

MOSELEY ARCHITECTS

January 31, 2023

MEMORANDUM OF CONFERENCE

PROJECT Halifax County Schools
New PK-8 School

ARCHITECT'S PROJECT NO. 622673

DATE AND LOCATION Wednesday, January 25, 2023, and Thursday, January 26, 2023
Halifax County Schools Board Room

PRESENT

For Halifax County Schools, NC

- * Dr. Eric Cunningham, Superintendent
- Dr. Tyrana Battle, Assistant Superintendent
- Ms. Carolyn Roberts, Director of Elementary Education
- Mr. Michael Hawkins, Board Member
- Ms. Bessie Richardson, Community Member
- Ms. Doris Lynch, Community Member
- Ms. Angela Battle, Elementary School Principal
- Ms. Angela Richardson, Teacher
- Ms. Linda Cooper, Middle School Principal
- Dr. LaVonne McClain, Director of Secondary Education & CTE
- Ms. Brandi Lancaster, Community Member
- Mr. Anthony Alston, Direction of Maintenance
- Ms. Sharon Richardson, EC Director (Day 2)
- * Ms. Tiwana Middleton, Executive Assistant to Superintendent

For Moseley Architects

Ms. Ashley Dennis
Mr. Billy Riggs
Mr. Kenny Durrett
Ms. Yvonne LeFrancois
Ms. Andie Vargas
Ms. Megan Garrett

For CLH Design

Mr. Keith Downing (Day 1)

For Bordeaux Construction Company, Inc.

- * Mr. John Witcher, Pre-Construction
- Mr. Alex Herndon, Construction PM (Day 2)

DISCUSSIONS AND DECISIONS.

The purpose of the meeting was to gather with the Halifax County Schools' Design-Build Committee and host a two-day Design Workshop to learn about their goals, determine the priorities of program adjacencies, and discover commonalities of importance related to the project and the site. Day One consisted of idea mining and small group breakouts to space plan different concepts. Day Two was a recap and presentation by the Moseley team proposing design options based on feedback given during the day one exercise. Below are some of the committee's take aways from the meeting on day two.

1. Day One Recap

a. Idea Mining Exercise

- (1) Four questions were posed to the group:
 - a) What activities will students at the new Halifax PK-8 be doing?
 - b) The citizens of our community will be most proud of the new Halifax PK-8, because of ...
 - c) When completed, the new Halifax PK-8 school will be described as ...
 - d) We will know the new Halifax PK-8 School is a success, when ...
- (2) The major themes from those questions were Learning. Students. Collaboration. Community. Diverse.

b. The Committee was broken up into 3 small groups to work on the adjacency exercise.

2. Day 2

- a. Moseley Architects presented three options formulated from the options the Committee small groups created on Day 1.
- b. All three options have the same program.
- c. The Common Themes that all three options had were:
 - (1) Two story.
 - (2) Learning stair.
 - (3) Outdoor learning.
 - (4) Separation of community areas and academic wings.
 - (5) Grouped grade levels.
 - (6) Administration & main entry facing NC-48.
 - (7) Gymnasium, auditorium, & dining adjacent.
 - (8) Media Center central to academic wings.
- d. Discussion:
 - (1) Site

- a) Important to have all the ballfields separate. Moseley Architects will confirm this will be possible with the site limitations.
 - b) Separate drive/parking entrances to eliminate overlap of bus traffic and car traffic is preferred.
 - c) The 2-story design will fit on the acreage available. A one-story option would eliminate a sports field.
 - d) Goals for the site:
 - (1) 3 sports to be separate.
 - (2) Enough space for cars.
 - (3) Separate car and bus.
 - e) Preferred the playgrounds and adjacently of playgrounds next to the elementary students.
- (2) Safety
- a) Evacuation planning for safety and security were discussed for each option. The compact floor plans will provide safe areas to congregate following evacuation.
 - b) Minimal entry points for safety will be provided. However, there will be many egress points to provide safe exiting from building.
 - c) All options lend themselves to only two points of entry for students and one after school starts.
 - d) Security vestibules will be provided at main entry points.
 - e) Card access will be provided at doors for staff to enter building without keys.
 - f) Fire evacuation. Stairs are fire-rated and used as a point of rescue.
 - g) The clear sightlines of the “main street” allows for good supervision.
3. Future Expansion
- a. The school will be designed to accommodate any anticipated future growth.
 - b. All three options cover a similar amount of space on the site, and one would not inhibit expansion over another.
4. Program & Program Adjacencies
- a. It was requested to look closer at the number of Middle School program spaces.
 - b. Media Center used only by the students, not community.
 - (1) Can be used for certain classes.
 - (2) Would like to be more of a quiet space.
 - c. Dining area can be open to the main circulation.
 - (1) Dynamic space with students eating breakfast and lunch every day.
 - (2) Possibility of adding wall below stairs to close off if desired.
 - (3) Likes idea of operable partitions to divide spaces when needed.

- (4) There is possibility to create open dining in the other options.
 - d. Good overflow lobby for gym and auditorium. It was discussed that elementary spaces could be stacked, or the middle school is only on the upper floor. Not necessarily for true separation but for differing maturity levels.
 - e. There was discussion on how middle school using bells for periods and there is a need for sound separation. A smart bell system will be used that can "ring" only the classrooms that need the bell change.
 - f. Grades 5, 6, and 7 interact at times, but want to avoid 3rd thru 8th grade overlap.
 - g. Auditorium holds a capacity of 400, Gym will be able to accommodate the full school population.
 - h. STEM & exploratory classes with outdoor adjacency are desired.
 - (1) These programs could utilize a greenhouse.
 - i. Courtyard
 - (1) Want to program the courtyard for specified learning spaces.
 - (2) Use by different groups at the same time for different functions.
 - (3) Lots of different uses and possibilities.
 - (4) Used for public events with its adjacency to dining/commons and media center.
5. Based on feedback from the exterior architectural design image exercise, the group gravitates towards a traditional design with modern elements and an emphasis on the entry.

The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for correction.

NOTES BY:



Megan Garrett
Project Designer

REVIEWED BY:



Ashley P. Dennis, AIA
Vice President

DISTRIBUTION: As indicated by (*) above, also:
Darrian Pressley, Halifax County Schools
Tim Martin, Moseley Architects