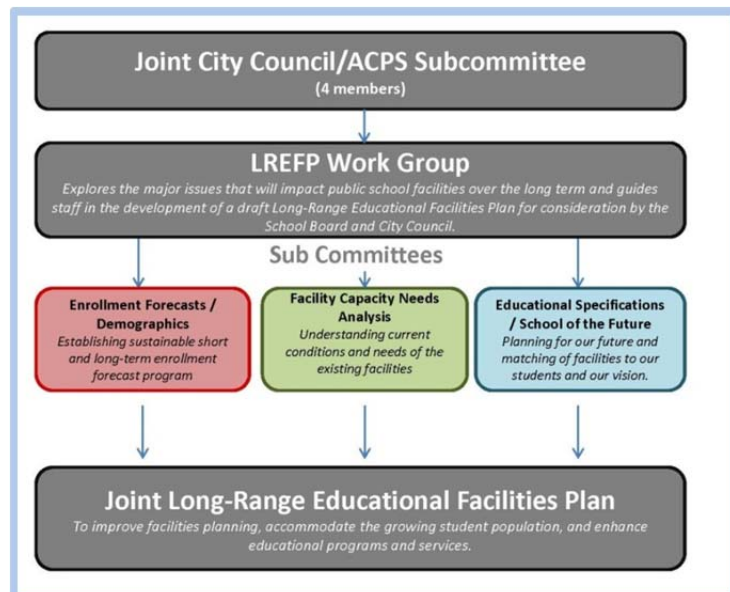


AGENDA
Educational Specifications / School of the Future Subcommittee Meeting #1
of the Long-Range Educational Facilities Plan Work Group
Francis C. Hammond Middle School, Conference Room, 4646 Seminary Road
Wednesday, February 5, 2014 – 6:00pm

- | | | |
|-----------|--|---|
| 1. | Welcome and Introductions | <i>Committee members and Project Team</i> |
| 2. | Project Organization and Communication | <i>Project Team</i> |
| | a. Role of the Subcommittee (see work plan) | |
| 3. | Review Draft Educational Specification Process & Outline | <i>Project Team</i> |
| 4. | Project Schedule Overview | <i>Project Team</i> |
| | a. Subcommittee Meetings | |
| | b. General Community Meetings | |
| | c. Final Presentations | |
| 5. | Review Community Meeting Documents | <i>Project Team</i> |
| | a. Agenda | |
| | b. Overview of Educational Specifications | |
| | c. Overview of Educational Specifications Development Process | |
| | d. Visioning Exercise | |
| | e. Discussion point: draft strategy for recruiting community member attendees? | |
| | f. Questions and Answers | |
| 6. | Follow-up Issues and Next Steps | |

Materials:

- Subcommittee Work Plan
- Draft Ed. Spec. Table of Contents
- Community Meeting Materials – Agenda
- Visioning Exercise





LREFP Educational Specifications/School of the Future Subcommittee Workplan

Goals:

- Define future educational specifications for K-5 and middle school

Scope of Work of Technical Support:

1. Set the Framework
2. Orientation/data collection
3. Develop program options
4. Prepare architectural design considerations
5. Synthesize information into final document

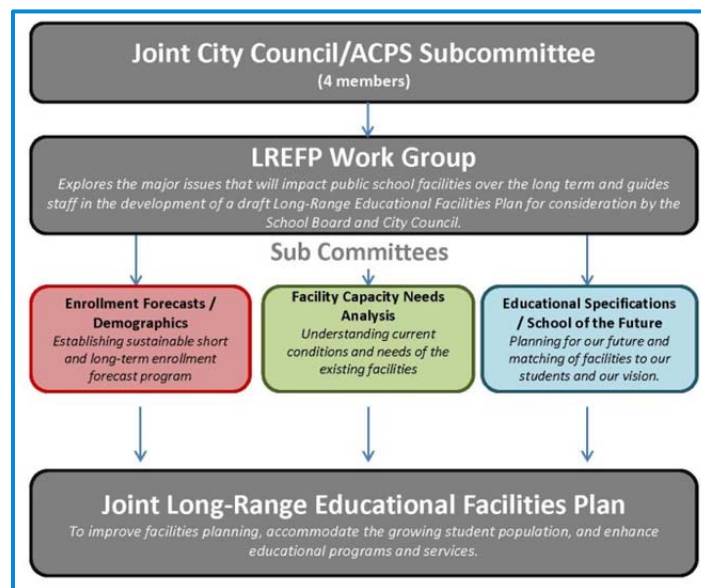
Role of the Subcommittee:

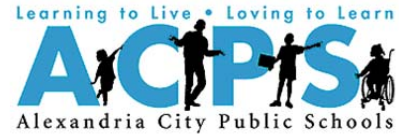
1. Advise on the process
2. Assist in recruitment for community meetings
3. Provide input on materials for community meetings
4. Become informed on the results of meetings with subject matter experts
5. Report out to the full Work Group

Schedule:

- February 2014
 - Project Team Work Items
 - Review process with internal Core Group and LREFP Subcommittee
 - Orientation/data collection with subject matter experts
 - Subcommittee Kick-Off Meeting February 5th
 - Provide guidance on overall process
 - Provide feedback on recruitment for participation in community meeting
 - Review materials for 1st Community Meeting
 - General Community Meeting February 19th – *Phase One: Information (Gathering, Organizing, Understanding)*
 - Understand the meaning of “educational specification”
 - Discuss the overall process and community engagement plan including meeting schedule and topics
 - Visioning exercise
- March 2014
 - Project Team Work Items
 - Finalize data collection
 - Draft options for subject matter experts and community consideration
 - Subcommittee Meeting

- After action from the February general community meeting (content and attendance)
 - Review results from meetings with subject matter experts
 - Review materials for 2nd Community Meeting
 - General Community Meeting March 10th - *Phase Two: Options (Discuss and Evaluate Options)*
 - Consider Options based on results from meetings with subject matter experts and the subcommittee
- April 2014
 - Project Team Work Items
 - Solicit additional feedback on options from subject matter experts
 - Subcommittee Meeting
 - After action from the March general community meeting (content and attendance)
 - Review results from meetings with subject matter experts
 - Review materials for 3rd Community Meeting
 - General Community Meeting April 30th - *Phase Three: Recommendations*
 - Provide feedback on specific, outstanding items
 - Review and provide feedback on draft document
- May/June 2014
 - Project Team Work Items
 - Based on feedback, finalize architectural inputs and programmatic requirements
 - Finalize document and presentation
 - Subcommittee Meeting
 - Synthesize feedback from the April community meeting
 - Review and provide feedback on finalized materials
 - Work Group Meeting- *Phase Four: Implementation and Maintenance*
 - School Board Meeting- *Phase Four: Implementation and Maintenance*





DRAFT AGENDA

Educational Specifications Community Meeting of the Long-Range Educational Facilities Plan Work Group Site TBD Wednesday, February 19, 2014, 6:30pm

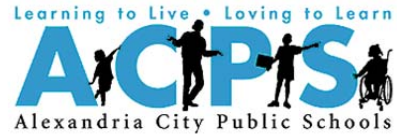
- 1. Welcome and Introductions**

- 2. Overview of the Long-Range Educational Facilities Planning Process**
 - a. Purpose and Components
 - b. Participants/Organizational Chart
 - c. Overall Process and Schedule

- 3. Overview of the Educational Specifications**
 - a. Document
 - b. Development Process
 - i. Technical expertise input
 - ii. Community and stakeholder input
 - c. Project Schedule

- 4. Visioning Exercise**

- 5. Questions and Answers**



LREFP Educational Specifications/School of the Future Subcommittee

DRAFT Visioning Exercise – Where are we now and where do we want to be?

- I. Educational Outcomes
 - a. Basis of Instruction & Curriculum Drivers
 - b. Technology

- II. Recruitment, Retention and Matriculation
 - a. Architectural Quality – Interior
 - b. Architectural Quality - Exterior
 - c. Programmatic Impact, Economic and Regional Context

- III. School Community
 - a. Relationship to External Community

- IV. Operations and Finance
 - a. Environmental Stewardship – Facility
 - b. Environmental Stewardship – User Behavior

- V. Words and Phrases Describing What a School Should Be



LREFP Educational Specifications/School of the Future Subcommittee

ACPS Educational Specifications Update

Proposed: Ed Spec Components

Introduction

- Purpose and Use
 - Process Overview
 - ACPS: Student Population & School Division History and Overview
 - General Scope Assumptions & Guiding Principles
 - Elementary and Middle School Program Summary
 - Glossary of Terms
-
- **Executive Summary of Overall Planning Concepts:** *Brief narratives describing the overall building organization and verbal descriptions of programs and needs to provide context for developing detailed space needs, including:*
 - Academic Structure & Organization
 - Instructional & Informational Technology
 - Safety & Security
 - Local School Partners & Community Connections
 - Performance & Design Criteria
 - Interior Design & Furniture
 - Energy & Environmental Design

 - **Summary of Facility Space Requirements**
 - General Overview
 - Virginia State Guidelines
 - Capacity Calculations
 - Elementary Schools
 - Middle Schools



- Prioritized Site Requirements: Outline of uses and needs:
 - Athletics & Intramurals
 - Playgrounds
 - Outdoor Learning
 - Sustainable Sites
- **Program Area Detail:** *Outline of type and quantity of spaces and square footage and design guidelines by program area (as appropriate), accompanied by room specific cut sheets.*

Generally organized as follows per program area:

- Early Childhood
- Core Academic
- Science
- Special & Alternative Education
- Visual Arts
- Performing Arts
- Physical Education– Interior & Exterior
- Career Technical Education
- Family & Consumer Science
- Business & Consumer Science
- Media Center & Support
- Administration
- Security
- Student Services
- Health Services
- Dining & Foodservice
- Informational Technology
- Maintenance & Custodial Space
- Transportation
- Partnership Space(s)
- Joint Use Spaces

Propose each program area to outline the following:

- Function & Activities & Learning / Working Style
- Occupants & General Requirements
- Spatial Requirements & Relationships
- Ancillary Spaces
- Furniture & Flexibility
- Technology & Built In
- Materials & Finishes
- Communication
- Environmental Considerations
- Sample Programs
 - Elementary
 - Middle