



QUATTROCCHI KWOK  
ARCHITECTS

May 11, 2015 Meeting 1

## Otis Elementary School alameda School District

### Introductions

Robbie Lyng, Director MOF, Alameda USD  
Shirley Clem, Principal Otis ES  
Kimberly Valentino, Teacher  
Mary Scriver, Teacher  
C. McKenna, Teacher  
Julie Apel, Teacher  
Anne Mania, PTA VP  
Charles Kapelke, PTA President  
Sarah Olaes, Parent  
Michael Haddon, Teacher  
Charlie Sullivan, Teacher  
Lisa Conlon, Teacher  
Mark Quattrocchi, Quattrocchi Kwok Architects

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### Introductions and Roles & Responsibilities

- Committee did self-introductions
- Mark Q. described format of meetings and that QKA provides agendas and follow up notes

### Outcomes & Review Master Plan

- Robbie Lyng introduced the project as the new six-classroom two story building for Otis ES. This was approved by the board's Implementation Plan for Otis
- This new classroom building project will start construction summer 2016. There will be a future phase of construction for modernization as described in the Board approved Implementation Plan. However the first phase work is focused on the new classroom building
- Mark Q. described today's meeting for programming - describing the types of spaces, amenities and adjacencies for the new classroom building. Future meetings will review design, but today will focus on discussing the classroom building
- Mark Q. reviewed the master plan and identified the master plan location for the new building.

### Review Project and Committee Discussion

- After reviewing project location and existing portables on site there was considerable discussion about the number of new classrooms and portables.
- There is a desire to expand the multi-use building if possible to provide stage addition - though that is beyond the scope of this project. Currently the stage is portable and in the multi-use space. Seating is limited

- There was concern expressed with an expectation for growth at Otis where there is a need for new space to handle current programs.
- There is a strong desire for the classrooms to not be too specialized to allow flexibility of use. The general consensus is that the new classrooms are the standard size of 960 square feet each – along with providing specialized spaces described below.
- There is a desire for connections between classrooms in the new building including doors or explore folding walls that are acoustically well designed
- Provide outdoor learning spaces at classrooms but on opposite side from playground if possible because of playground noise.
- Provide some visual (even just landscaping) separation from existing playground. Consider ways to limit noise from the playground
- There is a real need for additional staff toilet rooms.
- Provide at least one easy to supervise break-out/ conference spaces at the new building (perhaps one at each floor if possible).
- There is a desire to remove or relocate the portables next to the multiuse building and build the new building at that location – perhaps in an “L” shape. It is understood that if the portables behind the multiuse building are removed, there isn’t funds to replace the removed toilet rooms and other break-out rooms.
- Pick the best of the existing six portables and keep as many of them on the site as possible – they asked QKA to provide a couple of options for the committee to consider
- It is desirable that the new classrooms be closer to square than rectangular – if there is space for that.
- There is a desire to move band out of the multiuse building – there is a desire to move band into one of the remaining portables.

**Outline Program – Otis ES New Building (two stories)**

Six new Classrooms	6x 960 SF =	5,760 SF
Two break out spaces for 10 to 12	2x 250 SF =	500 SF
One staff toilet room	1x 90 SF =	90 SF
Electrical/ telecom	1x 200 SF =	200 SF
Circulation – stairs/ elev. Exterior	NA	<u>0 SF</u>
Total		6,550 SF

In addition to the new spaces, reuse two or if possible three portables.

Action Items & Next Steps – Next meeting with faculty 3 PM June 8 at Otis ES

Email Notes for Distribution