



## MEETING MINUTES

**PROJECT:** Mercer Island School District  
Long-Range Facility Plan

**PROJECT NO:** 2019911.00

**DATE:** 23 January 2020

**FILE NAME:** Staff Outreach Meeting\_200122

**SUBJECT:** Staff Outreach Meeting

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**MEETING DATE:** 22 January 2020

**TIME:** 4:15 – 6:15 pm

**LOCATION:** Northwood Elementary School Quiet Dining Room

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### ATTENDEES:

#### MISD Staff Members

Dave Bentley, Music Teacher (IMS / MIHS)  
Parker Bixby, Music Teacher (MIHS)  
Kristina Getty, First Grade Teacher (Lakeridge)  
Brian Lawrence, Music Teacher (IMS / MIHS)  
Katie McConn, English Teacher (MIHS)  
Alida Mendes, CCR Teacher (MIHS)  
Jessica Olson, Second Grade Teacher (Lakeridge)  
John Parker, Theater Tech Specialist (MIHS)  
Annalise Rockow, Music Teacher (IMS / MIHS)  
Trina Sherman, Second Grade Teacher (Northwood)  
Kyle Thompson, Music Teacher (IMS / MIHS)  
Chantel Torrey, Art Teacher (MIHS)

#### MISD Support Team

Ty Bergstrom, MISD Executive Director of Finance  
Tony Kuhn, MISD Director of Maintenance & Operations  
Brandy Fox, Owner's Representative, CPM

#### Mahlum Team

Becky Hutchinson  
Jennifer Lubin  
JoAnn Wilcox

The following represents the architect's understanding of discussions held and decisions reached in the meeting. Anyone with amendments to these minutes should notify the author within five (5) days of the minutes date in order to amend as appropriate.



## INTRODUCTION

On January 22nd, 2020, members of the planning team held a staff outreach session to get teacher and staff input on the long-range planning process, goals, and needs. Separate outreach sessions were held to garner student and community input. There will be another set of outreach sessions in the spring that will focus on long-range plan approaches. The meeting was open to all MISD staff members.

## BACKGROUND INFORMATION

JoAnn Wilcox reviewed the long-range planning process and schedule, as well as the vision and goals developed by the district and Facility Planning Committee (FPC). A brief overview of district need was provided, covering the areas of educational program, capacity and enrollment, and facility condition. A copy of the complete presentation and other detailed background information can be found on the district website.

## STAFF INPUT

The following comments were made by community members attending the outreach session. These comments have been summarized into a list of goals (attached) that will be presented to the Facility Planning Committee and taken into consideration during the long-range planning process.

### Vision & Goals

#### :: MIHS: General Classrooms

- The average classroom at the high school hasn't been updated since 1995. There is new technology coming in, but there is not the space or infrastructure to accommodate it.
- The design of classrooms in the recent high school additions is good; existing classrooms should be brought up to the same level as the most recent modernization.
- Improve classrooms to be more flexible and better accommodate collaboration (furniture, storage, and area).

#### :: MIHS: College & Career Readiness (robotics, art, broadcast, etc.)

- The art rooms at the high school are too small (all three) and don't have enough electricity.
- The robotics/CCR classroom is too small and is not a good proportion for teaching.
- The robotics program has a lot of space needs (tools need to be out, etc.), and the existing space was not designed as a shop. It does not have adequate ventilation or the ability to lock up tools.

#### :: MIHS: Theater & Music

- Reimagine the Performing Arts Center (PAC) as a districtwide space. Currently there is not a space that supports these needs adequately. The existing PAC is used as a venue for all grades (all-grades choir concert, increasing use for showcases, MS drama) as schedule allows, and there has been interest in increasing this. It is also used currently for districtwide professional development.
- Increase the size of the PAC. The existing theater and stage are too small. The existing theater seats approximately 535- 650, depending on stage size/usage), and the existing stage can fit an 80-piece band with the apron. A new facility should have 800-850 seats (about half of the student body) and a stage sized to accommodate 110 seated performers. This is based on looking at enrollment and program growth.

- Improve suitability in the PAC. This space needs to have modern stagecraft technology, so students can learn how to use industry-standard equipment, and improved acoustical treatment.
- Improve the flow of the PAC. The current configuration with only two entries at the upper back is not good for flow or seating.
- Provide a blackbox theater with 150-200 seats. One-third of the high school plays should be in a smaller venue like this. This space could also be used as the drama classroom and would improve availability and reduce conflicts with PAC usage.
- There is a new dance program this year that doesn't have a classroom and is currently held on the stage. It needs a dance studio or shared use with a drama classroom or blackbox theater.

## :: MIHS: Other

- The heating system at the high school is not good and should be improved. Currently, some rooms are very hot and some are very cold. Many students bring blankets and have to wear layers.
- Teachers share classrooms at the high school and may use two or three different classrooms. Providing consistent technology between classrooms would make this much easier. The new classrooms are very different from the old classrooms.
- Cell reception is bad, which is a safety concern.
- Make learning environments more healthy for students. Think about what is happening in the room and make it safe and efficient.

## :: Islander Middle School

- Is there a phase two plan for IMS? Brandy Fox noted that question is part of this long-range planning discussion.
- Consider adding a small blackbox theater at the middle school. When the middle school was remodeled, a performance space was lost. The current space being used as a replacement is not good (can't make it dark). It doesn't currently work to use the high school due to scheduling.
- The new middle school building has phenomenal collaboration spaces and good lighting.

## :: Elementary Schools

- The collaborative learning spaces at Northwood have not been used as much as imagined, primarily because there is not enough supervision. Consider limiting those spaces and making the classrooms larger so that collaboration can be accommodated within the classroom.
- The "cut-out space" within the classrooms at Northwood is most successful if it is located away from the hallway. There is reduced privacy and safety if it is located up against the hallway window.
- At Lakeridge, there are not spaces for kids who are escalated that are still within eyesight of the teacher.
- Lakeridge restrooms do not have a good sightlines and currently one set of bathrooms is shared between three grade levels, with kindergarten and first grade classrooms away. Consider dedicated restrooms for kindergarten and first grade.
- Improve cleanability of surfaces in lower grades.

- The extensive windows in the classrooms at Northwood are great for natural light, but can get very hot in the afternoon.
- Provide dedicated visual arts spaces at the elementary schools, as well as upgraded space at the middle school and high school.
- There should be increased privacy for school counselors and psychologists. At Northwood, these areas are on the main hallway and there are acoustical issues (stairwells are very loud).
- Consider redistribution of space at the older elementary schools to be more like the Northwood model. It is easier for elementary teachers to collaborate if they can be located in the same area.

## Educational Programs

- :: More space is needed for special education services. There should be more intentionality about the environment/set-up and distribution, rather than just using whatever room happens to be empty. These rooms should be designed to fit the specific need.
- :: There should be dedicated spaces for state-mandated individualized testing ( WA kids).
- :: There should be dedicated spaces for professional coaches, located at every elementary building.
- :: Teacher offices at the high school should be better utilized. Ideally offices would have a stronger connection to classrooms, similar to the recently updated science wing configuration. Provide more intentionality to make offices collaborative spaces for students and teachers.
- :: The “average” classroom, where students spend most of their time, is often forgotten. Existing high school classrooms do not feel like spaces of learning. The paint color is bad, there are small or no windows, and the size/configuration does not accommodate collaboration well. Its distracting how sterile these spaces are.
- :: Provide acoustical treatment for all music spaces throughout the district.
- :: The Adult Transition Program is currently located at Crest and it should be relocated elsewhere.
- :: Northwood is set up well safety-wise for athletics and extracurriculars. It is good having a separate gym and cafeteria.
- :: Provide support for specialized classrooms: must have adequate space to have safety in shops, art rooms, etc.
- :: It was noted by a chemistry teacher (not present) that there is not enough room in the new science labs or they may not have an optimal set up.

## Capacity & Enrollment

- :: No comments.

## Facility Condition (Physical Condition & Educational Adequacy)

- :: The Administration Building is in bad condition.
- :: Reiterate that the comment about high school classrooms that is in the presentation is important: all the classrooms have cabinets that are not used (don't need textbook storage anymore and need more open space instead). It was noted by an elementary teacher that elementary classrooms still need the cabinets. Having whiteboards on the front of storage cabinets, like at Northwood, works well.

- :: New technology takes up space and is not well accommodated in the older classrooms at all levels.
- :: A large auditorium does not accommodate smaller drama performances well. It would be good to have a separate blackbox theater to accommodate smaller performances.
- :: For music programs, there is a desire to be able to divide the large auditorium (shrink it down to feel smaller with front audience and back audience areas). This would allow the space to be more useful for multiple programs.
- :: Parking at the high school is difficult when all elementary staff gets together, which happens at least once a month.
- :: The high school has a few courtyards. One is never used and the one by administration is well used.
- :: Elementary schools need a space for indoor recess that is not in the classroom, and more undercover options. Currently at Northwood, students have quiet time in the hallways if they need to stay inside.
- :: Maintain the gardening space at Lakeridge. Have a gardening club and community uses all summer.

## Next Steps & Comments / Questions

- :: When will we see blueprints?
  - JoAnn Wilcox noted that the facility master plan will not result in any building designs. It is a high-level planning exercise to allow the district to understand how to address need over time. When it gets closer to the time to implement a specific project, then building design will happen. The long-range plan is not driving a bond measure and the specific timeline for implementation is not known at this time.
  - Tony Kuhn noted that the long-range plan can also inform the allocation of levy dollars in the near-term. These funds can be used for some of the small projects that are identified, such as replacing furniture. The long-range plan also provides information to help determine prioritization of projects in the near term, so funds are not spent on projects that are planned to be replaced.

# Staff Planning Goals

*The following goals were developed from MISD staff member comments during an outreach session on January 22nd, 2020, and additional emailed comments. The list of goals will continue to be updated as more staff input is received.*

## MIHS: GENERAL CLASSROOMS

- > Bring all high school classrooms up to the standard of the classrooms in the recent additions
- > Improve classrooms to be more flexible and better accommodate collaboration
- > Provide a technological and aesthetic remodel for older classrooms (lighting, furniture, windows/window coverings, etc.)
- > Provide consistent technology between classrooms to facilitate shared use by different teachers
- > Provide rooms and furniture designed specifically for blocks and co-teaching that can thoughtfully hold large groups of students

## MIHS: COLLEGE & CAREER READINESS

- > Provide specialized spaces that meet the needs of specialized programs, including adequate support (power and storage) and enough space to create a safe environment
- > Increase the size of all high school art rooms
- > Increase the size of the robotics/CCR classroom and lab

## MIHS: THEATER & MUSIC

- > Reimagine the Performing Arts Center: increase capacity (800-850 seats), increase stage (110 seated performers), optimize sightlines, improve the functionality/flow, provide modern stagecraft technology, and improve acoustics
- > Provide a dedicated teaching space for drama classes, etc. that is separate from the theater (blackbox theater)
- > Provide teaching space for the dance program (shared use of drama classroom or blackbox theater)
- > Consider versatility of spaces for performances

## MIHS: OTHER

- > Provide spaces for student interaction that are close to classrooms (not the cafeteria)
- > Provide space for teacher collaboration
- > Provide adequately-sized teacher offices
- > Reconfigure teacher offices to have a stronger connection to the classrooms
- > Address climate control and temperature regulation
- > Improve cell reception (safety issue)

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## DISTRICTWIDE

- > Provide facility upgrades at older schools (technology and aesthetics)
- > Implement “22nd century” updates throughout the district
- > Improve indoor air quality and provide healthy environments
- > Provide classrooms sized to accommodate project-based learning
- > Provide acoustical treatment for all music spaces throughout the district
- > Relocate the Adult Transition Program out of the Crest facility

## ELEMENTARY SCHOOLS: CLASSROOMS

- > Provide larger elementary classrooms, to allow supervision of collaboration and pull-out activities
- > Provide collaboration space within the classrooms
- > Reconfigure older elementary schools to create classroom clusters (similar to Northwood)
- > Provide dedicated visual arts classrooms at the elementary schools

## ELEMENTARY SCHOOLS: OTHER AREAS

- > Provide more space and intentionality (function and distribution) for special education services
- > Provide dedicated spaces for state-mandated individualized testing and professional coaches
- > Provide distributed deescalation spaces that can be supervised
- > Provide calming spaces for students
- > Improve privacy for administration and counselor areas
- > Provide dedicated restrooms for kindergarten and first grade classrooms
- > Provide sightline supervision of bathrooms
- > Address cleanability of surfaces and materials at the elementary schools

## ISLANDER MIDDLE SCHOOL

- > Provide a dedicated drama space for teaching and performances at the middle school