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MEETING RECORD

1331.01- B.2

February 10, 2014 6:00PM

Alameda USD Master Planning

Henry Haight Elementary School-Master Planning Committee Meeting #2

Attendees:

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

Distribution:

Via District Website

Facility Master Planning for Henry Haight Elementary School:

Ground rules and expectations:

- Nick summarized the ground rules and expectations for this master planning process.
  - The master planning process is an attempt to address the facility needs of your campus over the next 15 or more years. The needs that we identify together will likely be more than what the district can afford at this time and in fact may extend over several bond cycles.
  - The first step is to take this comprehensive look at your facilities and your educational goals, and provide recommendations for improvements, expansion and growth to serve your school community in the coming years.
  - These recommendations are reflected on the drawing that we are going to review tonight based on what you told us during our last meeting.

Demographics:

- Nick confirmed that current enrollment is 450 students in 25 classrooms, four of which are Kindergarten classes.

Master Planning –Henry Haight Elementary School:

Presentation of Draft Master Site Plan:
Nick presented the drawing, indicating that it is intended to reflect the suggestions and recommendations from the prior meeting. Key items are as follows:

1. Needed improvements and/or new facilities:
   a. Offsite Improvements:
      - It was discussed and understood that there are limited offsite improvements possible and that they are beyond the scope of this master plan.
   b. Site Improvements

      The following revisions to the site were presented and well received, with revisions as noted:
      - Pick up/ Drop off /Parking: Install an new drop off drive along with parking along the full length of the west property line, entering from Santa Clara and exiting, with a right turn only, onto Lincoln Ave. this can be achieved by:
        - Demolishing the existing boiler facility in lieu of installing new modern HVAC systems per the facility assessment recommendations.
        - Removing all portable buildings and replace with a new site built structure set further east to provide clearance for the new drive and parking spaces.
      - Security: the following improvements were proposed and well received:
        - Improve site lighting throughout, including at playground and at garden and play structure.
        - Improve perimeter fencing and install inner core fencing, with lockable gates near the MPR and at entry points.
        - Relocation of reception to main entrance (see item c below)
      - Playgrounds/ Kinder Playground: the following improvements were proposed and well received:
        - A new play structure with a shade canopy for kindergarten and for upper grades.
        - Improving the grading for accessibility in the large playground, remove the oversized basketball court, and restripe the playground
        - Install a running path around perimeter of ball field.
        - It was requested to expand the black top to the east.
      - Play Fields (Community Use):
        - The play field will be slightly reduced in sized to allow for the black top expansion and running path.

- Want to get rid of the baseball diamond, and just have grass.

- Install a covered outdoor eating area that can also serve as playground shade on sunny days.
  - Relocate this to be directly west of the play structure (reducing the play structure area to allow for the shade structure).
- Relocate the bike rack to more secure location.
- Install security fencing around upper play structure and garden. Include double wide gates for access.
- Parent Courtyard for after school pick up at southeast corner of campus.

c. Buildings

The following revisions to the buildings were presented and well received, with revisions as noted:

Existing Building:

- The current music room needs to become the PE classroom.
- One controlled point of entrance at reconfigured reception.
- Added shade awnings at west and south facing windows and over the entrance.

Administration

- Administration reconfigured and expanded. Includes reconfigured and repositioned reception area for better connection and supervision of the entry.
- Relocated Counselor, Speech Therapist and Psychologist spaces to the expanded administration space.
- Move staff workroom and lunch room upstairs. Place it close to the elevator. Maximize storage. Provide as much natural daylighting as possible.
- Provide space for flexible use (ELD/Title One, PTA, etc.)
- Omit the down stairs computer lab concept in lieu of future mobile devices.
- Improve acoustics and safety in the stair wells.

Multi-Purpose Building

- Need to upgrade the AV system in the MPR.
- Restrooms redesigned to provide interior and exterior access for students with doors that exit to the playground to the north for better supervision (they use to exit to the east and west)
- Need to move the outside drinking fountains to a more visible area on the playground to the north.

Classrooms

- Anything below 3rd grade MUST be on the first floor.
- East wing redesigned to house all 4 kindergarten classrooms, each with dedicated toilet room

- 3 First grade classrooms and 3 Second grade.
- Need ESL teacher space.
- 11 classrooms upstairs, 10 downstairs.
- Maintain the 3 core area classrooms (C4 C5 and C7 on the drawing presented) but try to reconfigure into more standard size and shape spaces.

Library/Media Center:

- Moving towards modular flexible furniture.
- Replace the existing computer lab furniture with properly sized (lower) and more flexible furniture (wheeled tables etc.)
- Improve wifi and power/data connectivity and AV for presentation capability.
- Reconfigure walls between main room and break out room(s) to have more windows for better supervision.
- Need to accommodate mobile cart storage space.
- Would like a drinking fountain and sink.
- Skylights in the media center/library.
- The Media center is the right size.

New Wing:

- The existing portables are shown to be removed and the sevices/classes housed in them will be relocted into a new site built building near the northwest corner of campus. This new building will house:
    - Special education
    - Before and after school child care and enrichment programs (LEAPS and WCDC) LEAPS will continue to utilize the MPR also.
    - Music. Music teacher has 32 kids. Goes into the new wing.
- They like the footprint of the new building as shown on the plan presented today. If more space becomes necessary, they prefer to make the new wing a two-story building rather than increasing the footprint.

  Should two stories become necessary, they like the idea of making the first floor of the new wing the media center so kids can come in during recess and use the space.

2. Prioritization:
    - Priority One – Critical Facility Needs
        - Refer to Facility Assessment on the District website for Critical facility needs.
        - Safety: Site lighting, improved perimeter fencing, including at garden and play structure.
        - Fix unsafe playground grading, striping and drainage.

    - Priority Two – Current Program Needs
        - Reconfigured and expanded Admin with reception fronting on main entrance.
        - Reconfigure east wing to house all kindergarten rooms, with toilet rooms
        - Reconfigure second story toilet rooms for better access and supervision.
        - New drop off and parking drive way along the west property line.
        - Improve acoustics and safety in the stair wells.
        - Modernization of the (e) classrooms.
        - Reconfigure odd sized classrooms.
        - Robust infrastructure for technology.
        - Teachers work room upstairs

    - Priority Three – Future Facility Needs
        - Shade canopies at play structures and play grounds.
        - New classroom building to replace portables.
        - New play structures.
        - New parent Courtyard/pick up area.
        - New running path.

Next steps:

- The master site plan will be revised per the direction received tonight. The final site plan, along with the prioritization will be included in the final master plan for Franklin Elementary School, and presented to the Board in June.