



QUATTROCCHI KWOK  
ARCHITECTS

December 15, 2016

**Lincoln Middle School Measure I Bond Project**

Site Committee Meeting #3

Lincoln Middle School 6:30 pm

Attendees:

Mark Manes	Parent	<a href="mailto:sfbpmike@gmail.com">sfbpmike@gmail.com</a>
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Steve Allen	Teacher, Comp. Lab teacher	<a href="mailto:sallen@alameda.k12.ca.us">sallen@alameda.k12.ca.us</a>
Jamie Ferranti	Project Manager	<a href="mailto:jferranti@alameda.k12.ca.us">jferranti@alameda.k12.ca.us</a>
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Amy Frary	Teacher/Parent	<a href="mailto:afrary@alameda.k12.ca.us">afrary@alameda.k12.ca.us</a>
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Cindy Zecher	Classified Office Manager	<a href="mailto:czecher@alameda.k12.ca.us">czecher@alameda.k12.ca.us</a>
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Christine Weidler	Math Teacher	<a href="mailto:cweidler@alameda.k12.ca.us">cweidler@alameda.k12.ca.us</a>
Jenny Hartigan	Science/Environ. Sci. Teacher	<a href="mailto:hartigan@alameda.k12.ca.us">jhartigan@alameda.k12.ca.us</a>
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Veronica Rylander	Education Specialist	<a href="mailto:vrylander@alameda.k12.ca.us">vrylander@alameda.k12.ca.us</a>
Mohan "Mo" Vemula	Edison Safety committee/parent	<a href="mailto:mkvemula@yahoo.com">mkvemula@yahoo.com</a>
Nick Stephenson	QKA	<a href="mailto:nicks@qka.com">nicks@qka.com</a>
Balyn Pitman	QKA	<a href="mailto:balynp@qka.com">balynp@qka.com</a>

**Discussion Item 1 - Opening and Agenda**

1. Robbie opened the meeting by describing that he and the staff walked the site and determined that the existing science classroom 202 was too small at 819 s.f. to provide adequate space for a Science lab per the current science curriculum at Lincoln.
2. Nick listed the agenda for the meeting:
  - Review meeting #2 and 2A (with Science Department)
  - Discuss science and computer lab locations and relate work
  - Review perimeter security solutions at main entry
  - Next Steps

### Discussion Item 2 – Meeting 2 and 2a Review

1. Nick moved through the recap of the previous meetings 2 & 2a.
  - Site committee meeting #2:
    - Got direction on bike storage locations and capacity
    - Got direction on relocation of emergency supply shed
    - Discussed potential solutions for secure campus perimeter at BCDC bike path. Further discussion required
    - Discussed potential solutions for secure campus perimeter at main entry to campus. Further discussion required
  - Meeting #2a – focused meeting with science department:
    - Discussed ways in which the modernization budget might best serve the needs of the science department. Further discussion required
    - QKA was directed to study a variety of potential solutions

### Discussion Item 3 – Science and Computer Lab locations and Related Work

1. Nick provided slides of the existing floor plans and highlighted areas of proposed work with room numbers, existing use & square footages.
  - 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:
  - Room #715: remains comp. lab. – no work
  - Room #714: remains science lab. – no work
  - Room #713: becomes new science lab - modernize
  - Room #202: becomes special ed. classroom – modernize
  - Room #801: becomes new art studio – modernize
  - Maintenance will need to find a new home
  - Nick provided a floor plan sketch of Option 1:
    - Art studio to vacate room #713 and move to Special Ed Room # 801. Science replaces Art in room #713, vacating room #202. Special Ed vacates room #801 to move into room 202.
  - Layout of the new science lab in room 713 was discussed.
    - Layout shows capacity for 36 students, 18 tables, 1 teachers desk with sink, 7 lab stations with sinks, and a teaching wall with district standard Audio/visual technology.
  - Option 1 Discussion points:
    - Discussion points were teaching wall location, utilities needed and student capacity.
    - Mike said the Special Ed needs a restroom and could use the existing restrooms outside room #202. He also mentioned it will need a washer and dryer, stove & sink at any new location
    - Mike asked if existing Science Lab in room #714 could be modernized as part of Option 1.
    - Nick responded that we likely won't have the budget to modernize room #714, because the implementation plan currently has funds to modernize only two classrooms. We will know more after we have the schematic design cost estimated

- Mike described the uses of rooms between 713 & 714. The Room labeled Elec Room is a storage for science with a single elec. panel on one wall, and a sink, and is used for storage for Art
  - Christine commented that any of these Science Lab options are an improvement over room #202 due to the small size of room #202.
    - It was noted by the group that the sketches show 4 students per lab table but that they could be ok with 5 students per lab table
  - Generally, the committee preferred Option 3A, but Option 1 is ok as well
  - Mike expressed that he prefers option 1 over the other options.
    - The anticipated cost is less for option 1 than option 3A
    - Option 1 gives 200 s.f. more to each Science Lab than does option 3A, and more storage than other options
  - Storage: Robbie said that if storage capacity is a problem he could provide storage sheds, which he is doing for other sites, and Lincoln could be the same. This applies to the nature area as well. Need for storage sheds will be determined as plans evolve. Mike offered that the custodial shed can go next to emergency storage if that works
  - Committee will study and report back on Science Lab Requirements:
    - Committee agreed on the need of 6 sinks minimum
    - Should we add natural gas or compressed air?
    - [editor's note: need to confirm the requirement for hot water as well]
  - Nick offered that we will review Ed Spec for middle school Science requirements and report back
3. Nick described OPTION 2 - Flipping Art and Science Lab, small Science at room #202 moves to 801:
- Room #715: remains comp. lab. - no work
  - Room #714: becomes new art studio - modernize
  - Room #713: becomes new science lab - modernize
  - Room #202: becomes special ed. - modernize
  - Room #801: becomes new science lab - modernize
  - Maintenance adjacent to room #801 will need to find a new home
  - Nick Also provided a floor plan sketch for Option 2:
    - Art 713 and Science Lab 714 to swap locations and Special Ed 801 and Science 202 to swap locations
  - Option 2 Discussion points:
    - After discussing pros and cons of this option the committee rejected option 2
4. Nick described OPTION 3A - Equal size Science labs:
- Room #715: enlarge and modernize into new science lab (from 841 s.f. to 1,060 s.f.)
  - Room #714: reduce size of science lab and modernize (from 1,295 s.f. to 1,060 s.f.)
  - Room #713: stays art lab - no work
  - Room #202: becomes computer lab - modernize
  - Room #801: remains special ed. classroom - no work
  - Nick Also provided a floor plan sketch for Option 3A:
    - Computer Lab 715 and Science Lab 202 to swap locations
    - Rooms 714 & 715 to be modified into two equal sized science labs of roughly 1,060 s.f. ea.
    - The two new Science Labs would be about 200 s.f. smaller than typical middle school science Labs
  - Option 3A Discussion points:

- After discussion the committee expressed that they liked Option 3A best, but Option 1 is second preference.
- 5. Nick described OPTION 3B was identical to 3A except that the Computer Lab was proposed to move into room 201 instead of 202.
  - After discussing all options the committee rejected option 3B
- 6. The group proposed an additional option:
  - Remove wall between 201 & 202 and use enlarged space as the new Science Lab.
  - Additional Option Discussion points:
    - Mike said the class currently taught in 201 would be hard to move.
    - It was noted that this option would result in one less classroom campus wide. Robbie offered Lincoln may not want to lose a classroom. Nick asked Shariq and teachers if enrollment dropped are all classrooms still being used? It was understood that even though enrollment was down; all classrooms are being used throughout the site with smaller class sizes & addition of outside groups.
  - After discussing all options the committee rejected this option.

#### **Discussion Item 4 -Location and concepts for the computer lab:**

1. Robbie asked if the computer lab should be flexible with moveable furniture and Tom & Teachers agreed that flexible would be great.
2. Shariq in a conversation about Chrome books vs. desktops asked if bigger chrome book screens work better? Teachers responded; Yes, the connect chrome books screens are too small and slow.
3. Mike commented that now we have chrome books the computer lab in media center is used less
4. Mark asked if maybe Lincoln needs a multi-use space like a studio like Steve Allen suggested in first meeting instead of another Computer Lab.
5. Tom asked if Lincoln could have tech stuff in new Computer Lab 202? Let's keep classroom flexible.
6. Nick asked if instead of the new space being called a Computer Lab maybe it should be called a Tech Lab or something similar?
7. Robbie offered the idea of a Clean/Dirty Lab space (we need learning with our hands)

#### **Discussion Item 5 -Perimeter security solutions at Main Entry**

1. Robbie offered up a few comments before the start of this section.
  - Robbie mentioned that the board has approved a Districtwide Safety & Security standards in response to the community & stakeholder comments and concerns expressed during Master Planning. The District standards for Safety & Security call for a Secure Perimeter at all sites
  - Robbie said that people can't find the Admin and wonder across campus
  - A buzzer at gates has not worked well at other schools
  - Ruby Bridges is 100% fenced in but if gates are left open then there is no security
  - District adding new locks per state mandate & part of Safety & Security Standards.
2. Nick provided slides with a photo of the entry with a plan view and an enlarged plan graphically displaying the existing layout and circulation.
3. Nick recapped the secure entry options 1 & 2 from last meeting, indicating that both were rejected by the Site Committee at Meeting #2. Nick recapped meeting #2 that the Committee directed QKA to develop additional schemes:
4. Nick presented secure entry options 3 and 4:
  - Option 3: Intercom/buzzer option that keeps admin in place and utilized the secure fence line as the secure perimeter.

- Option 4: Relocating the entire administration staff and offices to the front building where music currently is.
5. Option 3 Discussion:
- Replace existing entry fence & gates with new ornamental entry fence & gates
  - Installation of new cameras, intercom & buzzer system
  - Relocate entries to classrooms 604, 605, and 701 into secure perimeter
  - Robbie commented that a buzzer at gates has not worked well at other school sites
  - The Site Committee rejected Option 3
6. Option 4 Discussion:
- Replace existing entry fence & gates with new ornamental entry fence & gates
  - Relocate entry to Classroom 701 to secured side of perimeter fence
  - Relocate Admin & Reception personnel to current music space with auxiliary spaces staying in building A (Staff spaces/Conf./etc.)
  - Relocate Music to 801 or 901
  - Relocate Special Ed. to current Admin area in building A
  - A Teacher offered that Music moving to Option 1 (Special Ed 901) at play yard side would allow for band to have easy access to practice on the play yard.
  - Christine offered that if Music moves to Option 1 (Special Ed 901) at play yard side, it would be best to move door(s) to play yard side and close off to court yard at Bldg. A for sound control
  - A Teacher asked where does the prop and wardrobe storage rooms move to in Option 4?
  - Mike said if custodial can move storage out of M.U. then we will have more space. Robbie asked if the chair storage could move out of the M.U. and be relocated? (Storage at M.U. at admin side) the L space Robbie said the custodians are using sheds for storage on other sites and Lincoln could be the same (earlier comment added here to support Custodial Storage)
  - Nick would like to try to minimize moving utilities to minimize cost
  - Robbie said the card key entry system we have works well with option 4.
  - Mark said the main office location is not clear, option 4 fencing & security is good idea and moving admin is a good idea.
  - No proposed perimeter looks good, option 4 will not impede flow and adding a low fence/concrete blocks/planters/bollard at the entry drop-off curb a good idea
  - Teachers said that the front pick-up/drop-off area is crazy; a barrier would be good. After discussion QKA was directed to pursue some solution here, perhaps Bollards/benches/etc.
7. Direction as requested by the Site Committee Group
- The committee rejected option 3.
  - QKA was directed to develop option 4 with adding some protection at drop-off like concrete blocks/planters/bollards/benches/etc.

#### **Discussion Item 6 -Lincoln Middle School & the BCDC about the bike path at rear of campus**

- Shariq let the group know that the District is communicating with BCDC and asked that the design for the new bike path at rear of campus be tabled until we have direction. The District is soliciting help from BCDC board members no longer serving on the board
- Robbie also recommended a Lincoln MS rep go with district to meet with the BCDC

#### **Discussion Item 7 - District Door Lock Requirements**

- Shariq pointed out the code and District Standards call for “classroom Security Locks” and that the District will decide on which lock version to use at classrooms and will update us when a decision is made. The versions include:
  - A Lock on the outside with a push button on the inside? (lock/button)
  - Or a Lock on the outside with a Lock on the inside that is always locked? (lock/lock)

### **Discussion Item 8 - Next Steps**

1. The committee directed QKA to develop option 1 & Option 3A further; the Science Department will meet to develop a better scope for Proposed Science Labs and report back on necessary utilities, etc.
2. The committee directed QKA to further develop entry security option #4 that moves the entire administration to where music currently is.
3. QKA will develop the options as indicated above and have the work cost estimated prior to the next meeting.

Next Meeting: Robbie: Maybe January 19th - will send invite pending schedule for the S.D. cost estimate.

**End of Notes**