QUATTROCCHI KWOK ARCHITECTS

Meeting Minutes

December 4, 2013 9 am to11 am

Alameda Unified School District

Educational Specifications - Meeting 2 - High Schools

AUSD Office

Attendees:

Stan Clark	Quattrocchi Kwok Architects	stanc@qka.com
Mark Quattrocchi	Quattrocchi Kwok Architects	markq@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.*

- Review of Goals of Committee and general overview of where we left off at the end of Meeting 1.

Learning Environments (continued from last week)

- Want energy efficiency in design of classrooms.
- Ability to control their own heat, air and cooling.
- It was suggested to use CHPS as standard for "sustainable" design.
- Wherever possible provide daylight into classrooms.
    - "Solar tubes" are acceptable method to bring in natural light.
    - Ability to control daylight also important.

Technology in Teaching Environments

- Power in classrooms is needed for devices and charging.
- Even power in tables desirable.
- Access to technology anywhere and anytime, both wired and wireless. This should include access to outdoor learning spaces.
- Important to provide technology infrastructure to allow more than one presentation space in a classroom,
    - Assume need to access monitors *and* good access to wireless network for student devices.

Other Classroom Needs

- Consider some of the cabinetry as moveable for greater flexibility.
- Marker boards still needed, even floor to ceiling.

Connections from Classrooms to Outdoor Learning Environment

- Like outdoor teaching spaces that specifically designed for use including seat walls, access to technology.
- Must maintain visual access from classroom to outdoor learning environments.
- Okay to share outdoor spaces by more than one classroom, but be thoughtful of noise distractions to other classrooms.
- Also provide other (larger) outdoor learning environments that a teacher can bring an entire class.
- Access to wifi and power
    - Designed for class size group that has its own identity.

Additional Teaching Spaces

- Would like access for a Para-educator to work with a group of students or a group of students working on a project.
- Visual access to these important, but if can't do that would still want ability for some break out.
- Maximize break-out spaces wherever possible…they will be used
    - Students
    - Clubs
    - Staff collaboration

  - Para-educators
  - I.E.P. meetings

- Large group instruction and large meeting
  - During and after school
  - Could be library

Connections Between Classrooms

- Concern with security with kids leaving
- Concern with noise between classrooms
- More interest in access to outdoor areas, break-out spaces or even wider corridors (for students to work/collaborate)

Lockers – Student and PE

- Would be ideal to remove. Noise, disruption and conflict caused by lockers.
- If text books are truly available online, then maybe removing lockers possible.
- Would want guarantees that text book support before lockers removed.
- In 10 years it was felt that lockers (if needed) may be much smaller.
- P.E. lockers become important if no student lockers to lock up laptop, etc., during PE.
- Also must provide team lockers for all equipment for various sports and visiting teams.

Library (Media Center)

- Alameda HS has 48,000 volumes, so even in E-book future, there will always be books
- Need small group spaces with visual connection
- Need ability for multiple classes in library – sometimes Alameda HS has 5 classes of students
  - Typical to have 2-3 classes at once
  - Need some sense of separating classrooms
- Critical flexibility of technology
  - Presentation places
  - Laptop/chrome carts

- Need library office – lockable because library used after hours
- Library used a lot after hours even for tutoring, meetings, etc.
- The large group instruction space discussed before could be in library.
    - Windows to main library
- Student services – adjacent to Media Center
- Another thought on this:
    - If future of classrooms is to provide full access to technology then there will be fewer teachers bringing classes to library
    - Therefore, we may not need to be too concerned about so many classes at once
    - However, teachers will still bring classes, students working on projects and after school hours use of library will still occur.
    - Community access to library still important
    - Be thoughtful of not locating near loud uses.

<u>Multi-use Cafeteria</u>

- Used a lot during and after school
- Acoustics are serious problem now
- Drama Set Storage
- Very dark and dingy, not inviting – open up and bring daylight
- Underutilized because so undesirable looking.
- Flexibility reduced to tables set up/breakdown for lunch
- Fewer kids eating or use to get snack at outside window and go.
- There is a "stigma" to using cafeteria because of mostly kids on free and reduced lunch program
- Want to change "vision" of cafeteria
    - Improved food with faster delivery
    - Could be so much more…
    - Think of as "café" or "Student Union"

- Needs ability for Presentations including lighting, acoustics and technology.

Theater

- Need Legitimate Theaters at both High Schools
- Drama, Presentations, etc.

Administration

- Location important
  - Central to campus for easy access
  - Also at entry to campus
  - Need to control and view access to campus by visitors
  - Access to visitor parking
- Uses of Admin – However not all have to be IN Admin building.
  - Principal and Asst. Principal
  - Conferencing spaces
  - Attendance and registrar including record storage
  - Student counseling – academic and mental health
  - Colleges/career counseling
  - Text book storage and access
  - Para professionals – locker (secure belongings)
  - Resource officer
  - Copy space – central to campus
  - Offices for specialists
    - Psych
    - Speech Therapist
    - O.T.
    - Adaptive PE

        - Other misc. offices
        - Faculty lounge including secure storage for intenerate staff.
        - Testing storage
    - Department Head Offices
    - Campus supervisors
    - Central Lobby and Reception

Special ED

- Defer to conversation at a District-wide meeting
    - Acoustic = quiet spaces required

Other Programs

- Science classrooms and Labs
- CTE Spaces
    - Provide "rough" space or spaces for applied tech, S.T.E.M. or other CTE use.
    - Arts
        - Drawing/painting studio
        - Ceramics
    - Audio/Video Studio
        - Encinal has Radio Station
- Performing Arts
    - Shop space for Theater
    - Provide music classroom for orchestra, band and choral.
    - Sound recording important
- PE needs for Gym and locker rooms
    - Classrooms for PE teachers

Other High School Needs

- Campus maintenance and custodial spaces important at High Schools
- Campus storage important
    - PE particularly
    - Para professionals – locker (secure belongings)
    - Campus Supervisors need small storage space.
    - College and Career Center – currently adjacent to media center
    - Resource professional
    - Outside Apprentice programs (CTE)
    - Music (?) – Sound recording

Note:

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

Ed Spec Committee Meeting -December 4, 2013, 9AM to 11AM (Ballena Bay conf room)		
NAME	**DEPT**	**SIGN IN**
Robbie Lyng	MOF	
Kelly Lara	Student Services	yes
Rob van Herk	Technology	
Steven Fong	Teaching & Learning	
Susan Mitchell	Special Education	
Zarina Zanipatin	ELD	
Susan Davis	Business	
Bernadette Gard	MOF	

EDUCATIONAL EXPERTS (High School)		
NAME	**SCHOOL**	**SIGN IN**
Kevin Gorham	Encinal	
Robert Ithiburn	Alameda	
Kristen Zazo	Encinal	
Ben Washofsky	Island	
Kelly Gregor	Alameda	
Diana Kenney	Encinal	
Tracy Corbally	ASTI	
Lani Molina	Encinal	