



QUATTROCCHI KWOK
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January 23, 2014

6:00 PM

Alameda USD Master Planning

Bay Farm Elementary School-Master Planning Committee Meeting 2

Attendees:

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

Distribution:

Via District Website

Master Planning – Bay Farm Elementary:

1. Needed improvements and/or new facilities:
 - Recap of meeting 1
 - Presentation of Draft Master Plan for discussion.
 - Discussion and comments:

Parking:

- The plan will show additional parking to the north of the existing lot, adding approximately 22 stalls just north of the existing main walkway into campus off Aughinbaugh Way. This creates much needed visitor parking, relieving congestion at pick up and drop off times.
 - This main walkway into campus off Aughinbaugh Way should remain. Parents still park on street and drop kids off, so they will be walking through a parking lot if the walkway went away.
- It was preferable that the south end of the parking lot will be designated as the Visitor parking.
- Drop-off is adequate in size. New drop off stripping is desired.

Security:

- Adequate perimeter fencing exists around the back and both sides of the campus presently. New perimeter fencing will be installed along the front of the school, with a prominent entry gate at between the administration and library buildings. This will be the only entry left open during the school day.

- New lockable entry gates will be provided along this fence line on both sides of the multi-purpose building, and at the service road adjacent to the Learning Center. These gates will be locked during the school day.
- Two entry points along fence between the park and the school will remain but be locked during the school day. Perimeter fences will be 6'-0" tall
- Basketball courts must remain open after hours for community access
- Fire department needs site access gate(s) at service road but this can remain locked.
- All paths of travel need to be updated for accessibility.
- Site lighting should be improved at campus core and at blacktop and field areas.

Fields:

- The extensive drainage problems in the ball fields should be corrected in the master plan.
- Grade 2-3 play structure will be relocated to north side of the 200 wing. The vacated area will become part of the play fields.

Playgrounds:

- The group requested that the upper grades blacktop be striped for a regulation size basketball court. 1 for sure, 2 if we can fit it.
 - Consider adding basketball courts in 2nd and 3rd grade playground.
 - The Kindergarten playground will be expanded to the west filling the void.
 - There is need of a second bike-rack near the daycare building.
 - Group requested that an outdoor sound system be included in the master plan.
- It was requested that we make the sidewalk in front of MPR wider to accommodate pedestrian traffic flow.

Play Structures:

- The group preferred to leave the 4-5 grade play structure where it currently is adjacent to the park.
- The Grade 2-3 play structure will be relocated to north side of the 200 wing.
- K-1 play structure will be relocated to the east end of the kindergarten playground

Buildings:

- Group like the idea of expanding the media center by 2000 SF. They are fine with it expanding towards the drop-off area.
- Group like the idea of expanding the Admin Building by 900 SF. They are fine with it expanding towards the drop-off area.

- Group is happy with the expanded MPR presented in the draft site plan. This may become a new building if existing structure cannot support the expansion. The group approved the proposed amenities of the expanded MPR:
 - sized to accommodate basketball and Volley ball
 - Incorporation of a dedicated music room
 - the new stage with direct connection to the music room
 - Improved lunch serving window.
 - Would love an outdoor amphitheater if possible

Classroom Buildings:

- Two story classroom building is fine with committee. Group agreed it made sense that this be the 6-8 grade classrooms.
- Proposed location for new building is acceptable.
- Group wants student lockers for 6-8 grades. They should be in the secured area within the new building footprint
- The relocation of the Daycare building to the north end of campus adjacent to the kindergarten play structure was received well by the group. They would like space equivalent to (2) portables if possible.
- Group like the idea of installing an new classroom on the unused pad area of the 300 wing, and requested that this room be used for a new science lab
- The proposed expanding of the breakout spaces at each classroom wing is good. They feel the courtyard is underutilized anyway.
- Group like the idea of converting the (E) shade protection of each of the POD's outdoor space to rain protected.
- Group like the consolidated kindergartens into a single building at the 100 wing.
 - Like the added kindergarten bathroom. This is a must.
 - Having the kindergartens all together is a must.
 - There is need for (3) kindergarten classrooms.

2. Prioritization:

- Nick introduced prioritization and explained that our agenda indicates a three level structure as a starting point.
- Priority level 1 is what may be termed " Warm, safe and dry" and is composed of code required upgrades, deferred maintenance items and safety items. Most of the priority 1 is addressed by the

District wide facility assessment report that was published in 2012. Bay Farm items that fall into this category include but are not limited to:

- Perimeter fencing for site safety.
- Second level fencing to “lock down” inner core of campus buildings after hours.
- Revised parking for improved safety during drop off and pick up.
- All site walkways that are no longer handicapped accessible.
- Make campus accessible, make it safe, make sure it’s not leaking
- Security and campus drop-off
- Parking improvements to allow safe path of travel
- Fencing and security is High and is priority
- ADA is priority
- Priority Two: Nick explained that priority two is commonly composed of district or site specific programmatic improvements necessary for the school to serve its students and its educational goals. This level 2 priority received a great deal of discussion and resulted in the following itemized list, in order of priority:
 - New 6-8 classroom building.
 - Improve field and site drainage.
 - MPR expansion including music classroom and stage.
 - New Learning Center building.
 - New Science lab
 - Expanded break out spaces.
 - Media/ Library addition after science lab.
 - Expanded Administration building.
 - New Daycare building to remove daycare from MPR.
- Level 3 priorities include future facility needs that may be served by future bond funds, and items that are more wants and desires than absolute needs at this point. For Bay Farm these items include:
 - Playground reconfiguration for basketball striping and expanded blacktop
 - Classroom reconfiguration for inner connectivity between classrooms.

3. Next Steps:

- The Master Site Plan will be revised to reflect today’s comments. There will be a narrative written to explain and expand on the plan, and the final documents will be incorporated into the district wide master planning report. This process is expected to wrap up in June 2014.