QUATTROCCHI KWOK
ARCHITECTS

Meeting Minutes

November 13, 2013 9 am to11 am

Alameda Unified School District

Educational Specifications - Meeting 2 - Middle Schools

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.
- There are 2 distinctly different Middle Schools with different priorities.
- It is important to have a well-defined entry. Administration connection to entry is critical for security.
- In some cases, the public is driving across the schools. (not acceptable)
- Science
    - Teachers can travel between spaces, windows would be beneficial for supervision
    - Unfortunately, some operable walls were removed.

  - Direct access to preparation rooms is desirable.
  - Connection between classrooms is a good thing.
  - 33 students in a Science Lab classroom, 4 students share a sink. No natural gas.
  - Lab & Lecture occur in the same space
  - Provide flexible da Vinci space with no designated program, but multiple capabilities. Include mounted projector and good dust ventilation system.
- Outdoor connections are desirable especially with Art and Science
- Nature areas (gardens) need to be maintained and enhanced.

Music

- Need storage lockers and space; practice rooms; sound control and small office.

Art

- Needs daylight; display space; sinks; connection to outdoors
- 33 students/classroom

Physical Education

- Middle Schools have small MPR, no Gymnasium without spectator space.
- Need a Gym with bleachers for 100, lockers and offices. Gyms can be shared with community.
- Need better acoustics at MPR's.

Multipurpose Rooms

- No Gym functions
- Improve stage; storage; big screen
- Improve food services functions.

Additional Teaching Spaces

- No computer labs in the future.
- Supervision of breakout spaces can be a problem.
- Liked the idea of mobile furniture.
- Provide a variety of meeting spaces. 4-6 people; 10-15 people and full staff meetings of 40-60 people.
- Maybe create 4 double (learning suites) collaborative classrooms, instead of all classrooms.

Special Education (Note: a separate special education master planning meeting will be scheduled)

- Flexibility for co-teaching is desirable
- Need quiet space
- Hearing impaired are in general student population
- Need staff meeting spaces for itinerate staff (specialists) Psychologist, P.E., hearing, visually impared
- Speech therapy and OT should be nearby
- Need toilet rooms with changing tables
- Desirable to have small kitchenette space near outdoor garden space

Libraries

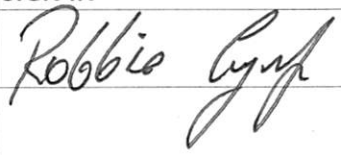
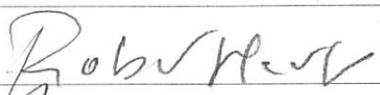
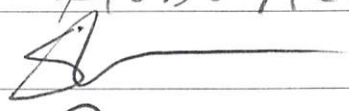
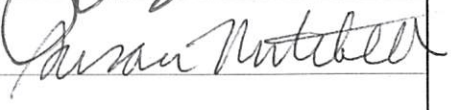
- Books are still important, but at MS's there are no teacher/Librarians
- Better described as a Learning Commons without fixed free standing stacks
- Needs to be flexible for presentations; author nights and various small group meetings.
- Should be big enough to support two classrooms of students
- Separate textbook and testing materials storage is required somewhere

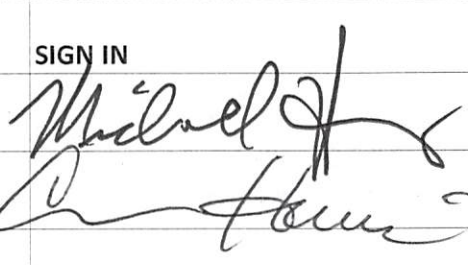
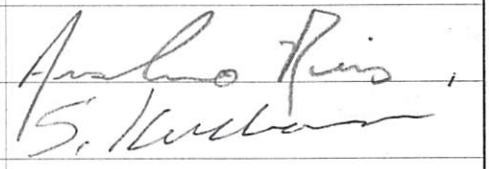
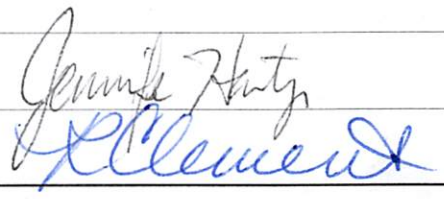
Administration

- Space for Health Clerk (aka Nurse); 2 counselors and 2 admin. staff
- Communication system is very important
- Need conference rooms
- Emergency supplies room should be nearby

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 13 - 9 AM to 11 AM (Marina conf room)		
NAME	**DEPT**	**SIGN IN**
Robbie Lyng	MOF	
Barbara Adams	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	MOF	
Mark Quattrocchi	QKA	
Stan Clark	QKA	

EDUCATIONAL EXPERTS (Middle)		
NAME	**SCHOOL**	**SIGN IN**
Michael Hans	Lincoln Middle School	
Cammie Harris	Wood Middle School	
Andy Lee	DO	
Anselmo Reis	Wood Middle School	
Stephen Kucharski	Lincoln Middle School	
Heather Wu	Lincoln Middle School	
Jennifer Hartigan	Lincoln Middle School	
Roxanne Clement	Bay Farm School	