



QUATTROCCHI KWOK
ARCHITECTS

February 8, 2017

Lincoln Middle School Measure I Bond Project

Site Committee Meeting #4

Lincoln Middle School 3:00 pm

Attendees:

Mark Manes	Parent	sfbpmike@gmail.com
Joan Hulihan	Classified	jhulihan@alameda.k12.ca.us
Steve Allen	Teacher, Comp. Lab teacher	sallen@alameda.k12.ca.us
Jamie Ferranti	Project Manager	jferranti@alameda.k12.ca.us
Robbie Lyng	Maintenance and Operations, AUSD	rlyng@alameda.k12.ca.us
Amy Frary	Teacher/Parent	afrary@alameda.k12.ca.us
Monty Patterson	Project Manager, AUSD	mpatterson@alameda.k12.ca.us
Mitzi Thompson	Teacher	mthompson@alameda.k12.ca.us
Kathy Secuello	Teacher	ksecuello@alameda.k12.ca.us
Cindy Zecher	Classified Office Manager	czecher@alameda.k12.ca.us
Tom Miro	Science/Elective Teacher	tmiro@alameda.k12.ca.us
Christine Weidler	Math Teacher	cweidler@alameda.k12.ca.us
Jenny Hartigan	Science/Environ. Sci. Teacher	jhartigan@alameda.k12.ca.us
Shariq Khan	CBO- AUSD	skhan@alameda.k12.ca.us
Kevin Baker	Assistant Principal	kbaker@alameda.k12.ca.us
Susan Davis	Community Affairs	sdavis@alameda.k12.ca.us
Veronica Rylander	Education Specialist	vrylander@alameda.k12.ca.us
Mohan "Mo" Vemula	Edison Safety committee/parent	mkvemula@yahoo.com
Nick Stephenson	QKA	nicks@qka.com
Balyn Pitman	QKA	balynp@qka.com
Partial Attendance (came late or left early):		
Michael Hans	Principal	mhans@alameda.k12.ca.us

Discussion Item 1 - Opening and Agenda

1. Nick listed the agenda for the meeting:
 - Review meeting #3 and recap overall site plan and selected options
 - Present Site Plan for site improvements selected
 - Present plans for options selected - Entry Security
 - Present plans for options selected - New Science and Computer
 - Review perimeter security solutions - BCDC bike path
 - Next Steps

Discussion Item 2 – Overall Site Plan

1. Nick discussed the Site and highlighted the areas of work
 - Nick provided slides displaying locations of expanded secure bike storage, relocated emergency supply shed, Plexi-glass replacement, Tech. & Comm. Upgrades, improved perimeter fencing and gates at Main Entry, field & Pedestrian Path.

Discussion Item 3 – Lincoln Middle School Perimeter at BCDC Pedestrian Path

1. Nick discussed the 3 Pedestrian Path options provided to the BCDC.
 - Option 1 to keep approved BCDC path with new gate at end with new bike storage areas
 - Option 2 cut short BCDC path with new gate at school perimeter with new bike storage areas
 - Option 3 cut short BCDC path at 2 story classroom building with new larger bike storage area
2. Shariq said the BCDC said we could submit option 3 but would most likely not be approved as it would require input from several additional AHJ's over complicating the submittal.
3. BCDC would except either option 1 or 2 but would like to have benches added along path.
 - Site Committee agrees that option 2 is the best with tree removal at new bike storage area.
 - Shariq will submit application for option 2 without benches as they may pose a safety hazard if hidden behind buildings, but if required by the BCDC then they will be added along the field to allow them to be visually monitored from field & street. Also, District to provide a sign to read "No Through Access" posted at school property line.
4. BCDC will review the application and within 30 days give the District list of documents needed to complete the review. Once all documents are submitted, BCDC will render decision within 90 days. BCDC will also notify the City to allow for public response.
5. It was requested that access to new bike storage areas from pedestrian path be provided and all gates opened at beginning and end of school to allow kids to get bikes and exit school property.
6. Tom discussed the idea of providing non-visible fencing at field to block view to the bench area but the group decided it would create a security issue.
7. The new gates in the security fencing may require panic hardware per code, Tom asked if the panic hardware could be locked during non-school hours to prevent the gates from opening.
 - QKA to look into gate hardware exiting requirements and Panic hardware's lockability.
8. Cindy asked who is responsible for actions taken at water front during non-school hours.
 - This issue is an insurance coverage issue.
9. Jenny wanted to clarify, the water front is not public land but land owned by the District and the public are allowed access.

Discussion Item 4 – Entry Security - Administration location & related work to improve Main Entry

1. Nick discussed the existing entry fencing and location of administration, restating the previous discussion point that currently anyone has unimpeded access through the main entry to anywhere on campus.
2. Next Nick talked about the Perimeter security solutions at Main Entry. The Admin is to be moved to the front of the school to allow for controlled entry onto the campus and a new door will be added to room 701 shop room to provide secure passage into the new secured perimeter
 - Replace existing entry fence & gates with new ornamental entry fence & gates per district safety and security standards.
 - Relocate entry to Classroom 701 (wood shop) to secured side of perimeter fence

- Relocate Admin & Reception office spaces to current music space in building B. auxiliary spaces staying in building A (Staff lounge, work room/Conf./etc.)
 - Relocate Music to 901 to make space for the newly relocated Admin.
 - Relocate Special Ed. to current Admin area in building A that has been vacated.
3. Cindy asked who directed QKA to provide plans for a new admin space & Nick pointed out that QKA was directed by the Site Committee at the previous meeting.
 4. Cindy asked if overhangs were to be provided at entry to Admin
 - Nick responded that overhangs can be provided.
 5. Nick provided a thorough explanation of the new Admin space using an enlarged view.
 - Mike requested that the Office Manager be located next to his office and offered that the cots in the Nurse space be relocated so as not to be visible from Reception.
 - Cindy asked if the entire existing supply room at building A could be relocated to new Admin and if the existing Staff Lounge & Staff Workroom be enlarged. Nick said not likely and asked how much of what is stored there actually needs to be accessed on a daily or frequent basis. The quantity of items in the existing Storage to be relocated will need to be verified.
 - Several ideas about how to improve the new Admin space were offered:
 - Move toilets to wall on gym side and move nurse back away from Reception.
 - Need an additional workstation for the Attendance Specialist, adjacent to the reception area. Does not have to be a dedicated office, just a workstation.
 - Nurse space does not need separate office. The office and cot areas can be combined into one space, with cots relocated for more privacy. The toilet room still needs to have a door and be its own "room".
 - Put storage in corner now vacated by the toilets
 - Mike suggested that the **mailboxes** not be in Office Workroom but in or directly adjacent to the Reception area.
 - What about moving up the offices and provide access from the new Admin to the gym through existing door way by removing the existing ramp at gym back to the stage doors.
 - Tom asked if the double doors at the mechanical space be hidden or removed? They could be painted out but can't be removed.
 6. Nick discussed the next slide showing the new Music Room.
 - Layout was generally accepted with the request to take measures to mitigate the band noise.
 - It was suggested by a committee member that the current office at Special Ed 901 could become a new storage space.
 7. Nick discussed the next slide relocating the Special Ed and CEC Classrooms. Several ideas were provided from the group.
 - The Special Ed moving to the current location of the CEC classroom was rejected because there is no direct toilet access which is required for the Special Ed Classroom.
 - Keeping the CEC Classroom where it is, maybe we could move the current offices around the CEC Classroom to the vacated offices at the existing Admin.
 - The group suggested that the new Special Ed Classroom be the size of standard classroom. by moving conference room from the east side of building A and place it where the current Office Manager and Assistant Principal offices are, remove the storage from the northeast corner of building A and add a toilet.
 - Cindy offered the idea to modernize all the spaces below the current Office Workroom wall to the south side of the building to allow for a larger staff lounge and work room, as well as reorganize the storage room.

- The group requested 3 office space currently in use; 2 itinerate offices for use by outside consultant teachers, and a large conference room. It was suggested by a committee member that perhaps the two office could be one larger space with a movable wall that allows the bigger space to be partitioned into two smaller offices if necessary.
- Visually impaired needs an office & teachers with autistic students need an office with toilet.
- The group offered the idea that the CEC office move into the vacated speech office after it moved into the office in current Admin space and make the current CEC office into storage?
- It was suggested that the support spaces located adjacent to the existing CEC classroom, along the east edge of the classroom.

Discussion Item 5 – Science and Computer Lab locations and Related Work

1. Nick provided slides of the existing site highlighting areas of proposed work with existing square footages indicated.
 - Room #715: Computer lab (841 s.f.)
 - Room #714: Science lab (1,295 s.f.)
 - Room #713: Art studio (1,240 s.f.)
 - Room #202: Science lab (819 s.f.)
 - Room #801: Special Ed. (1,100 s.f.)
 - Maintenance Room At #801 (400 s.f.)
2. Nick described OPTION 1 - Replace Art studio with new Science Lab and related work/relocations (see attached PDF of presentation):
3. Option 1 & 3A Discussion points:
 - Jamie indicated that it appears that option 1 is more expensive than option 3A. Nick agreed.
 - Tom said the Science department prefers option 3A.
 - The window between the shop and the new science Lab should be removed.
 - After discussion, the committee expressed that they would like QKA to move forward with Option 3A not Option 1.
4. Priorities from LMS Science Department Teachers (Hand out give to QKA at meeting)
 - Jen gave QKA a list of amenities they request to be included in the new science classrooms. (see attached)
5. Location for new Art Room and Computer Labs were shown but have not been programed yet.
 - Tom said the school needs a 21st century Computer Lab space
 - Several teachers pointed out that the current Chrome Books are not adequate for student use in lieu of desktop computers. Shariq agreed there may be better options than Chrome Books.
6. QKA will need to have a programing meeting with the shop, music and computer teachers.

Discussion Item 6 – Next Steps

1. The committee directed QKA to develop Option 2 for the pedestrian path and to provide a sign to read “No Through Access” posted at school property line.
 - QKA to look into gate hardware exiting requirements and Panic hardware’s lockability.
2. The committee directed QKA to proceed with the entry security option that moves the entire administration to where music currently is.

3. The committee directed QKA to develop Option 3A; the Science Department will meet to develop a better scope for Proposed Science Labs and report back on necessary utilities, etc.
4. QKA will develop the options as indicated above and have the work cost estimated prior to the next meeting.
5. QKA to work with MOF and Site staff to schedule focus groups for the affected spaces (music, computer lab, wood shop, etc.)

Next Meeting: TBD

POST MEETING ADDITIONAL NOTES:

- Just after this meeting Jamie, Nick and Balyn observed the leaking roof and water damage at the existing window systems at Building A that has become apparent after the recent heavy rains.
- After discussion, and due to the leaking roofs and windows, it was agreed to proceed as follows: MOF will hold off on scheduling the focus group meetings discussed today and any further development of the current schematic design due to the problems the current heavy rains have revealed with the windows and roofs. QKA will revisit the site to look more closely at these critical facility issues and report back. A budget analysis will be conducted at that time.

End of Notes