



QUATTROCCHI KWOK  
ARCHITECTS

January 23, 2014

3:30PM

## Alameda USD Master Planning

Lum Elementary School-Master Planning Committee Meeting #1

### Attendees:

Nick Stephenson, Project Manager, QKA

Chad Crain, Job Captain, QKA

Also see sign-in sheet attached

### Distribution:

Via District Website

### Master Planning – Lum Elementary School:

1. Needed improvements and/or new facilities:

a. Offsite improvements (safe routes to school) by others

b. Site Improvements:

Pick up/Drop off:

- There currently is a main drop off and a secondary drop-off
- The back side drop-off is a “loading zone”.
- Parents are blocking driveways in the neighborhood and parking on neighborhood streets
- 50% use the drop-off area
- Parents are required to walk kindergartners to and from the door
- The bike rack area is behind the staff parking and should be relocated so students don’t have to traverse across the parking lot driveway.
- Alameda Parks and Rec. have baseball fields which draw people, which park all along the school fence line and take up available street parking
- Staff parking is not adequate. There are approximately 15 stalls, and there are at least 30 staff spaces needed.
- There is no on site visitor parking. Parents are parking in the staff parking places for lack of other options.

- During evening events, there is inadequate guest/visitor parking.
- Need more parking, and need better protocol for drop-off.

Security:

- Campus is open, there are lots of unauthorized people walking through the play yard.
- There have been some thefts in the classrooms during the day. (Purse snatching)
- People from the residential areas walk through the campus as a short cut.
- Parents enter campus at pick up time and wait in front of the classroom doors. Hard to tell who belongs on the school grounds, and who does not, at these times.
- There are entry points from several locations and visitor control is impossible.
- Staff would like everyone to enter at or through the Administration area.
- Need to have parent/visitor parking adjacent to the Administration if possible.
- From a security standpoint A suggested ideal place for a relocated Administration would be in the pod off of Otis Drive
  - Other ideal is to have Administration in the center of campus since it has site-lines for the whole campus.
- They like the idea of an outer perimeter fence and an inner core fence line to lock down the central campus after hours.
- The community uses the black top after school hours
- The preference is to leave the basketball/blacktop areas open after hours for the community use.
- The campus lighting is poor. Need to update it.
- The site is alarmed, but there are no cameras.
- They have a large degree of vandalism. Mostly graffiti. Kids from other schools and people from ball games come through and tear down signs etc. as they pass through.

Playgrounds, Play Fields and Site:

- Playgrounds:
  - There is only one play structure area and it is not segregated between higher and lower grades. Need different structure types for the different potential grade areas
  - The playground has a painted line that segregates it when all the kids are out at the same time, 4-5 stays on the east end; third grade can go either side of the line; younger grades have to stay west of the line.
  - Group felt that the playground is not big enough to have all grades use it at the same time.
  - They need a separate kindergarten playground enclosed in a fence.
  - Site bathrooms doors are left open during the day for supervision purposes.

- They would like to reconfigure the playground and update it with games and equipment that kids will use.
- Shade is a requirement. They have no shade structures.
- Play Fields:
  - Lum has no fields of its own.
  - Presently the school does not use either the ARPD field or the Wood MS fields.
- Site:
  - There are two garden boxes, plus a third “kinder” garden. Would like to keep.
  - There was discussion about building a new campus where the black-top is and then demo and place fields where the old campus was. The group liked this idea but acknowledged it is an extreme solution, low on priority list.
  - The idea of combining Lum with Wood MS as a K-8 was suggested.

c. Buildings

Administration Building

- Faculty meets in the classrooms because there is not enough space in Administration building.
- They need additional offices: School Psychologist, Office Tech, Speech Therapist, Conference room and small meeting room.
- Staff room is currently too small.

Multi-Purpose Building

- MPR feels too small, maybe due to its shape and position/configuration of the stage
- There are presently 3 lunch periods in order to feed all the students.
- Warming kitchen is not used for food preparation. Food is prepared at Wood MS.
- The tables are old and too small and the stage is in the way to open some of the existing tables.
- The stage is very small.
- Not adequate storage, there is a walk-in refrigerator that is used for storage presently.

Classrooms

- There are several south facing classrooms that get too much heat gain from direct sunlight. When it's raining, the teachers go through the center of the pods
- No restrooms in the kindergarten pods. This is why two of the kindergartens are in portables.
- The portables have their own bathrooms
- Presently the buildings are not organized by grade level. Attempting to do so is not a high priority.

- The idea of clustering the kindergarten classrooms together and adjacent to a dedicated play area was suggested and received well. Relocate the kindergarten to the lower right pod by the drop-off seemed like a good idea to facilitate parent drop off and pick up.
- Every classroom is supposed to have two marker-boards, but this is not the case.
- Need modern technology in the classrooms (smart-boards or touch screen TV's, ipads, etc.) , to keep up with 21st century learning concepts.
- Would like the ability to have multi-grade classrooms. It was stated that the physical layout hampers the multi-grade concept.
- Storage is lacking throughout the classroom buildings.
- The acoustics are awful between classrooms and at the inner break out rooms.
  - The louver vents about the doors for the central break out room let sound travel and makes it hard to use it. They mostly get used as storage.
  - Would like to make the central room a flex space. Look at "i-Lab" as an idea for those spaces.
- Science lab is desired including a science prep space.
- An Art lab is desired as well.
- The group expressed an interest in collaborative teaching. Possibly achieved through the inner core breakout rooms if acoustics can be improved and more options for storage can be provided.
- A folding partition between the classrooms is acceptable if acoustics could be adequately addressed.
- The POD with the bathrooms nearest the black top gets used by everyone using the black top which creates noise problems for the teachers who teach in this pod. Maybe provide new toilet rooms to serve the playgrounds.
- A need for a PE classroom was expressed. The PE teacher has to use a classroom to teach in on rainy days, and uses classrooms that are vacated during prep periods, thus displacing the teacher who is trying to "prep". Access to the MPR is limited due to the three lunch periods.
- A need for a Music classroom was expressed.

#### Specialized Educational Spaces

- Technology
  - There is currently a cart with computers on it that moves around to the classrooms
- Library/Media Center
  - Generally the space is a bit undersized.
  - Currently half the space is used as library; half is used as computer lab. There is a book room and a teacher work room adjacent to these spaces.

- Whole classes come and use the Library for a period at a time. The Librarian spends 1/2 hour on library skills, 1/2 hour on the media center.
- The Librarian wants the media center to be the “hub of the school”. She currently opens it up before school and after school for informal student use.
- Presently the Staff meets in the computer lab for meetings due to lack of space in the admin.
- Needs updated AV component that serves multi-functions.
- Before/After School Programs:
  - Currently the child care program is housed in a large portable at the very southeast corner of campus, at the end of the small parking lot.
  - Current location has “nice site-lines”, easy to keep track of the students going to and from. If the campus gets reconfigured it would be better up front so that parents can use the drop-off area. It seems to be adequately sized.

#### Special Ed/Learning Center

- Lum utilizes the “Learning Center” model.
- Current location is in the central most building, utilizing two classrooms with an operable wall between them.
- Serves students who have special needs who are also integrated into regular classrooms.
- Speech and psychologist are part of the learning center. Would like to see them more related to the classrooms, since they pull kids out of the classrooms
- The space is big enough, but would like it to be reconfigured to be able to have smaller areas that they can close off for small groups, meetings, etc.

#### Storage and Restrooms

- Need more storage
- Need more restrooms for students
- Need student bathrooms for the MPR
- There is an adult bathroom in each pod, which is unisex.
- For the portables without dedicated toilet rooms the students use pod 2 for restrooms
- Need PE storage.

#### Prioritization: Next meeting

On Feb 12th we will have concepts developed. Will have everything we talked about on the site plan to look at. At that meeting we will begin prioritization.

**Next Meeting Date:** *February 12 at 3:30pm at Lum Elementary School.*