QUATTROCCHI KWOK
ARCHITECTS

Meeting Minutes

November 6, 2013 10 am to12 pm

Alameda Unified School District

Educational Specifications - Meeting 1 - Elementary Schools, Part 1

AUSD Office, Marina B Conference Room

Attendees:

Mark Quattrocchi	Quattrocchi Kwok Architects	markq@qka.com
Stan Clark	Quattrocchi Kwok Architects	stanc@qka.com
See attached Sign-In Sheet		

Distribution:

Kirsten Vital	Superintendent, AUSD	kvital@alameda.k12.ca.us
Robbie Lyng	Director, MOF, AUSD	rlyng@alameda.k12.ca.us
Bernadette Gard	MOF, AUSD	bgard@alameda.k12.ca.us

The minutes below reflect the discussion of the group during the meeting. Any additional information added after the meeting is shown in *italic text.*

- Introductions
- Review of Goals of Committee:
- Create Educational Specifications for AUSD, for each school type
- Purpose is to define a standard for educational program and the required facilities to meet that program at each school across the District
- This will be used to evaluate each school site's facilities during the Master Planning process and identify proposed facility improvements.
- Each school will have input on how Ed Spec is interpreted and implemented at their site through Master Planning process.
- There is no current version of Education Specifications
- The 21st Century concepts of collaboration resonates with AUSD

- There are 10 distinctly different Elementary Schools with no single solution
- The future of AUSD should include teaching collaboration opportunities
- Science classroom set up and take down time is a problem.
- Doors connecting classrooms would be good.
- Outdoor spaces are currently not being utilized.
- Flexibility and mobility is seen as an issue related to the "furniture" as much as the architecture.
- In the current "bells and cells" model (applicable to high schools) there is no continuity from subject to subject.(i.e. math follows social studies, which follows some other unrelated subject)
- Small, private meeting rooms are needed.
- In order to switch from lecture to facilitator, flexible spaces are required.
- There should be no "front" to the classroom.
- It is important to be sensitive to age levels moving through the spaces. 5th graders versus Kinder graders is a problem.
- Spaces should allow for a possible return to conventional, single classroom teaching environments.
- Acoustics are important
- Existing outdoor spaces are minimal and underutilized.
- There is a fundamental conflict at MPR's around music set up/take down and serving lunch.
- Paden has a huge asphalt playground that they cannot figure out how to utilize.
- After school programs are needed but they present a variety of problems.
- Haight School cannot be secured
- Safe Routes to Schools – Need more crossing guards. Street crossings (crosswalks) need to be acknowledged and addressed by the City of Alameda. City will be involved in Master Planning.
- Drop off areas – Do not have children cross traffic lanes.
- Separate area for Special Education bus pick up/drop off. (No general bussing)
- Need adequate walkways and safe waiting areas for early drop offs.
- Some schools currently have no parking lots. At a minimum, they need parking for staff and visitors.
- Form a partnership with the City to reduce vandalism and increase safety at parking areas.
- Pedestrian access – Some schools are used as short cuts across their campus during school. Not acceptable.

- Need a defensible perimeter with gates and a secure core.
- There is no clear "front door" to the school. Need a clear point of entry. (Typically at Admin.)
- Need a "parent porch" to minimize parent intrusion into the school.
- Could use a "parent workshop" space, also to control the parents.
- Roof tops are being used for parties after school hours.
- Security lighting at outdoor spaces is important.
- Need clusters of toilet rooms for after school programs. Keying of restrooms is a problem for afterhours programs and late night teachers.
- Need toilet rooms in the MPR (cafeteria) spaces.
- Being able to see through a classroom door is important for security. Control of that view is also important.
- Toilet Rooms are security issues. How can this be solved?
- Teachers need the ability to call the Office (Admin.) and have someone answer the phone.
- A strategy for security during an armed intruder may be to escape and evade. Another strategy may be to shelter in place. *(Editor's note: The current law enforcement recommendation for armed intruders is to shelter in place. Moving students and teachers makes the objective of neutralizing the threat more difficult.)*
- Security cameras may provide an additional level of security. Monitored cameras provide the possibility that an unwanted intruder could be seen before they penetrated the classrooms. Cameras can be used after school hours.
- Need lockable storage spaces for mobile technology carts.

Part 2 of Educational Specifications for Elementary Schools will take place on Wednesday, Nov. 20th at 1:30 pm

Next Steps:

Ed Spec meetings (Middle and High Schools) are scheduled on Wednesday, Nov. 13th and 20th at 9 am.

Charter School, Ed Spec meeting is scheduled for Wed. Nov. 20th from 3:30 pm to 4:30 pm

The Master Planning meetings, with all school sites, including Principals, PTA members, teachers, community members and administrators will begin in January. Elementary, Middle, High and Charter schools will all be included in the Master Planning process. Schedule of meetings will be sent to Principals as soon as possible.

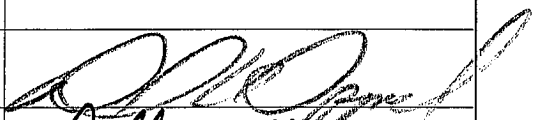
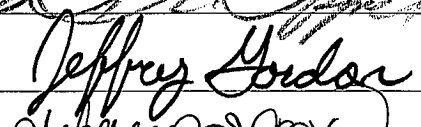
At conclusion of all meetings QKA will generate meeting minutes and distribute to the committee for review.

SIGN -IN SHEET

Ed Spec Committee Meeting - November 6 - 10 AM to 12 PM (Marina B conf room)		
NAME	**DEPT**	**SIGN IN**
Robbie Lyng	MOF	
Barbara Adams (Cas needed)	Assistant Superintendent	
Kelly Lara	Student Services	
Marlene Grcevich	MOF	
Rob van Herk	Technology	
Steven Fong	Teaching & Learning	
Susan Davis	Business	
Susan Mitchell	Special Education	
Zarina Zanipatin	ELD	
Bernadette Gard		

EDUCATIONAL EXPERTS (Elementary)		
NAME	**SCHOOL**	**SIGN IN**
Shirley Clem	Otis Elementary	
Katherine Barr	Paden School	
Aurora Sweet	Edison School	
Roxanne Clement	Bay Farm School	
Diane Alexander	Earhart School	
Bonnie Nelson-Duffy	~~Earhart School~~ Bay Farm	
Connie Chapman	Haight School	
Virginia Hunt	WCDC	
Darlene Norman	Franklin School	
Michael Wong	Paden School	

SIGN -IN SHEET

Zoe Boese	Edison School	
Glenn Aitkens	Edison School	
Deborah Opperud	Otis/Maya Lin	
Jeff Gordon	Ruby Bridges	
Stephanie Cox	Earhart School	
Scott Slez	Bay Farm School	