



Cool Spring–Adelphi Elementary School

Project Planning Committee (PPC) Meeting #1 Minutes

Date: April 3, 2025

Time: 4:00 PM – 5:00 PM

Location: Virtual

Facilitator: Brittney Bennett, Communications Specialist, Department of Capital Programs

Attendees:

Brittney Bennett	Laura Carr-Degen
Scott Adams	Niki Newman-Brown
Brianna Blackaby	Dahiana Edwards
Shayla Jackson	Rosario Blanco
Joseph Howell	Edwin Silva
Doug Ostazeski	Board Member Pamela Boozer-Strother
Moona Barikdar	Valerie Keil
Chelsea Hill	Rachelle Pardue

Summary

The kick-off Project Planning Committee (PPC) meeting for the Cool Spring–Adelphi Elementary School officially launched the community engagement process for the new elementary school project. The meeting introduced the project team and outlined the PPC's role in providing feedback and fostering community involvement throughout the design and construction phases. Attendees received a detailed overview of the new school and annex buildings, which will bring together the Cool Spring and Adelphi Elementary communities, expand student services, and incorporate sustainable design features. The phased construction plan, timeline, and next steps were also reviewed, emphasizing collaboration, safety, and transparency. The session concluded with a Q&A and a call for continued community engagement.

Meeting Minutes

Introductions and Roles

Brittney Bennett opened the meeting by welcoming participants and providing an overview of the key team members from the Department of Capital Programs and partner organizations involved in the Cool Spring–Adelphi Elementary School project. This included representatives from design, engineering, communications, and project management, showcasing a collaborative and multidisciplinary approach.

- PGCPs Capital Programs:
 - Director Shayla Jackson (not present)
 - Senior Mechanical Engineer Dawn Holton (not present),
 - Project Manager Joe Howell
- Gilbert Architects (Project Architect):
 - Scott Adams (not present)
 - Brianna Blackaby
- Adtek Engineers:
 - Doug Ostazeski

Purpose and Function of the Project Planning Committee (PPC)

Brittney Bennett then transitioned to explaining what the PPC is and why it matters. The PPC plays a critical advisory role in the planning and design process for major school construction projects.

Key points covered:

- The PPC is a community-focused advisory group that gives feedback on school design and planning.
- While the PPC doesn't make binding decisions, its input is valued in shaping the outcome.
- Members are expected to attend meetings, share updates with their communities, and collaborate toward consensus.
- PPCs will remain engaged throughout design and construction to ensure community representation.

Project Overview

Brianna Blackaby and Doug Ostazeski presented a detailed overview of the future school facility and its accompanying annex, including educational goals, building features, and infrastructure innovations. This segment emphasized how the new facility will unify two school communities and provide enhanced services.

Key highlights:

- A new energy-efficient, three-story school for Pre-K through 5th grade will be built on the current Cool Spring site, with a capacity for 900 students.
- Cool Spring Elementary and Adelphi Elementary will merge into the new facility.
- The Judy Center program will also be housed in the new school building.
- A separate annex will support key administrative services and feature a therapy pool and family support center.

Building features:

- Classrooms with toilet rooms.
- STEAM Lab, Library, Media Center.
- Music rooms, art studios, breakout, and large-use spaces.
- Two playgrounds, a multipurpose field, and a central courtyard for early learners.
- Sustainability features include a green roof, solar panels, and a geothermal HVAC system.

Phased Construction Plan

The team outlined how the project will be delivered in phases to maintain uninterrupted school operations and meet tight construction timelines.

- Phase I:
 - Construction of the new school building will occur at the front of the Cool Spring site.
 - Modular construction will be used to expedite the timeline and reduce onsite disruption.
 - Cool Spring and Adelphi students and staff will remain at their current locations during this phase.
- Phase II:
 - After completion of the new building, students and staff from both schools and the Judy Center will relocate into it.
 - The existing Judy Hoyer building will be demolished and replaced with a new annex housing administrative offices and community programs.

- Final Phase:
 - Final demolition of the remaining old facilities.
 - Completion of site access improvements, new parking, and a bus loop.

Project Timeline and Upcoming Milestones

Brittney Bennett and Joseph Howell provided clarity on what lies ahead in the short term for both the design team and the PPC.

For the project team:

- Phase 1 design documents are under state and third-party code review.
- Final responses to the MSDE Educational Specification Review for Phase 2 were submitted in March 2025.
- Coordination efforts include traffic and safety planning, in partnership with school leadership.

For the PPC:

- The next PPC meeting is scheduled for Thursday, May 8.
- It will focus on reviewing the comprehensive design plans.

Community Questions and Feedback

Committee members were invited to ask questions and offer feedback. There was emphasis on transparent communication, and committee members were encouraged to share project information with the broader community.

- Project materials and updates will be available online at bit.ly/DCP-CoolSpring.
- The team emphasized its commitment to continued engagement and responsiveness to community feedback.

The meeting adjourned at 4:45 PM.