

BALTIMORE CITY PUBLIC SCHOOLS EDUCATIONAL SPECIFICATIONS

PART 3: SITE SPECIFIC EDUCATIONAL SPECIFICATIONS

HIGHLANDTOWN ELEMENTARY/MIDDLE SCHOOL #237

JULY 2018



PREPARED BY: CITY SCHOOLS STAFF

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PART 3

SITE-SPECIFIC EDUCATIONAL SPECIFICATIONS SECTIONS

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- A. Executive Summary
- B. City Schools' Mission
- C. City Schools' Portfolio
- D. School Safety and Security
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- F. Sustainability
- G. Instructional Technology
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- K. Project Specific Educational Specifications
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Part 2: Prototype Specific Requirements (under separate cover)

Volume I PK to 5 Prototype

Volume II PK to 8 Prototype

Volume III 6 to 12 Prototype

Volume IV 9 to 12 Prototype

Part 3: Site Specific Educational Specifications (General Requirements)

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SITE SPECIFIC EDUCATIONAL SPECIFICATIONS

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A. PROJECT SUMMARY

A. PROJECT SUMMARY

A.1 Project Justification:

Highlandtown 237 EM currently serves children in grades PK-8 and is located in Southeast Baltimore. The existing Highlandtown 237 building has a Facility Condition Index (FCI) of 21.4% and an Education Adequacy Score (EAS) of 63.1. The original Jacobs recommendation was to renovate Highlandtown 237 as part of Year 10. When the Canton Building was pulled from Phase 1 (Year 1 + Year 2), Commodore John Rodgers EM #27 and Highlandtown EM #237 were moved up as addition-only projects. Therefore these projects only look at additions and are not intended to look at the building comprehensively, and are instead to address over-crowding. The only exception is that architects were asked to identify systems that are at/near the end of their life cycle. Both of these schools are well beyond 100% utilization, and are located area of the city that has seen the most growth and over-crowding. These sites were chosen since they were the only ones with available real estate.

The project will start construction October 2019, and is planned to be complete by December 2020. In SY 2020-21, the anticipated state rated capacity of the building will be 914, and its target utilization rate will be 90%. The addition is intended to house 5th-8th grades.

A.2 Project Description:

The original Highlandtown 237 building was built in 1971 at 22,956 square feet, with a major renovation and addition (51,536 sf) in 2009; in 2015 an adjacent senior center (5,930) was absorbed into the building as well to provide early learning space; the current total sf is 80,422 sf. This is an addition-only project. Since the educational specification has mandatory spaces, and additional spaces (if feasible), two square footages are being provided.

Base Project - 29,960 sf

Base Project + Add Alternates - 35,140 sf

For the development of the site specific educational specification a modified PK-8 prototype was used for the standard.

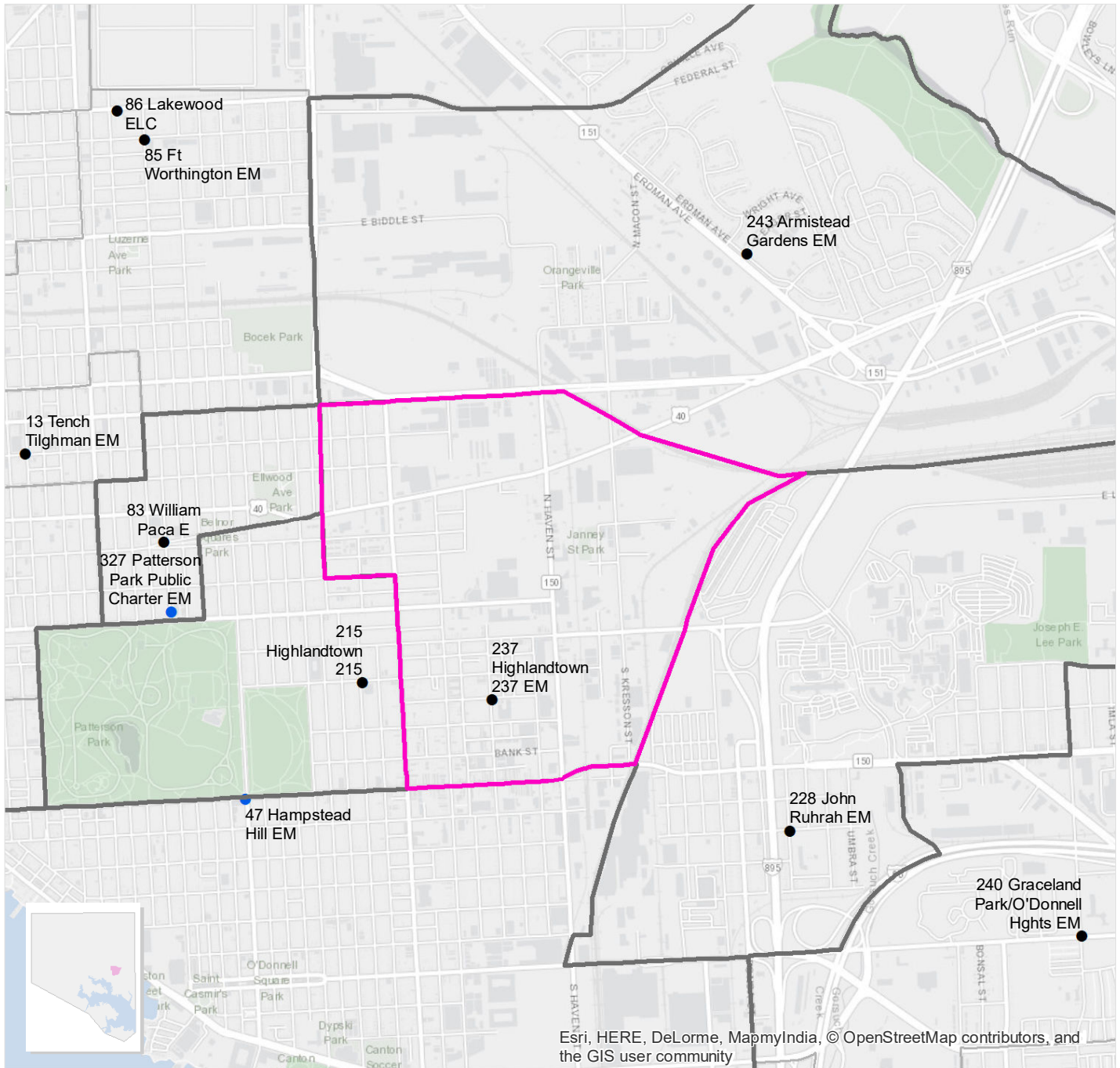
A.3 Proposed Schedule

Schedule		
Task	Start	Complete
Educational Specifications	August 2015	June 2018
Feasibility Study	August 2015	June 2018
Approvals	July 2018	September 2018
Concept through Design Development	November 2018	August 2019
Finalize GMP Approvals	October 2019	
Construction	October 2019	December 2020
Occupancy	December 2020	

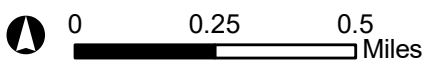
A.4 Facility Summary

Facility Summary		
	SY2017-18	SY2020-21 Projected
State Rated Capacity	536	536 + 378 = 914
Full Time Enrollment	XXX	YYY
Relocatables	None	None
Gross Square Footage	80,422	110,382 sf (base) / 115,562 sf (w/ add alts)

#237 Highlandtown EM



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- Highlandtown #237 Zone
- Adjacent Zones
- Charter
- Non-Charter/Traditional
- SY1718 E Zones

B. PROJECT BACKGROUND

B. PROJECT BACKGROUND

B.1 Community Description and History:

Highlandtown #237 is located in the Highlandtown Community, which is in the Southeast geographic area of Baltimore City.

Highlandtown #237 is located in Community Statistical Area (CSA) #14. The CSA Group is mostly Middle Market Choice, Regional Choice and Middle Market Stressed. There was a 3.7% increase in population between 2010 and 2015.

- Brewer's Hill has approximately 1,070 new multi-family units planned for the area, of these 782 have been completed.
- Greektown has approximately 300 new townhomes planned for the area. The project is planned to be 2 phases. Phase I is completed and consists of approximately 100 units and Phase II, which consists of 177 new single family townhomes was approved in July 2013 and construction started in 2014. Phase III of the project proposes an additional 13 units. Construction has started on 173 new single family townhouses on the lot of 106 Oldham Rd.
- In Bayview, as part of the PEMCO redevelopment at 5601 Eastern Ave, about 300 new residential units are planning to be built.
- (non-housing development) Hollander Ridge, a cleared public housing community, in the Pulaski Industrial area, has been re-developed into a light industrial business park. Currently, H&S Bakery has moved their distribution center to Hollander Ridge.
- Highlandtown has new apartment development planned at 3244 Eastern Avenue for approximately 65 dwelling units.

There are several recent planning efforts: Greektown is included in the South East Neighborhood Development SNAP: The communities in this cluster have worked with the Department of Planning to develop strategies that will focus on improving the condition of the homes, streets, and recreation facilities in the cluster. The goal is to continue to strengthen the neighborhoods and make them more enticing to families.

Southeast Community Development Corp. (SECDC) has been working with a consultant to develop a redevelopment plan for the Crown Cork & Seal vacant warehouses at 4401 Eastern Avenue.

The Southeast Community Development Corp. (SECDC) is working in the McElderry Park community to develop and implement strategies to increase homeownership in the area.

B.2 School Description and History:

The original Highlandtown 237 building was built in 1971 at 22,956 square feet, with a major renovation and addition (51,536 sf) in 2009; in 2015 an adjacent senior center (5,930) was absorbed into the building as well to provide early learning space; the current total sf is 80,422 sf. The school currently has 757 students enrolled for the 2017-18 school year, which is slightly decreased from SY2016-17. The school is over-utilized with an SY2017-18 utilization of 141%. 51.4 % of the population is designated as an EL (English Learner). The SY2017-18 racial breakdown was:

Hispanic:	70.8%
Non-Hispanic African American:	24%
Non-Hispanic American Indian:	0.4%
Non-Hispanic Asian:	0.7%
Non-Hispanic Native Hawaiian/Pacific Islander:	0%
Non-Hispanic White:	3.8%

B.3 Existing Site Plans, Floor Plans, and Photographs:

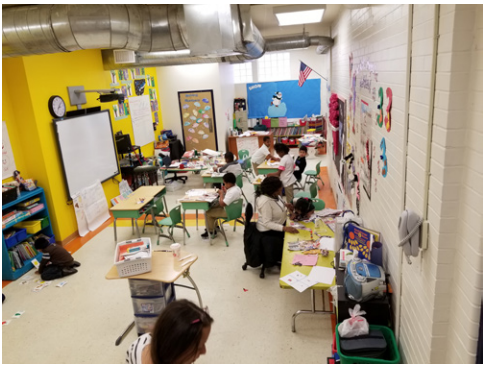
Existing Site and Floor Plans are located in the Appendix.



Building Facade



Early Learning Addition



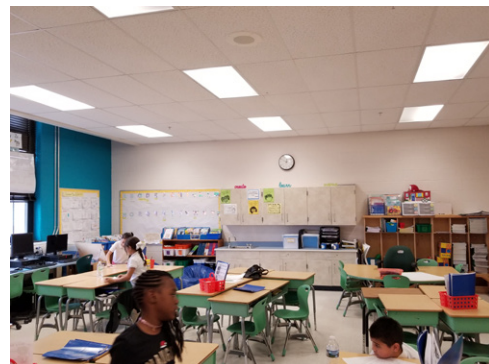
Early Learning Classroom



Library



Typical Classroom



Typical Classroom



Hallway



Typical Classroom



Early Learning Center Facade



Typical Classroom



Addition



Classroom

B.4 Summary of Recent Feasibility Studies or Assessments:

The 10-Year Plan's recommendation, based on the Jacob's building assessment report (2011), for Highlandtown #237 Elementary/Middle School is that FCI suggests that it is more cost effective to renovate this building than to replace it. The rationale behind this recommendation is as follows:

- The FCI suggests that renovation should be considered.
- Highlandtown EM far exceeds the acceptable level of utilization with an SY1718 percent of 141%.

C. PROPOSED EDUCATIONAL PROGRAMS AND SERVICES

C. PROPOSED EDUCATIONAL PROGRAMS AND SERVICES

C.1 School Grade Organization:

Highlandtown EM #237 is a traditional elementary/middle school with grades PK to 8.

In general, the proposed addition will maintain a separation between the lower and upper grades. Grades 5, 6, 7, and 8 will be grouped together.

C.2 Proposed Curriculum:

The Highlandtown EM #237 program does not contain any specialized programs that would necessitate additional specifications beyond the Part II prototypes.

C.3 Proposed Staff of entire program:

Proposed Staff	
Position	Quantity
Principal	1
Assistant Principal	3
Teacher - General Educators	30
Teacher - Special Education	3
Teacher - Physical Education	1
Teacher - Science	4
Teacher - Foreign Language	1
Teacher - Art	2
Teacher - Music	2
Teacher - Technology	1
Teacher - Staff Developer	2
Paraeducator	6
Paraeducator - Special Education	3
Assistant - Non-Instructional/10mth	3
Staff Associate/10mth	2
Educational Associate/10mth	2
Librarian	1
Secretary I - School	1
Speech Pathologist	1
Guidance Counselor	3
Psychologist	2
Social Worker	2
Nurse	1
Occupational Therapist	1
Manager I - Cafeteria	1
Food Services Worker I/3.5 hrs	3
Food Services Worker I/6 hrs	2
Custodial Worker I/12 mth	3

C.4 Enrollment Projections:

Enrollment projections are based on historic trends using the GPR (grade progression ratio), which uses historical enrollment in conjunction with the number of students who progress on to the following year. While these values are the basis for the design capacity at a school, a number of other factors are taken into consideration, including recent developments, population growths, and general community trends. Current projections show a major drop which we do not anticipate coming to fruition. Should this drop happen, there are 2 options: increase the number of PK classrooms so that it matches the 3 sections similar to the rest of the school (there is currently only 1 PK classroom); and take in more students from over-crowded adjacent zones. However, to reiterate this is one of our fastest growing communities, particularly for the EL (English Learner) population which actually grew 47 students from SY1617 to SY1718.

237 Highlandtown EM (Proposed SRC is 536+378 = 914)											
Grade	Current	Projected									
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
PK	23	23	23	23	23	23	23	23	23	23	23
K	63	74	71	66	65	62	60	58	56	54	53
1	98	67	78	76	70	70	68	66	65	63	62
2	94	99	66	79	77	71	72	70	68	68	67
3	97	91	95	63	77	74	69	71	69	69	69
4	105	88	84	88	57	71	69	65	67	67	67
5	76	99	84	81	83	55	69	68	65	67	68
6	67	77	101	82	80	79	51	65	65	63	66
7	64	66	75	99	80	78	79	51	67	67	66
8	70	65	67	75	99	81	80	81	54	71	72
TOTAL	757	749	744	732	711	664	640	618	599	612	613
	122%	121%	120%	80%	78%	73%	70%	68%	66%	67%	67%

C.5 Future Programs and Services:

Community Partners

The Out of School Time Support and the Community Services Suite are all components of the Community Space. The Community Services Suite includes a pantry, personal care space with shower, and laundry space. Additional program and service options which may be located within the Community Space include; an after school program for students, day care services, social services facilities, counseling facilities, offices, conference rooms, recreational spaces and multi-purpose use spaces.

Baltimore City Schools General Education Specification calls for 21st Century School Buildings to become hubs of the community. Creating schools as hubs includes incorporating programs and services for students, parents, and community members within the school building. It also includes providing an opportunity for them to determine which programs and services should be included in the 3000 square feet of community space. To engage stakeholders in the program, service needs and design of the community space, City Schools worked with the Mayors Office and the Family League of Baltimore to incorporate the Community Schools Planning process used at more than 40 City Schools. The planning process includes the identification of a community base organization to work with each Year 1 and Year 2 school to form a school base core team to complete a community needs assessment, gap analysis, survey stakeholders, host community forums and use available data to determine program and service needs to be included in the community space.

INSPIRE:

To leverage the 21st Century Schools Initiative and to enhance the connection between the schools and the surrounding neighborhoods, the Baltimore City Planning Department launched a new program called INSPIRE. INSPIRE stands for Investing in Neighborhoods and Schools to Promote Improvement, Revitalization, and Excellence. This planning program focuses on the neighborhoods immediately surrounding each of the new or renovated schools that are a part of the 21st Century program, specifically the a 1/4-mile surrounding each school. Once the Board of School Commissioners approves a feasibility study preferred school design option, the site-specific kickoff of the INSPIRE community engagement and planning process for the surrounding neighborhoods starts.

F. PROPOSED SITE REQUIREMENTS

F. PROPOSED SITE REQUIREMENTS

F. Proposed Site Requirements:

F.1 Parking - bus, car, delivery, service, staff, visitor:

Highlandtown #237 has only on-street parking. Bus drop off occurs at the front of the school along S Eaton St. Currently most students (90%) who attend Highlandtown #237 walk or are driven from surrounding neighborhoods.

F.2 Service access:

Service access is currently provided by a service pull-off on the south side of the building with a loading and dumpster area. There is a slight grade change in this area which will need to be accommodated.

F.3 Vehicle and pedestrian access:

There is no vehicular access to the site beyond the bounding streets (the school takes up the entire block). Students live in all directions radiating out from the school, but are primarily coming from the west.

F.4 Playing fields/courts/yards:

There is an internal courtyard that has play equipment that is well used. The east half of the site is green space which is very important to the community; all efforts must be used to preserve as much of the green space as possible and to keep it as a usable field while accommodating the addition.

F.5 Natural environmental areas:

The greenspace on the east half of the site comprises the majority of the pervious surface. There are no waterways or natural areas requiring buffers.

F.6 Utilities:

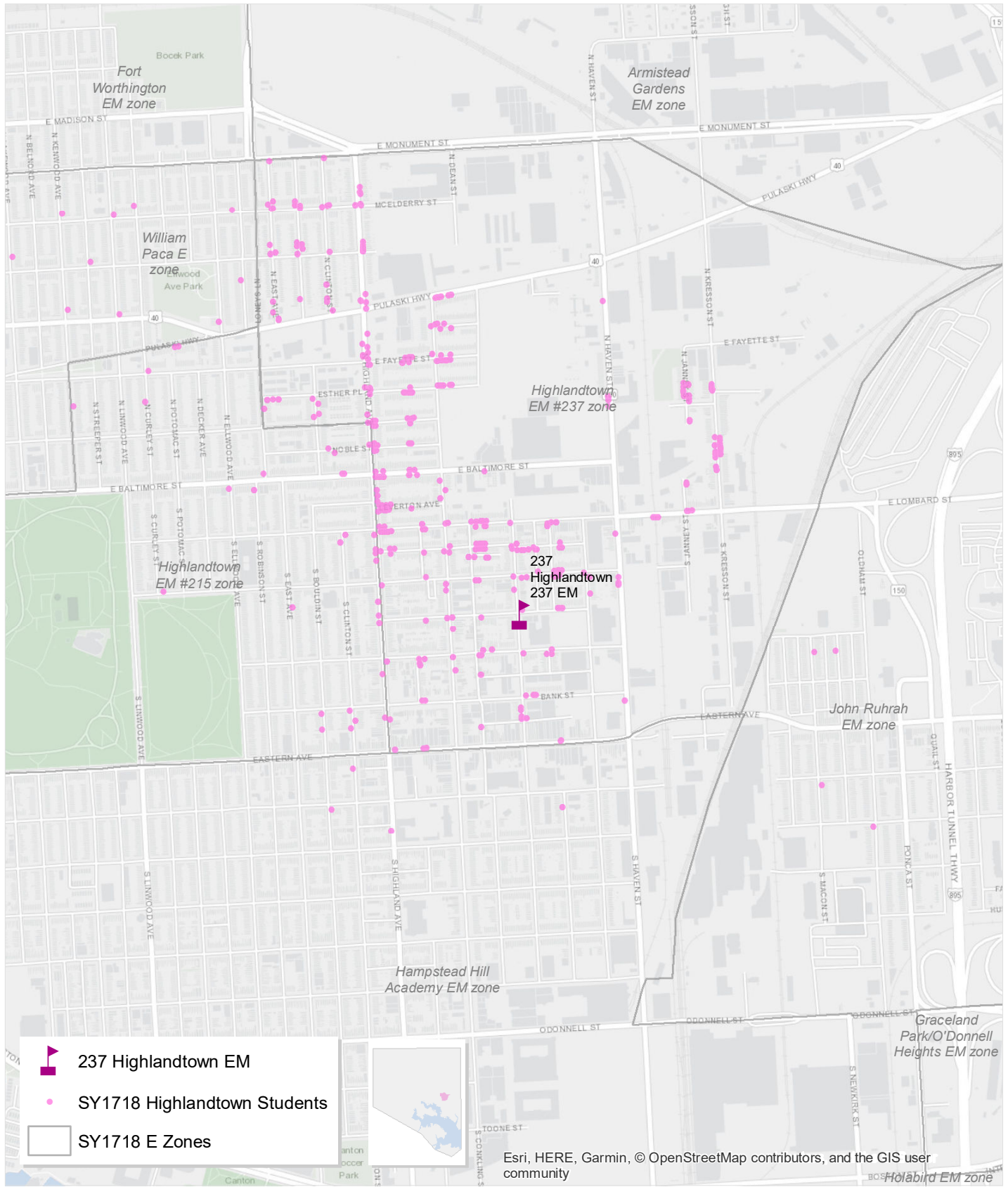
The feasibility study should be used to establish existing and proposed utilities. Any water mains and associated easements should be respected/addressed.

F.7 Other:

Stormwater management requirements will need to be addressed for all new construction. The stormwater management design techniques could be incorporated as an environmental literacy learning tool for the school. One option would include harvesting the rainwater from the impervious surfaces in above ground tanks or in an underground cistern, and the harvested rain water could then be used to irrigate the school garden, landscaping, and grass fields, or could also be used in a gray water system for toilet water in the school. Other options include installing bio retention facilities or rain garden facilities around the site to capture and treat runoff from impervious surface. This facility could be landscaped and could also serve as an environmental literacy learning tool. Permeable pavement material for the auxiliary parking lot could also be explored as a stormwater management technique if the existing soils showed to have adequate infiltration capabilities.

The Early Learning Center annex on the northwest corner of the site is a previous Senior Center taken over by the school system several years ago. Though direction was given not to touch the main building for this addition project, the life cycle expectancy of this structure should be considered.

SY1718 Highlandtown 237 Students



I. GENERAL SCHOOL DESIGN CRITERIA

I. GENERAL SCHOOL DESIGN CRITERIA

I.7 Special or Unique Program Requirements:

The onyl spaces unique about this program are the ESOL classrooms. These have the exact same specifications as a typical classroom, and therefore Section J is not necessary for this Part III.

L. SUMMARY OF SPATIAL REQUIREMENTS

L. SUMMARY OF SPATIAL REQUIREMENTS

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SITE-SPECIFIC EDUCATIONAL SPECIFICATIONS
 alternates with a priority of 1 are highest; 5 lowest

(note-

ROOM/SPACE	TEACHING STATIONS	NUMBER EACH	SF EACH	TOTAL	SF TALLY	ES FTE	MS FTE	ALTERNATE PRIORITY	ALTERNATE QUANTITY
01 ADMINISTRATION									
01.01 Main Office					320				
01 01.01	GENERAL-RECEPTION	0	500	0					
01 01.02	CONFERENCE	0	250	0					
01 01.03	WORKROOM	0	200	0					
01 01.04	STORAGE	0	150	0					
01 01.05	SECURE STORAGE	0	75	0					
01 01.06	PRINCIPAL	0	150	0					
01 01.07	ASSISTANT PRINCIPAL	1	120	120					
01 01.08	FLEX OFFICE	2	100	200					
01 01.09	COAT CLOSET	0	20	0					
01.02 Faculty Support					0				
01 02.01	FACULTY LOUNGE	0	350	0					
02 STUDENT SERVICES									
02.01 Guidance					0				
02 01.01	OFFICE	0	100	0					
02 01.02	WAITING/RECEPTION	0	150	0					
02 01.03	CONFERENCE	0	350	0					
02.02 Health Suite					0				
02 02.01	WAITING AREA	0	100	0					
02 02.02	EXAM ROOM/TREATMENT	0	100	0					
02 02.03	STUDENT REST AREAS	0	150	0					
02 02.04	OFFICE	0	100	0					
02 02.05	STORAGE	0	40	0					
02 02.06	STUDENT TOILET	0	100	0					
02.03 Support Services					0				
02 03.01	PSYCHOLOGIST (SPEECH)	0	100	0					
02 03.02	SOCIAL WORKER	0	100	0					
02 03.03	FLEX OFFICE	0	100	0					
02 03.04	RECORDS STORAGE	0	75	0					
03 TEACHING AND LEARNING									
03.01 Classrooms					16,200				
03 01.01	PRE-KINDERGARTEN	0	0	1000	0	0			
03 01.02	KINDERGARTEN	0	0	1000	0	0			
03 01.03	GRADES 1-2	0	0	900	0	0			
03 01.04	PK-2 TOILET	0	0	50	0				
03 01.05	GRADES 3-4-5	0	0	900	0	0			
03 01.06	FLEX CLASSROOM	0	0	900	0	0			
03 01.07	CO-TEACHING CLASSROOM	0	0	1100	0	0			
03 01.08	GRADES 6-7-8	18	18	900	16200		450		
03.02 Shared Spaces					400				
03 02.01	COLLABORATIVE LEARNING AREA	0	0	900	0				
03 02.02	RESOURCE	0	0	250	0			3	3
03 02.03	TEACHER PLANNING	0	0	300	0			3	3
03 02.04	STORAGE	2	2	200	400				
04 SPECIAL EDUCATION									
04.01 General					0				

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SITE-SPECIFIC EDUCATIONAL SPECIFICATIONS
 alternates with a priority of 1 are highest; 5 lowest

(note-

	ROOM/SPACE	TEACHING STATIONS	NUMBER EACH	SF EACH	TOTAL	SF TALLY	ES FTE	MS FTE	ALTERNATE PRIORITY	ALTERNATE QUANTITY
04 01.01	CLASSROOM	0	0	900	0		0		1	1
04 01.02	OFFICE		0	120	0					
04 01.03	RECORDS STORAGE		0	100	0					
04 01.04	ESOL RESOURCE ROOM		0	250	0				1	1
04.02 Resource						0				
04 02.01	OT/PT		0	200	0					
04 02.02	OT/PT STORAGE		0	80	0					
04 02.03	STUDENT TOILET		0	50	0					
05 SCIENCES										
05.01 Elementary Science						0				
05 01.01	LAB		0	900	0					
05 01.02	STORAGE		0	100	0					
05.02 Middle Science						2,400		50		
05 02.01	LAB	2	2	1000	2000					
05 02.02	PREP/STORAGE		2	200	400					
06 FINE ARTS										
06.01 Visual Art						0				
06 01.01	STUDIO		0	1000	0				2	1
06 01.02	STORAGE		0	150	0				2	1
06 01.03	KILN		0	100	0				5	1
06.02 Music						0				
06 02.01	LARGE REHEARSAL		0	1200	0				2	1
06 02.02	SMALL REHEARSAL		0	850	0					
06 02.03	STORAGE		0	150	0				2	1
07 SPECIALS										
7.01 Foreign Language						1,000				
07 01.01	CLASSROOM		1	900	900					
07 01.02	STORAGE		1	100	100					
08 TECHNOLOGY EDUCATION										
08.01 Technology Education						980				
08 01.01	LAB		1	900	900					
08 01.02	SUPPLY STORAGE		1	80	80					
09 PHYSICAL EDUCATION										
09.01 Physical Education						0				
09 01.01	GYMNASIUM	1	0	6500	0				1	1
09 01.02	OFFICE		0	150	0					
09 01.03	GYM STORAGE		0	400	0					
09 01.04	LOCKERS/CHANGING ROOMS		0	200	0				5	2
09 01.05	STUDENT SHOWERS/TOILET		0	100	0				5	4
10 MEDIA										
10.01 Media Center						0				
10 01.01	MEDIA ROOM		0	2400	0					
10 01.02	WORKROOM		0	250	0					

Commodore John Rodgers EM

SITE-SPECIFIC EDUCATIONAL SPECIFICATIONS
alternates with a priority of 1 are highest; 5 lowest)

(note-

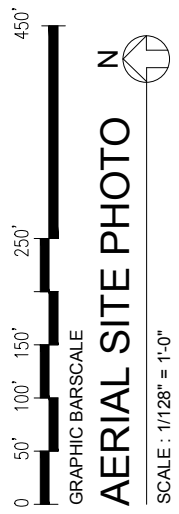
	ROOM/SPACE	TEACHING STATIONS	NUMBER EACH	SF EACH	TOTAL	SF TALLY	ES FTE	MS FTE	ALTERNATE PRIORITY	ALTERNATE QUANTITY
	10 01.03	STORAGE	0	300	0					
	10 01.04	HEAD END ROOM	0	150	0					
10.02 Communications/TV						0				
	10 02.01	VIDEO STUDIO	0	800	0					
	10 02.02	CONTROL ROOM	0	150	0					
11 FOOD SERVICES										
11.01 Dining						0				
	11 01.01	DINING	0	3500	0					Needs 1 reconfig- uration
	11 01.02	FURNITURE STORAGE	0	250	0					
	11 01.03	STAGE	0	1000	0					
	11 01.04	STAGE STORAGE	0	150	0					
11.02 Food Service						0				
	11 02.01	KITCHEN	0	900	0					
	11 02.02	SERVING	0	225	0					
	11 02.03	OFFICE	0	80	0					
	11 02.04	WALK-IN FREEZER	0	175	0					
	11 02.05	WALK-IN CHILLER	0	175	0					
	11 02.06	DRY STORAGE	0	200	0					
	11 02.07	DISH ROOM / TRAY RETURN	0	200	0					
	11 02.08	SOAP STORAGE	0	30	0					
	11 02.09	CAN WASH	0	50	0					
	11 02.09	LOCKER / TOILET	0	100	0					
12 BUILDING SERVICES										
12.01 Maintenance/Operations						0				
	12 01.01	RECEIVING	0	250	0					
	12 01.02	CENTRAL STORAGE	0	250	0					
	12 01.03	OPERATIONS OFFICE	0	100	0					
	12 01.04	LOCKERS/SHOWERS/TOILETS	0	120	0					
	12 01.05	SECURITY OFFICE	0	120	0					
	12 01.06	CUSTODIAL CLOSETS	0	60	0					
	12 01.07	RECYCLING	0	250	0					
	12 01.08	OUTDOOR STORAGE	0	100	0					
12.02 Toilet						150				
	12 02.01	STAFF TOILET	3	50	150					
13 COMMUNITY SPACE										
13.01 Family Resource Suite						0				
	13 01.01	FAMILY RESOURCE ROOM	0	400	0				5	1
	13 01.02	OFFICE	0	80	0					
	13 01.03	TOILET	0	50	0					
	13 01.04	UNSPECIFIED COMMUNITY SPACE	0	3,000	0					
13.02 Out of School Time Support						0				
	13 02.01	STORAGE	0	100	0				5	1
	13 02.02	PANTRY	0	50	0				5	1
	13 02.03	OFFICE	0	80	0				5	1

Commodore John Rodgers EM

SITE-SPECIFIC EDUCATIONAL SPECIFICATIONS (note- alternates with a priority of 1 are highest; 5 lowest)

ROOM/SPACE	TEACHING STATIONS	NUMBER EACH	SF EACH	TOTAL	SF TALLY	ES FTE	MS FTE	ALTERNATE PRIORITY	ALTERNATE QUANTITY																																																		
13.03 Service					0																																																						
13 03.01 PANTRY		0	80	0				2	1																																																		
13 03.02 PERSONAL CARE		0	100	0				2	1																																																		
13 03.03 LAUNDRY		0	100	0				2	1																																																		
Total Capacity							425																																																				
<table border="0" style="width: 100%;"> <tr> <td>Total Teaching Stations</td> <td></td> <td></td> <td></td> <td></td> <td>21</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Net Square Footage</td> <td></td> <td></td> <td></td> <td></td> <td>21,450</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL GROSS AREA</td> <td></td> <td></td> <td></td> <td></td> <td>30,030</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										Total Teaching Stations					21					Total Net Square Footage					21,450					TOTAL GROSS AREA					30,030																								
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M. APPENDIX



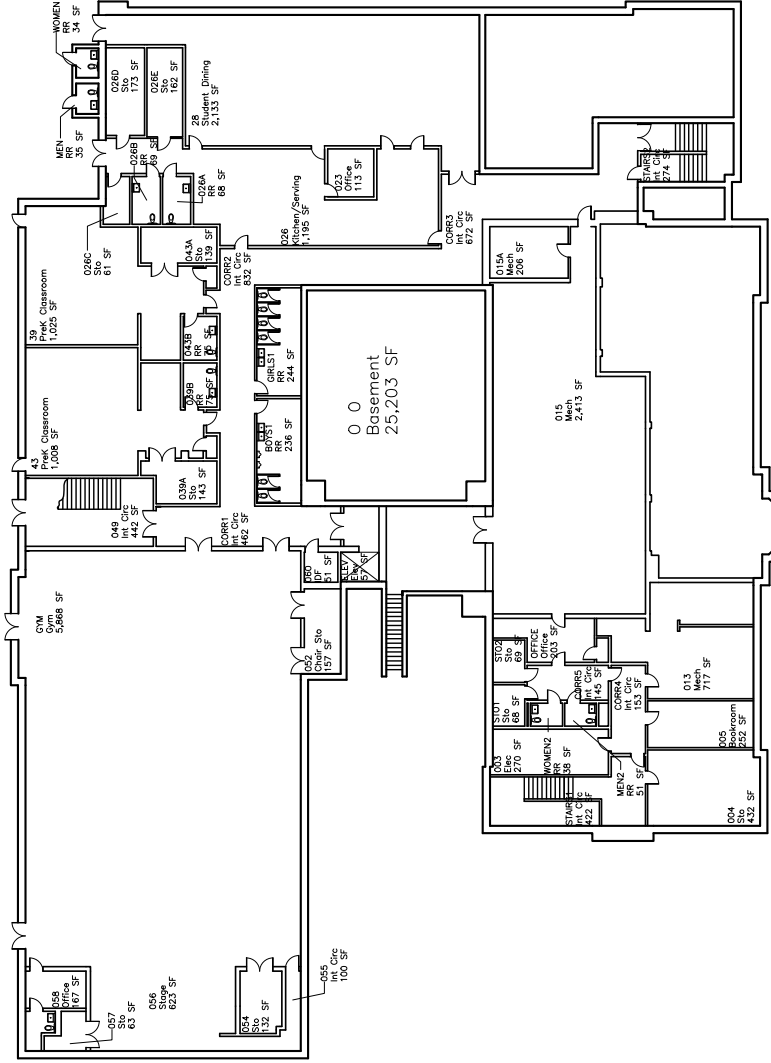


GRAPHIC BARSCALE

SITE PLAN



SCALE : 1/128" = 1'-0"

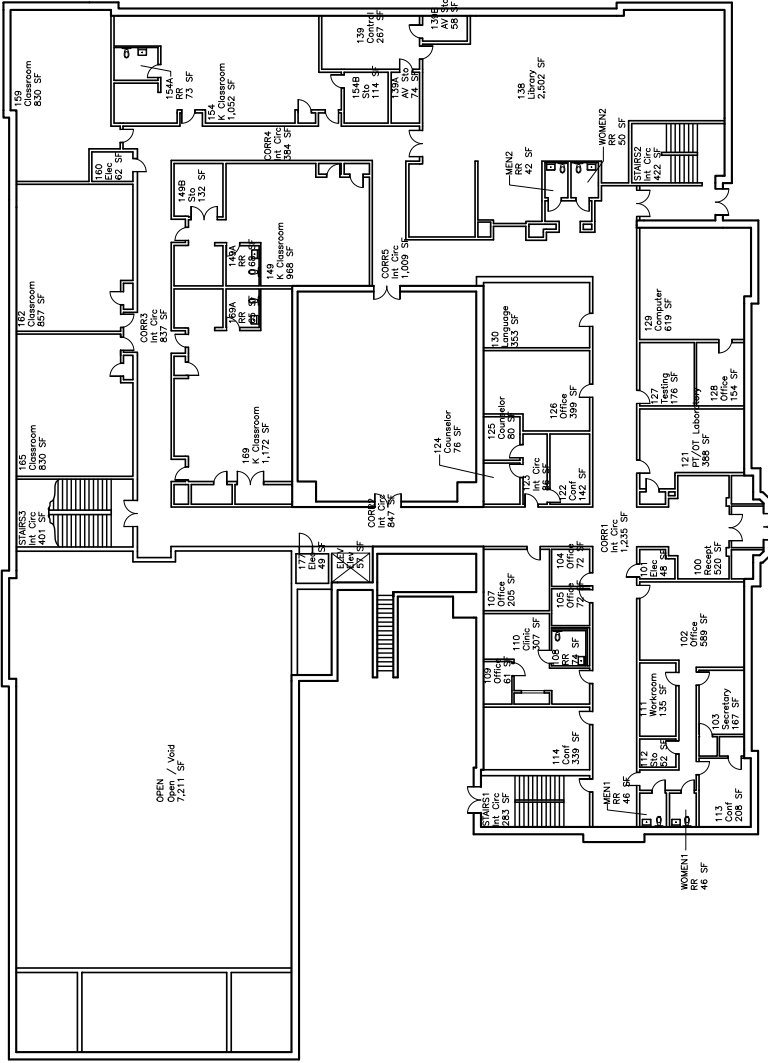


GRAPHIC BARSCALE

BUILDING 237 - GROUND FLOOR PLAN

SCALE : 1/32" = 1'-0"

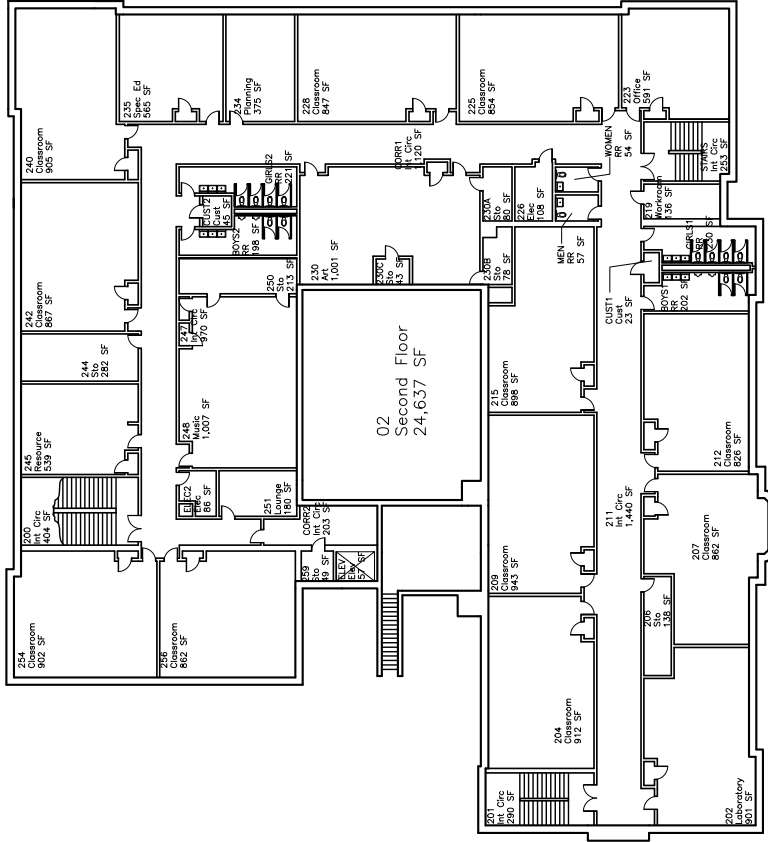
237
Bldg 1
30,568 SF
First Floor
30,568 SF



GRAPHIC BARSCALE

BUILDING 237 - 1ST FLOOR PLAN

SCALE : 1/32" = 1'-0"



GRAPHIC BAR SCALE

BUILDING 237 - 2ND FLOOR PLAN N



SCALE : 1/32" = 1'-0"