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3:30 PM

Bay Farm Elementary School

Alameda USD Master Planning

Bay Farm Elementary School-Master Planning Committee Meeting 1

Attendees:

Nick Stephenson, Project Manager, QKA
Stan Clark, Senior Associate, QKA
Chad Crane, Job Captain, QKA
Also see sign-in sheet attached

Distribution:

Via District Website

Master Planning – Bay Farm Elementary:

Demographics

- Currently Bay Farm is a K-7th grade school. Next year they will be adding two 8th grade classes.
- Development on the Island could add to future student population.
- District is currently conducting a demographics study and results are pending.
- Current capacity in students and classrooms: There are currently 26 classrooms and 560 students. This includes K-7th grades and special education. All existing classrooms are occupied.

1. Needed improvements and/or new facilities:

a. Offsite improvements (safe routes to school):

- Parent Drop-off at street is a real problem.
- Large number of cars parking on Kofman Parkway, safety concern with parents coming in through city owned park.
- It was suggested that a comprehensive traffic study may be needed to address traffic along Aughinbaugh Way during drop-off and pick-up times.
- At the front of the school, on street parking is not allowed. Parents drop-off children on the opposite side and they are forced to cross traffic on foot.
- Parents use emergency turn out to drop off.

b. Site Improvements:

- If parents follow directions, pick up/drop off works moderately well.
- Due to the grade at the drive entrance, some cars “bottom out” near exit of drop-off area.
- Flooding is a problem at drop-off area.
- PTA has safety committee who has posted signs to try and alleviate traffic problem.
- Additional, clearly identified visitor parking would help.
- Traffic is worse on rainy days. 50% of students walk on nice (non-rainy) days.
- Although AUSD does not bus students, a school bus drop-off is currently in the same space as parent drop off.
- Special Ed drop-off is currently in front of MPR.
- More parking may be possible in the existing turf space to the right of staff parking. Expanding the parking spaces was suggested as a high priority.
- When BF becomes a full K-8, more staff parking will be needed. Only 1-2 extra spaces currently.

Security:

- Fencing is needed at Special Ed Learning Center. Nick mentioned that Draft copy of the District Ed Spec includes recommendation for perimeter fencing and second tier fencing at buildings.
- Campus is currently wide open with no fencing and numerous entry points.
- Campus safety task force will email the safety report to QKA.
- Vandalism is a problem at night in the campus quad and back fields/playground. Site lighting is needed.
- Door hardware a problem, some only lock from outside. Need consistency throughout campus.
- Additional fencing and gates was identified as top security priority.
- Set points of entry needed. 3 entry points identified:
 - Northwest corner with gate that can be locked during school hours.
 - Kindergarten entrance to drop off.
 - Main entrance at main office.
- Bike stalls should be relocated to be near the entrance.
- Most of the vandalism occurs at back “North” side of campus.
- Motion sensor lighting was suggested for security.
- Garbage truck pick up poses a safety concern for students in southwest portables.

- Garbage bins are currently behind the MPR, requiring truck traffic in an area occupied by children.

Playgrounds/Kinder Playground:

- Community Use of Facilities is common
- Campus should be locked down after hours and use of facilities could be granted via permit.
- Play equipment is obsolete and does not meet ADA requirements.
- Asphalt is failing and needs to be replaced.
- Consider adding basketball courts in 2nd and 3rd grade playground.
- Kindergarten area adequate, replace play structure.
- Blacktop is limited in size, backs up to housing, need more space.
- PE teacher likes the idea of community being able to use basketball courts after hours.

Playfields:

- North field has holes, flooding and needs re-grading. North side floods regularly, up to 3-4 inches.
- Fields are smaller than desired but there is no real estate to expand them.
- Need plan to separate Middle school PE classes and outdoor play areas.

c. Buildings:

Administration Building:

- Lacking adequate space now that middle school is being added to campus.
- No rooms for Counselors presently.
- Willing to lose outdoor patio to gain office space and storage.
- Need Conference room, 3 more offices and a parents lounge.
- Current staff lounge is not functional.
- Overall, Admin needs to expand by about 33%.

Multi-Purpose Room: (MPR)

- MPR is undersized for K-8.
- Currently used 24/7.
- School growth and adding of Middle School may dictate the need for a larger Middle School type MPR.
- Middle school sports include: Basketball and volleyball, currently cannot host at Bay Farm.

- Space is limited for chairs set up for events.
- Currently they have to have 3 different assemblies to get everyone in.
- Parent meetings cannot accommodate everyone, 600 parents and kids.
- Current stage is modular and unsafe. Permanent stage is needed.
- Band classroom should be adjacent to stage. MPR needs to accommodate music program.
- Storage is lacking.
 - PE
 - Janitorial
 - Tables and chairs
 - PTA
- Warming kitchen improvements are needed to increase efficiency.
- Lunch line flow is poor, all go to one window.
- Paying and serving at same small window.
- Currently 3 lunch periods to seat all students for lunch.
- Would like a size appropriate MPR to accommodate K-8 with 2 lunch periods, basketball and volleyball.
- Currently after school program using a portion of the MPR, sharing with after school band practice.

Portable buildings:

- One goal of the master plan is to remove portable classrooms and build permanent classrooms.
- There are (10) portable buildings currently: (1) for after school day care, (4) for middle school, (1) for Music, and (4) for special ed. Learning center.
- The data networking is lacking in the portables to keep up with technology needs

New Classroom Wing(s):

- There is currently a concrete foundation at pod 3 [adjacent to room 312] where a future classroom was intended to be built.
- It may be logical to build a new classroom wing to house the middle school students.

Existing Classrooms:

- Bay Farm is following the 21st century learning model including collaborative teaching, break out spaces (indoor and outdoor), etc.
- Current portable classrooms lack break out areas, outdoor learning areas and connection to other classes.

- Portables do not have same amenities as pod classrooms.
- Current break-out areas in Pod buildings accommodate 12 or fewer students; need to be much larger with good acoustics.
- Outdoor learning area at each “pod” is problematic, would like to improve and provide cover for rain.
- Storage is lacking.
- Classrooms are maxed out, no extra space.
- Need working sinks with hot and cold water in every classroom.
- Currently water comes out hot all the time in summer months.
- Aging Campus infrastructure is addressed in Facility Assessment.
- Classrooms need to be more acoustically separated.
- All classrooms need to be flexible multiple subject classrooms. Kids do not rotate rooms.
- All classrooms should have 2 exits if possible.
- Connections between classrooms desirable. Doors or partitions acceptable.
- Not all the kindergarten classrooms have own bathroom.
- Room 202 (in the adjacent building) has bathroom but is not a kindergarten class.

Day Lighting:

- Eastside classrooms get a lot of sun and are hard to keep cool in summer.
- Like natural light, need better management of light.
- Natural ventilation is needed

SpecialEdLearningSpaces:

- Toilet room needed.
- Bay Farm uses the learning center model for Special Ed.

ArtsProgram:

- Most classes use stage regularly for performances.
- Music teacher incorporates drama into her program.
- Desire for musical theater.
- Music classroom far from MPR and stage which is inconvenient.
- Goal to model Middle School Arts program.
- Possible media room/green room for media related curriculum.

- Ceramics program desired.

Library/Media Center:

- Media center used as instructional space daily.
- Additional research area needed.
- Currently 12,000 titles need space for 20,000.
- Need flexible space/furniture.
- Computer lab only fits 15 students, needs to accommodate mobile technology.
- Needs to be flexible, like the term FLEX-LAB.
- Need a sound system for A/V presentations and better acoustics.
- Additional exit door appears to be needed in the Media Center.
- Undersized for K-8, expand by 33% desired.

Support Spaces:

- Storage is severely lacking.
- Currently storage container on campus holds emergency disaster supplies.

Restrooms:

- Smell is an issue.
- Staff restrooms should be added for middle school staff.
- Student restrooms open to outside for anyone to access.
- Restrooms are a supervision problem, currently serving playgrounds and classrooms
- All kindergarten classrooms need own separate restroom.
- Middle school fixtures needed, currently all sized for elementary school.
- Need changing area for PE and Special Ed.

Middle School Addition:

- General consensus is to keep middle school kids in their own area, separate from elementary kids.
- Removal of portables and creation of a "middle-school" pod.
- 2-story concept possible for middle school only.
- Want to keep as much outdoor space as possible, open spaces are part of campus aesthetics.

Next Steps

- QKA to prepare a first pass of the master plan, incorporating suggested improvements, as a starting point to continue the dialog at next meeting

Next Meeting Date: Thursday January 23, 2014 at 6:00pm at Bay Farm Elementary School.