* no curtain in the gym (it's very distracting and loud to have multiple activities going on at the same time); two gyms would be nice; access to the green areas/fields; gym needs to be at least 20 meters for the fitness test; need storage and office space for the coaches; specials teachers would like to be co-located; gym may be used for assemblies (retractable bleachers)
- *Cafeteria current use:* P.E., Art, Music, assemblies, 6th grade graduation, band
- *Cafeteria recommendations:* needs sound proofing; two smaller eating spaces with a central kitchen with two serving lines

Team for Central Campus Administration commented as follows:

- *Conference room current use:* we currently do not have a dedicated conference room – the room used for meetings is a student breakout room in the back of the building; hold ARDS (student support planning meetings); parent conferences; small-group learning
- *Conference room recommendation:* Need one in front office
- *Clinic recommendations:* needs to be larger; bathroom larger; multiple entrances
- *Student Data Specialist SDS space recommendations:* needs closed space for conducting registrar-type activities that require confidential communication and room for two staff to support increased enrollment & record keeping at the school
- *Receptionist/clerk space recommendations:* need open space and room for 3-4 staff
- *Mailroom/Delivery recommendations:* space large enough for mailboxes and to store deliveries
- *Principal/Asst Principal space recommendations:* would like 3-4 closed spaces to facilitate confidential communications/activities
- *Vault space recommendations:* closed space, student files, vault
- *Waiting area recommendations:* open space for visitors; closed spaces for students who are waiting for an administrator (discipline); need a waiting area for PTA Volunteers and parent helpers; students arriving late and getting picked up before dismissal
- *Lost and Found current space use:* located near the main building entrance
- *Testing/Workroom recommendations:* centralized materials center; counselors; storage for admin; PTA; technology
- *Custodial Space current use:* currently on the stage
- *Custodial space recommendation:* needs dedicated area to store and secure cleaning materials & equipment
- *Restroom recommendation:* would like additional restroom in the front office area before visitors reach secure area

P+W staff concluded the meeting with a preview of the third session, where members will work with models of the functional elements of the WRE building and potential addition spaces to imagine the campus renovation.

Editor's Note: Minutes of other WRE PPC meetings and accompanying presentations are available on the White Rock Elementary website under the "News" heading (http://www.edline.net/pages/White_Rock_Elementary).

Para asistencia en español, favor de llamar al: 469-593-0303