



QUATTROCCHI KWOK
ARCHITECTS

15 March 2017

Encinal High School Programming

User Group Meetings Number 1

All day at Encinal HS

MEETING NOTES

1617.00-B.2

First Meeting – Junior Jets – 8:00 – 9:00 in P2

Attendees

Sarah Stickle	Teacher	sstickle@alameda.k12.ca.us
Michelle Mason	Student Teacher	mmason@mills.edu
Tina Hopkins	Teacher – 7 th	thopkins@alameda.k12.ca.us
Jenny Ryan	Teacher – 7 th and 8 th	jryan@alameda.k12.ca.us
Ron Parodi	Teacher – 6 th	rparodi@alameda.k12.ca.us
Kelly Andrews	Counselor	kandrews@alameda.k12.ca.us
Katherine Crawford	Teacher – 6 th	kcrawford@alameda.k12.ca.us
Andy Lee	Teacher – 8 th -10 th	andrewlee@alameda.k12.ca.us
Will Green	Teacher - 7 th -8 th	wgreen@alameda.k12.ca.us
John Denery	Teacher – 7 th -8 th	jdenery@alameda.k12.ca.us
Jenny Ku	Teacher – 6 th	ycku@alameda.k12.ca.us
Frank Beering	Science – 8 th	fbeering@alameda.k12.ca.us
Todd Dilando	PE – 6 th -8 th	tdilando@alameda.k12.ca.us
Daniel Hurst	EHS Principal	dhurst@alameda.k12.ca.us
Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
Sofia Veniard	QKA	sofiav@qka.com
Jon Stong	QKA	jons@qka.com
Mark Quattrocchi	QKA	markq@qka.com

- Dan does introductions and describes purpose of meetings.
- Mark provides overview. This is programming, not yet design, so “tell us about Junior Jets.”
- Teachers:
 - Currently 13 Junior Jet (JJ) teachers, 300-360 students, at 27-33 per class.
 - Some teachers combine teaching both JJ and Senior High School Jets (SJ)
 - JJ can't leave at lunch, while SJ can go off campus
 - JJ need more to do at lunch
 - JJ and SJ generally integrated throughout campus
 - No JJ independent access to: Science Labs, Gym, computer labs, media lab, etc.
 - Gym booked up with SJ activities, so JJs mostly get outdoor PE only.
 - Media Center access only as a whole scheduled class.
 - Junior Jets need a safe space
 - It would be great to have a separate JJ restroom next to JJ space.

- Some JJ students intimidated by SJ, some are integrated.
- A desire to keep core JJ in own JJ space, but co-locate specialized spaces.
- A quad would be great for lunch and outdoor identity
- Existing space in front of portables not good place for play or gathering (unsafe)
- JJs don't change for PE now, but would like PE lockers for 7th and 8th graders (7/8). Not needed for 6th grade.
- Student lockers?? Mixed response on need to maintain student lockers because of greater use of digital text books.
- Existing science uses four classrooms.
- Science needs a hard floor, at least 1 wash sink, lecture and lab together, movable tables, fixed perimeter casework.
- 4 total JJ science classrooms: integrated science: sink & hard floor, and for 6th grade includes math.
- Science lecture & lab are together.
- Currently, 7/8 science labs are in 400 building.
- One lab should be more developed, or shared with HS science.
- Like 7/8 science in the 400 wing, near HS science
- 6th grade science combined with math, and located closer to JJ core.
- Outdoor science? Currently walk to beach for outdoor science.
- All teachers have a prep period. Currently in their classroom.
- 7/8 art goes to HS art studios.
- It would be valuable to have a Maker Space or Flex space. There is a lot of need for this and it could serve as one of the JJ science spaces.
- Shared teaching spaces would be great, such as double classrooms with operable wall or doors in between. Shared student breakout spaces would also be desirable.
- Classrooms need built in storage, but recognize value of moveable storage.
- Special Ed teachers generally work in mainstreamed/combined classrooms. But there is a need for one Special Ed plus intensive use RSP room, with an adjacent IEP meeting room; small conference sized.
- Breakout room allows mainstreaming of special ed.
- There is no current staff workroom
- Current staff restrooms are far from JJ
- There is no need for a dedicated JJ only staff lounge. Staff lounge should be for whole campus. Current staff lounge is 307. No hot water.
- Would like hydration stations (drinking fountain plus bottle fillers).
- Would like sound reinforcement in classrooms.
- Like tackable walls; lots of them.
- Skylights can be a problem for projectors.
- No good space for JJ to meet all together except cafeteria (bad acoustics?) or gym (very hard to book).
- JJ is short by one classroom for next year.

Second Meeting – Science – 9:00 – 10:00 in Room 103

Attendees

Sean Ward	Phys/Computer Sci	sward@alameda.k12.ca.us
Edwin Chen	Physics	echen@alameda.k12.ca.us
Kevin Jordan	Biology	kdougjordan@yahoo.com
Pauline Stahl	Biology	pstahl@alameda.k12.ca.us
Dan Salsbury	AP/Biology	dsalsbury@alameda.k12.ca.us
Dan Abbott	Physiology	dabbott@alameda.k12.ca.us
Shelly Grant	JJ Science	sgrant@alameda.k12.ca.us
Daniel Hurst	EHS Principal	dhurst@alameda.k12.ca.us
Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
Sofia Veniard	QKA	sofiav@qka.com
Jon Stong	QKA	jons@qka.com
Mark Quattrocchi	QKA	markq@qka.com

- Mark provides overview. This is programming, not yet design. Tell us about your programs and spaces and what you need in a modernized Science facility.
- Teachers:
 - **Science:**
 - Currently shared Lab/Lecture spaces with fixed Lab Islands and Demonstration Station.
 - Science prefers relationship with JJ science (joint teaching) (shared prep and study). Science thinks 7/8 JJ science should be with Science classrooms, while 6th grade science/math should be close to JJ. MQ indicated this was different than what we heard from JJ. Mark asks them to discuss with JJ and report back.
 - South side science labs get too hot
 - Teacher likes peninsula layout
 - Robotics space: need space to work and to store projects
 - Computer Science space: both a traditional classroom with no computers and separate space with computers.
 - May go to 3 years of required Science; which would require one more classroom.
 - **Physics:**
 - Wants moveable lab tables, including teachers demo table
 - Wants flex grouping, no gas at islands
 - Big wall cubbies for storing projects. Does not have to be lockable. 5 open shelves, not divided into cubbies is best, for different size projects. One shelf for each class.
 - Ring of casework, 1-2 sinks, some gas
 - Would like physics classrooms next to each other with a single door between.
 - Would like maker space
 - In room storage
 - Sliding white boards
 - Overhead power desirable
 - Bring AHS science lab plans to next meeting for comparison
 - Prefer projectors and screens (smart board or flat screen too small)
 - 2 projectors, one on each wall, prefer over LED TV
 - Display and tack wall
 - Blackout and filter shades
 - **Chemistry:**
 - Side by side with fume hoods and emergency shower

- Fixed demo with gas and water
- Access to prep room and chemical storage
- Glass doors
- 4 sinks
- Document camera
- Plug in chrome cart loc.
- Eye wash bubbler at sink

- **Prep area:**
 - Existing Prep too big
 - Main chemistry storage not used well, open shelves instead of cubbies
 - Rolling microscope carts – lockable storage
 - Fume not needed in prep
 - Refrigerator in prep and freezer with ice maker
 - Dishwasher to be lab quality, not residential

- **Prep and demonstration table:**
 - Physics just electricity
 - Chemistry: Need water & gas, & electricity
 - Biology and Integrated: Need electricity; water can be nearby not at desk.
 - Mobile prep desk would be great where utilities allow.

- Sound amplification? Microphone & speaker? That would be desirable.

- Need place in classroom for chrome book cart to store & plug

Third Meeting - Support Staff, Admin, Counselor - 10:00 - 11:00 in Room 300

Attendees

Tracy Anegrotti	Dean	tanagotti@alameda.k12.ca.us
Christina Craig	Equity of Family	ccraig@alameda.k12.ca.us
Karen Keegan	Counseling Manager	kkeegan@alameda.k12.ca.us
Amy Stelmach Frey	Assistant Principal	afrey@alameda.k12.ca.us
Daniel Hurst	EHS Principal	dhurst@alameda.k12.ca.us
Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
Sofia Veniard	QKA	sofiav@qka.com
Jon Stong	QKA	jons@qka.com
Mark Quattrocchi	QKA	markq@qka.com

- Mark provides overview. This is programming, not yet design. Tell us about your programs and spaces; how many people are involved and what they need:
- Staff:
 - Both Media and Admin buildings were designed as 2- story, but built as single story. Hence the tall “would have been stair well” spaces.
 - **Administration and Counseling:**
 - 1 principal and 3 Assistant principals; close to principal’s office
 - Office manager in open
 - School office assistant at reception. Reception needs more control/ visibility over public entering.
 - Dean
 - Counselor Manager - now in room that was to be stairs to unbuilt 2nd floor
 - Assistant Principals
 - Equity and family
 - General preference for Admin going back to front/center of campus, split across by main entry okay, counseling should be a bit separate from general admin. Need some privacy between admin & counseling.
 - 4 counselors including JJ counselor
 - 1 counseling manager - near entry, also works as registrar, may be separate office or not (5 offices total). Counseling manager is also registrar.
 - Counselors meet with 1 student + family, if not fit in office go to small conference.
 - Waiting/reception for counseling to be a little private.
 - 1 swing confidential office for itinerant small conference 8-10. Small conference also used for group counseling.
 - 1 transcript and records room near counseling (digital records 1997 on), 8x 10.
 - 1 test storage room, 6’ x 8’ minimum. Secure for tests.
 - 3 attendance staff. Work through window. Need 3 windows, students line up outside under cover from weather.
 - Treasurer - close to student access or exterior window. Does not need window.
 - **College and Career**
 - There is a link between career center & counselors.
 - Is it better with the library/media center or with admin?
 - May be part of Media, as now, spill in to main Media for big events
 - Christina likes relationship with library/media “in the mix” “hot spot”
 - Needs separate entrance if next to admin.

- Current size is good.
- **Other Offices:**
 - Health office with restroom, 2 cots & a refrigerator. Currently, under-sized. Needs to be close to reception: student & adult entrances.
 - Need special ed office for teachers to meet.
 - Need work room for copiers, etc.
 - AD office
 - Resource officer ok in 300? Or more private – Best per Dan
 - 2 conference rooms for IEP etc., mixed use
 - 2 psychology/swing spaces
 - 1 itinerant office
- **Outdoor Student Gathering:**
 - Dan- make a student gathering space in front? Or (MQ) in center of campus.
 - Conclusion is for QKA to study both options. If placed up front, parking should be moved to back of campus, except visitor parking for office and a new drop off lane. Remember to consider future bike lane that will remove some of the area in front of the campus.

Fourth Meeting – General Drop in Meeting – 11:50 – 12:30 in Media Center

Attendees

Margaret Cassidy	EHS Teacher	mcassidy@alameda.k12.ca.us
Daniel Hurst	EHS Principal	dhurst@alameda.k12.ca.us
Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
Sofia Veniard	QKA	sofiav@qka.com
Jon Stong	QKA	jons@qka.com
Mark Quattrocchi	QKA	markq@qka.com
Pat Slattery	Librarian; Dept Head	pslattery@alameda.k12.ca.us

(Other attendees, some listed below, passed through without signing in)

- This was a general opportunity meeting for teachers and staff that were not covered by or could not attend the other specialized meetings.
- Comments:
 - 8 Special Ed teachers
 - 4 Special Ed classrooms
 - Library (Pat is the Librarian). Move fixed computers out of main space. Fix bad lights from dim indirect fixtures. Storage room (previous computer lab) is a good place to move computers – this greatly opens up the library for varied seating.
 - College and Career. Lee likes her space and feels it's critical to remain with library
 - Intervention Officer – Cassie. Currently in Library; may move to be with Counselors in Admin. But OK where located.
 - Student Justice Center. Move closer to counselors per Margaret. Function needs a group meeting space, a small office, and a small acoustically private conference area.
 - Student Health Center by Student Justice Center.
 - ELD and BACR (Bay Area Community Resources) are now in 600, but may go to admin area. . Programs may share an office with access to group conference space
- Special ED meeting from 3:00 – Dan
 - Need a moderate to Severe Special Ed Classroom with Toilet, etc.
 - To be confirmed by Robbie w/Kristen. May use AHS Special Ed instead.

Fifth Meeting – Visual and Performing Arts – 12:30 –1:20 in Room 600

Attendees

Allison Henley	Art Teacher EHS	ahenley@gmail.com
Kirsten Bramstedt	Art Teacher EHS	kbramstedt@gmail.com
Daniel Hurst	EHS Principal	dhurst@alameda.k12.ca.us
Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
Sofia Veniard	QKA	sofiav@qka.com
Jon Stong	QKA	jons@qka.com
Mark Quattrocchi	QKA	markq@qka.com

- Mark provides overview. This is programming, not yet design. Tell us about your programs and spaces.
- Allison Henley:
 - Room 310 Art History, Photography
 - Maybe add a STEAM space next to Science?? for sharing. Or maker space.
 - Likes co-located art classrooms with interconnection (except ceramics, ceramics should not interconnect).
 - Needs flat files
 - More sinks (2 now) needs more and bigger
 - More book shelves and drying racks
 - Improved ventilation.
 - Need access to computer.
 - Daylight shutout blinds
- Kirsten Bramstedt:
 - At Room 312 60% of the time for drawing/painting. Room 408 40% of the time for media lab (photoshop, etc.)
 - Room 408 used for 2 periods as media lab and 1 period computer science
 - Needs vertical Files (painting).
 - Hallway overheats room 312
 - 312 is “pretty good” for Kirsten, she likes her space
 - Needs to darken daylight
 - Would be better outdoor teaching space
 - needs display space – tack wall, Critique wall
 - Campus display of art outside of classroom would be great. Both 2D & 3D.
 -
- Paul Igaz – Multi Media CTE – 665 etc. See notes from the CTE meeting later today.
- Ceramics
 - Larger cubbies/storage. Need more storage.
 - Smooth surfaces for easy cleaning.
 - Add a window shelf for drying pottery. In the big west windows.
 - Can make drying room smaller, it is currently inefficient.
 - Need blinds.

Sixth Meeting – PE Staff – 1:20 – 2:15 in Gym

Attendees

Jim Saunders	Teacher	jsaunders@alameda.k12.ca.us
Daniel Hurst	EHS Principal	dhurst@alameda.k12.ca.us
Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
Sofia Veniard	QKA	sofiav@qka.com
Jon Stong	QKA	jons@qka.com
Mark Quattrocchi	QKA	markq@qka.com

- We “walk and talk through PE spaces with Jim..
 - Jim Saunders – 510-502-0567; Trevor Sampson – 510-205-4363
- Issues:
 - **Gym**
 - Light control at north windows – new shades required.
 - **Locker rooms:**
 - Theft a big problem, especially in boys’ lockers. Lockers are broken to break in.
 - Only need 600 lockers in boys, have 800.
 - Add storage room where last row of lockers.
 - Showers not used. Eliminate if space is needed, and keep last shower.
 - Need 75 team lockers, have 102 lockers. Must be larger to fit helmet & pads.
 - Jerome – Electrical and Maintenance
 - Boilers, transformers – in basement – replace?
 - Girls’ lockers used as drama costume storage. No other space for drama costume storage & dressing.

Seventh Meeting - CTE and Specialized - 2:15 - 3:05 in Room 605

Attendees

Paul Igaz	Teacher/CTE, TV/Media	pigaz@alameda.k12.ca.us
Diana Kenney	Teacher	dkenney@alameda.k12.ca.us
Eric Schoeffler	Teacher/CTE, VAPA	eschoeffler@alameda.k12.ca.us
Pat Slattery	Librarian Dept. Head	pslattery@alameda.k12.ca.us
Daniel Hurst	EHS Principal	dhurst@alameda.k12.ca.us
Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
Sofia Veniard	QKA	sofiav@qka.com
Jon Stong	QKA	jons@qka.com
Mark Quattrocchi	QKA	markq@qka.com

- Mark provides overview. This is programming, not yet design. Tell us about your spaces and programs.
- Teachers:
 - Paul and Kevin share room 605 + Radio and Video Studios
 - Currently, 2 radio rooms, 1 green room, 1 production room, 1 computer room
 - Growing program
 - May need extra space 2 years from now
 - Kevin wants 3rd audio production room, plus secure storage, shared as ACR (Alameda Community Radio)
 - This is the only CTE pathway.
 - Provide a Science, Technology, Engineering, Arts, and Math (STEAM) pathway?? Maybe. A lot of interest by Arts, less so by Science faculty. Superintendent in favor of CTE and STEAM.
 - Block Schedule? (4 x 4 is ideal) - Eric
 - Old wood shop ideal with robust materials and high volumes - except it's where future Cafeteria is planned. OR in Existing Admin so corridor is Gallery, at gateway to school
 - Diana - wants flexibility for future change in use. MQ and Robbie will check district interest in STEAM and other pathways
 - Old auto shop has a high ceiling, not accessible
 - For maker space: Need white boards, outlets and hard-floor for project-based learning.
 - Is book room needed or can it be reduced?
- Corridors: The 300 wing has a "Greenhouse" corridor. Open it up? Shade? Utilize for program space?
- Infrastructure/Utilities
 - Jerome in charge.
 - Boilers and transformers are in basement. They are old and subject to flooding. Replace? Relocate? To be studied further.

Eighth Meeting – Leadership Team Teachers – 3:10 – 4:10 in P1

Attendees

Allison Henley	Art Teacher	allisonhenley@gmail.com
Sarah Stickle	JJ Teacher	sstickle@alameda.k12.ca.us
Gene Kahone	Teacher/Drama	gkahone@alameda.k12.ca.us
Mark Dieter	Science Dept. Chair	mdieter@alameda.k12.ca.us
Amy Keegan	Classified Employee Rep.	akeegan@alameda.k12.ca.us
Daniel Hurst	EHS Principal	dhurst@alameda.k12.ca.us
Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
Sofia Veniard	QKA	sofiav@qka.com
Jon Stong	QKA	jons@qka.com
Mark Quattrocchi	QKA	markq@qka.com

- Mark provides overview. This is programming, not yet design. We're here to collect your comments. Mark describes some of the things we heard from our earlier meetings and asked for response:
 - EHS needs another science classroom. Agreed.
 - Provide STEAM/Maker Spaces? General enthusiasm and interest but only a small group appears intensely dedicated to this need. STEAM idea is "infancy." Need funding for equipment.
 - Maker Space in old Admin? Or OK in 600 wing?
 - Continue to provide Student Lockers? No consensus. But without a solution for text books lockers will probably remain.
 - Admin to move to Center front of campus? Yes, this group enthusiastically concurs.
 - Media Center Stays? Yes. Want college/career counseling to stay with Media center.
 - Resource Officer is fine where it is now. Ideal is 20 yards from admin, not closer, and not 100 yards.
 - Student Justice Center is too far. Would like it to be in admin.
 - More art teacher access to computer lab.
 - Like variety of spaces and breakout spaces.
 - Cafeteria has horrible acoustic and finishes, but if fixed, could be decent meeting space?
 - Need a small stage. Cafeteria has stage but problems.
 - "Migraine after every staff meeting"
 - Only 200-300 students eat in cafeteria.
 - Would love a small dressing room at stage right, now using girls' locker room.
 - Dan would like at least one good meeting space for all staff.
 - Dan wants to turn front parking lot to landscaping, leave a turnout/drop off to central "Energy goes to Front"
 - Fences not popular, but Robbie says that is Board Priority
 - Jr. Jets needs safe play space not at front
 - Need records storage.
 - Need a book room approximately as large as existing
 - Need classroom for special ed with restroom, shower, changing area, and laundry. (This needs to be confirmed.)

Next Steps. QKA to

- Prepare and Distribute Notes: All notes to all attendees.
- Start work on Program document.
- Do Site Pan – Multiple Schemes
- Schedule a May Meeting to Review QKA first design options