

West Seattle Elementary School Renovation and Addition SCHOOL DESIGN ADVISORY TEAM

Workshop #4: School Tour Review & Design Concepts Workshop

Date: 11/06/2019

Attendees:	Pam McCowan-Conyers	Principal
	Shanica Washington	Assistant Principal
	Kyle Tunstall	Teacher
	Amber Simonton	Teacher
	Phil Sweetland	Volunteer
	Abdi Ali	Social Worker
	Lisa Enriquez	Bilingual IA
	Paul Wight	Project Manager, SPS Capital Projects
	Brad Miller	Principal, Miller Hayashi Architects
	Laura Maman	Principal, Miller Hayashi Architects
	Amanda Anderson	Professional Staff, Miller Hayashi Architects
	Hanna Lirman	Professional Staff, Miller Hayashi Architects

INITIAL ITEMS OF NOTE:

WSES has a community dinner planned for Tuesday evening, 12/17. To ensure the widest audience Pam suggested taking that opportunity for the community open house presentation identified as SDAT meeting #7. The dinner will be held at Neighborhood House. Pam will coordinate the timing of the presentation with other presentations at the dinner. The school expects approximately 100 people to attend the dinner.

Pam announced that WSES will be home to a new Head Start program, as well as maintaining 5 slots for the Developmental Pre-K. The Head Start program typically begins several weeks before the regular school year, this will need to be figured into the schedule for substantial completion.

SCHOOL TOUR REVIEW:

The meeting began with a recap of photos of the school tours from SDAT meeting #3. MHA presented images showing several of the main themes and takeaways from the different schools visited by the team.

Feedback from the advisory team was as follows:

Safe and Welcoming School Entrance

- Seattle World School's entry vestibule and gathering space had several elements that the team felt could be replicated at WSES, including a much larger space, flags and other signage, seating, warm materials, etc.

- The vestibule at World School felt larger and more welcoming. Some of the smaller vestibules were less welcoming and comfortable, and felt like visitors were waiting in a holding room.
- The space at WSES should include a space for gathering and waiting. The school has lots of kids who wait near the entry after school for parents.
- There is a desire for a partially enclosed or covered outdoor waiting space. This would work well for children waiting after school, and would not clog up the entry vestibule to obstruct general traffic or emergency access.
- The overall consensus was that there is a desire for two different types of spaces for gathering at the entry. The vestibule needs a secure door at both sides – from the outside in, and from the vestibule into the school hallway. There was a discussion of whether waiting should occur inside the vestibule vs. inside the hallway. The idea of kids waiting for pick up in the vestibule and a welcome center with art, school calendar, notice board etc. for families and visitors inside the school made sense to the group.
- There is also a desire for a community room for parents to look for jobs, use computers, etc. This would be called a “parent resource room” or something to that effect. This room would be similar to the resource center/computer lab visited during the World School tour.
- One question that came up was regarding how art will be included within this project. The role of the architect will be to design the specific spaces/locations that will then be utilized to display art. One way this art can be obtained by the school will be through applying for grants, similar to how Genesee Elementary School received their large art installation in the lobby. Student art will also be displayed throughout the school. These details will be determined later in the design of the building.
- The team especially liked the sign that displayed ‘Welcome’ in multiple languages at the entry of the World School – It is important to leave room to add more languages to this type of sign.
- Another item of interest was a display wall for academic achievement. Some options for how to implement this based on what was seen at the tours include:
 - Secure display case in wall
 - Monitor with rotating images of students
- For the new entry vestibule at WSES there is a desire to have a more welcoming area as you approach the school. Some of the entry vestibules visited did not have a particularly warm or welcoming vibe.
- None of the schools visited had covered outdoor areas for waiting near the entry before the school opens. This is a real need at WSES and should be discussed at the Site Design Concepts SDAT Meeting #5. Phil mentioned it is important to

have benches, planter walls or other permanent seating provided at a covered waiting area.

Learning Commons Spaces

- One of the major themes that continued to come up in the discussion was the idea of how to get more natural light throughout the school. Specifically:
- Ways to get natural light to the learning commons
- Emphasis on relites where possible for visibility and daylight

- The learning pods at Genesee Hill Elementary were an element that many team members would like to see at WSES. Having glass meeting rooms inside pods was an effective way of having independent work rooms for students while still allowing teachers to monitor activity.

- The learning pods appeared to be more active when they were adjacent to the classrooms, similar to what was seen at Genesee Hill and Queen Anne rather than at Magnolia. This could also allow for more opportunities for getting natural light into deeper spaces through relights, etc.

- Overall there is a need to improve the quality of both natural light and light fixtures at WSES.

- Hallway flooring should be safe, weatherproof, warm –feeling, everyone loved the rubber flooring installed at several of the schools we visited.

- One element that should be included in the new admin area is outfitting one of the small group rooms with a sink so that it could also function as a nursing/pumping area.

- The fences at Queen Anne provided a nice level of privacy and safety for students while still maintaining transparency.

- The school will have new safety features standard to the District including key card access and security cameras in hallways and entrances and outside areas.

Other Likes:

- Interior windows, lots.
- Open door restrooms with sinks at hallway side.
- Bottle filler at drinking fountains.
- Glass walled small group rooms at learning commons.

PRESENTATION OF DESIGN CONCEPTS:

New Classroom Wing

MHA presented a design concept for the new classroom wing and remodeling of the existing classroom wing to build learning commons there as well, creating two similar pods on the second level. The remodeling concept realigns the upper hallway to allow direct circulation to the new classrooms and better sightlines through the school. The concept calls for opening up the wall of what is now the art room to bring views and daylight into the two new learning commons areas located inside the existing building. Discussion and feedback from SDAT followed:

- There was further discussion of how to get daylight into the learning commons areas. This will be achieved through relites and glazing where possible to maximize natural light in learning commons spaces.
- MHA will need to add custodian closets (& other support spaces) to the concept plan.
- There is a potential issue with the location of the restrooms shown on the first floor of the new classroom wing. These may need to be moved to a more central location for better convenience and oversight.
- All of the team was enthusiastic about the 'open door' student restrooms visited on the tour.
- The overall consensus regarding the centrally located learning commons shown in the design concept was very positive. This approach feels similar to the commons at Genesee Hill, which was an element of the tour that team members especially liked.

School Entrance, Administration and Family Services

MHA presented two different schemes for the administration & family services area on the ground floor. Option A included a reception window into the vestibule, Principal and other Admin Offices adjacent to the hallway, and the Nurse area adjacent to the Reception, among other elements. Option B included a door from the vestibule into the Reception, the Principal's Office and other Admin spaces located further back, and the nurse area off the main hallway but not connected to the Reception Area. Option A was generally the preferred option, with certain changes and exceptions.

Team comments were as follows:

- The conference room located up front in option A could be switched out for the health provider office & exam, with door access off of the entry vestibule.
- A group member inquired whether health provider would have a separate door from the exterior. Pam said no, the school requires that all visitors come through the vestibule and check in at the office. The team prefers if health provider is entered directly from the hallway to provide more privacy.
- Health provider office & exam does not have to be adjacent to the school nurse and cot area. For the school nurse cot area the proximity of the cot area to reception is more important.
- Mailboxes should be close to the reception for ease of access.
- Principal McCowan-Conyers liked the separation of the reception area & the administration suite. The administration suite that the school envisions is a flexible area focused on educational planning with staff. While transparency and daylight from the hallway is good she mentioned that there is a need for privacy and they should not open off of the reception area.
- Sight lines/shared visibility is an important factor and should be considered when deciding where to locate offices.

- Assistant Principal's Office could be moved closer to where the Admin suite is in option A. This would provide closer access for the AP, more eyes on various situations, etc.
- An office for the Crisis Counselor should be located next to AP office.
- Frosted glass could be used at the administrative suite to maintain privacy while still getting as much light as possible.
- There should be a wall between the waiting area & reception. Children waiting for pick up right next to the reception desk (as in the current office) is loud and distracting for staff. A reception window is also potentially safer for the reception (vs. a door entry).
- The Nurse/Cot Area should be located with sight lines to the reception.
- Adult restrooms should be accessible to visitors off the main hall, but not too close to the main entrance.
- Principal & Administrative Suite is preferred to be located off of the main hall (vs. in the back hallway).
- An option to include both a door & a reception window at the vestibule was presented. This would work well for a larger vestibule where students could wait for pickup, and would be helped by benches or other seating in the vestibule.
- Door hardware including Aiphone video/controlled access and ADA operators will be included at the entry vestibule. This is an important feature and it is important that the systems are closely coordinated in order run as smoothly as possible.
- Site planning should consider the location of ADA parking & its relationship to the entry. It is important that the ADA route into the building is as convenient as possible.
- The idea of a second door with Aiphone video/controlled access was discussed. This is typically done at the door taking service deliveries, in some cases it is also used at the most convenient entrance for ADA access.
- Mr. Ali liked the location of the counselor office/food pantry/family services area near the library – that seemed far enough from the entry but still very accessible. Mr. Ali works with up to 5 liaison team members.

NEXT STEPS: SDAT MEETING # 5 - SITE DESIGN CONCEPTS – Nov 20th 1:30pm
 Homework assignment: Team members to collect and email site images to MHA.

The foregoing minutes represent the architect's understanding of discussions held and decisions reached in the meeting and constitute the formal record of this meeting. Meeting participants with amendments to these minutes should provide comments to the architect within five working days of the transmittal date.