



QUATTROCCHI KWOK
ARCHITECTS

January 30, 2014

3:30PM

Alameda USD Master Planning

Otis Elementary School-Master Planning Committee Meeting #1

Attendees:

Raymond Keck, Project Manager, QKA

Cam Hawing, Job Captain, QKA

Also see sign-in sheet attached

Distribution:

Via District Website

Master Planning – Otis Elementary School:

1. Needed improvements and/or new facilities:

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

- Court and Calhoun Streets abut Otis Elementary campus at its northwest edge; this 'L'-shaped corner has been dangerous, with motorists driving too fast, double parking, etc.
- Propose adding a stop sign, well-defined crosswalk and a crossing guard at this corner
- No staff parking on-site, so 30-32 employees park on neighboring streets
- Parents and teacher regularly receive parking tickets due to daytime street cleaning restrictions; consider coordination with the City of Alameda to limit weekday parking restrictions in vicinity of Otis

b. Site Improvements:

Pick up/Drop off:

- Court Street use as a drop-off is dangerous, with its sharp turn at Calhoun Street; consider marking Calhoun Street as a designated drop-off area
- Define a larger drop-off, with visible signage, perhaps with red curb so no one parks there (white zone is regularly ignored)
- Educate parents to respect traffic rules, consider additional signage on Calhoun, Court and Fillmore Streets

- Maintain safe bicycle paths and secure bike parking area

Security:

- Existing fence and gates along Fillmore Street are functional; there is no fence at the back of the school where its play yard adjoins the City-run Krusi Park
- There have been multiple incidences of partying and vandalism on the roof of the school, with beer bottles found; consider blocking climbing access points
- A need for more and better site lighting was expressed
- Consider adding door lights for safe observation from classrooms to hallways

Playgrounds and Play Fields:

- The school utilizes a shared playground / lay structure belonging to Krusi Park, which allows no control over general public use during school hours
- There is a general feeling of discomfort without a fence separating the playground and Krusi Park
- The existing Kinder yard, a fenced area along Fillmore, is safely enclosed but slightly small for the number of children it serves
- The entire kinder yard is paved; consider redesigning the area with play features and green space
- The City of Alameda has announced plans to provide a Recreation Center Building as part of a redesigned Krusi Park; planned improvements may affect Otis ES play areas and may provide space for additional programs
- Playground lighting is poor
- PE doesn't have enough space required for its program. Blacktop is too small for PE instruction and simultaneous recess
- On rainy days, physical education re4sorts to using hallways, which is disruptive to adjacent classes
- An outdoor amphitheater is desired
- Need for a covered outdoor eating area and a covered walk connecting the main school to MPR were raised

c. Buildings

Administration Building

- The main office is located interior from the main entrance and is difficult to locate; consider relocating to current location of Staff Room, just inside Fillmore St. entrance, and provide clear directional signage
- The existing Health office has a poor layout, with toilet room in the middle of the room, sink at rear and quiet space at entry

- The Staff Room is the first room encountered when entering the school; consider a revised layout to locate it in a more private location
- Wayfinding is confusing within the school, provide directional maps and/or signage
- A need private meeting/conference room, staff work areas and storage was expressed.
- Staff report that Otis Elementary is small for current enrollment (over capacity by about 270)
- A need an additional elementary school for this area was voiced
- Too many children change the environment for kids to learn.
- Staff need a large meeting/conference room, as current use of the Media Center often conflicts with other needs

Multi-Purpose Building

- The MPR is heavily used, for lunch (3 periods), for Music class of +50 students, and daycare
- Lunch service inefficient and should be improved, with 200 children served daily
- The MPR is not large enough for all activities; consider more flexible space , possibly with a folding partition to allow multiple uses simultaneously
- The existing stage is a portable riser; consider construction a permanent stage as an addition to the southeast to provide better usage and increase MPR floor space
- Consider a designated Music classroom behind the MPR
- Daycare is currently housed within the MPR and in a portable classroom behind it
- Noise is an issue within the MPR, too loud and echoing; consider, ways to mitigate reverberation
- Natural ventilation in the main room could be improved
- A need for built-in projection capabilities and to black-out window coverings was expressed
- Garbage bins are exposed and visible from Fillmore Street; provide a screened enclosure

Classrooms

- Existing portable classrooms are remote and located on the play yard, which is very disruptive for classes during PE and recess periods
- The existing portable classrooms are worn, have recently experienced a rodent infestation, and are located so that they allow for students to hide
- Future replacement of classrooms could be accomplished with addition to the existing 2-story building, constructed over a classroom wing or over the existing Administration area
- The curriculum would benefit from incorporation of collaborative spaces between classrooms, with access to adjacent classes
- Gardens located between classroom wings should be expanded; consider some paving to mitigate muddy conditions

- A need for dedicated Music, Art and Science classrooms was voiced
- Air conditioning at classrooms is needed, particularly in west-facing rooms
- Sinks, as configured, are shallow and splash water on counters and floors
- Most sinks lack hot water
- Please provide more data and power outlets throughout the school
- Wireless data is in process of being implemented at the school and could lessen need for data jacks
- The existing phone, public address and clock systems are not functional
- A need for more cabinet space and other storage was expressed
- Consider the use of carpet tile for flexibility and maintenance
- Consider replacing lawn areas with green outdoor learning spaces

Special Ed

- SDC classes are currently located in remote portable classrooms, and should be relocated to a permanent space proximate to other students

Media center

- The existing Library is quite small, and needs to be larger with a more efficient layout, improved book shelving
- Provide teaching station and reading space within the Library
- The adjacent Computer Lab is functional but needs lighting and interior material updating

Before and After School Program:

- Program shares space with daycare at the MPR
- Currently utilizes a partition wall (required by licensing) to segregate programs
- Need for a larger space for after school program was expressed; current enrollment is limited to 70 students (27 kinder kids), comprising two classes of 35
- The After-school program typically has a waiting list of about 20 students
- A more suitable facility might utilize a portable or modular building with 2 bathrooms, office, and one large classroom
- Alternately, a section of after-school care could be housed in a future MPR addition large enough to serve 42 kids

Restrooms and Storage

- Need for a dedicated Men's toilet room for Staff
- Need for a toilet room for parents and visitors, located adjacent to Administration
- Need a community room with a bathroom

- Existing drinking fountains are inadequate for number of students, please add an outdoor fountain on the play yard
- Drainage should be improved in courtyards, as they occasionally flood

Next Meeting Date: February 24 2014 at 6:00pm