



QUATTROCCHI KWOK
ARCHITECTS

January 27, 2014

3:30PM

Alameda USD Master Planning

Maya Lin Elementary School-Master Planning Committee Meeting #1

Attendees:

Ray Keck, Project Manager, QKA

Cam Hawing, Job Captain, QKA

Also see sign-in sheet attached

Distribution:

Via District Website

Master Planning – May Lin Elementary School:

I. Needed improvements and/or new facilities:

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

b. Site Improvements:

Pick up/Drop off:

- Double parking is a big traffic problem.
- Parents and teacher got parking tickets.
- Street sweeping is on weekdays, need coordination with City to avoid tickets.
- Parking for teachers and staff is bad, with 30 – 32 employees during school.
- Loading zone needs to be larger to fit more cars.
- Santa Clara is a busy road, bus route, cross town traffic.
- Identified Santa Clara and 8th St. very dangerous for pedestrians.
- It is dangerous for kids to cross streets with much traffic at pick up hours.
- There are 2 crossing guards. Perhaps may need more on the other streets.
- Stop sign needed at Taylor and 9th, there is no crossing guard.
- Need more traffic signs/light to protect kids and pedestrians.
- There are about 30+ kids riding bikes to school, with traffic and double parking occurring at the same time, this creates a dangerous condition.
- Bike racks should be on Taylor near entrance for access after school. School is locked at 3:30 pm.
- Marking/stripping and more signs (not to park and wait) at the drop-off zone.
- District should consider buying neighborhood homes to expand school site for parking.

Security:

- Overall, it's a secure campus.
- Fence needs to be higher, lots of balls lost.
- Community users jump the low (4 ft.) fence to get into the playground.
- No need of security cameras, not a big priority.
- There has been some vandalism when gates are open.
- Fence should have decorative design, potential for art to be implemented,

Playgrounds and Play Fields:

- Playground was re-stripped last year, but not done well. Blacktop needs to be fixed.
- There is adequate playground space.
- The oak tree area in the middle of campus has a potential to create quiet area for kids.
- Oak tree need more green space around it; can be used as performance space.
- The tree doesn't look healthy, too much paving.
- The tree can be the school image.
- Need other outdoor activities for kids, not necessarily sports.
- Would be nice to have more green space added, for outdoor learning.
- The garden is well used for all grades for different activities.
- Paint a mural at the end of the school.
- The school should have a unique marquee to identify the school and to communicate with the community.
- Need 2 new wall balls.
- Kinder play area needs to be fenced, for better control of PE activities.
- NW corner is very noisy, perhaps a green area as a buffer (PE uses that place)
- The awning area needs to be utilized more, maybe as a covered lunch area.
- Explore who owns the area by the trash containers; it is a nice area for teachers to use at break.

c. Buildings

Administration Building

- Main office is ok, ample space, full view of the yard.
- Need more offices for Special Ed. program.
- Redesign the Conference room to be more efficient, need direct access to the play area.
- Health center is very large, needs to be more efficient, more privacy is needed.
- The school entrance should have a canopy overhang.
- Better directional signage needed throughout the school.
- School lobby should have a video monitor showing ongoing art show, parent information, kid's projects.
- Staff work room needs more cabinets for storage, an island for laminators, etc, more efficient layout

Multi-Purpose Building

- Kitchen needs to be modernized; old equipment needs to be removed. Need efficient layout to serve lunch.
- Will have culinary program soon. Need space to teach cooking, need better design.
- After school/ enrichment programs with more than 30 students.
- Should have Kitchen/Art/ Science combo – incorporating the green open area and/ or the awning area for art. Need better flow from the back entrance with Art Gallery.

Classrooms

- Sinks are badly configured; water splashes all over cabinet and floor. Counter and faucets to be more efficient.
- Need more technology and electrical outlets.
- Wire mold runs low on the wall from floor and is a problem, subject to abuse.
- Smart boards are being installed.
- All classrooms are in use.
- PE needs a classroom.
- Need ceiling mount LCD projector.
- Make classrooms more functional, flexible.
- Need signage to locate all classrooms.

Specialized Educational Spaces

- Preschool Spaces
 - Need outdoor learning area.
- Art
 - Currently upstairs, need access to outdoors.
 - Kitchen/ Art should have pottery studio with kiln
 - The awning area (next to kitchen) perfect area for art, outdoor space, tether ball needs to relocate

Music

- Music is at room 9 – need outdoor/indoor spaces.

Performing Arts

- Okay with new stage, curtains and lift.

Library/Media Center

- HVAC system needs to be replaced, it's too hot.
- Need better window and window coverings, blinds hard to operate.
- Computer area need better design layout, U shape would work.
- Storage area is too big. Could be smaller with efficient design.
- Green room is needed.
- Need an efficient and usable layout for Library and Computer room
- Better lighting
- New flooring

Storage and Restrooms

- Restrooms are acceptable.
- Trash containers should be moved closer to street and screened from view.

Next Meeting Date: Thursday, February 20, 2014 at 6 pm