



QUATTROCCHI KWOK
ARCHITECTS

March 17, 2014

6:00PM

Alameda USD Master Planning

Island High School/WCDC -Master Planning Joint Committee Meeting #1
(second meeting with each group, first joint meeting)

Attendees:

Stan Clark, Project Manager, QKA
Nick Stephenson, Project Architect, QKA
Also see sign-in sheet attached

Distribution:

Via District Website

Facility Master Planning for Island High School and WCDC Joint Campus:

Ground rules and expectations:

- Nick summarized the ground rules and expectations for this master planning process.
 - It is understood that each group (WCDC and Island HS) have very specific short term requirements for this campus which need to be addressed prior to moving in this fall. These short term requirements – while critically important – are beyond the scope of this master planning effort, and shall be addressed via other avenues.
 - Today's meeting is to clarify long range facilities requirements for each group – 10 to 15 years out.

Demographics:

- For Island HS Nick confirmed that currently they fill 13 classrooms. Class size goal is 25:1 ratio. We should plan for enrollment of 200 students in 16 classrooms, including the computer lab and the independent study classroom.
- For WCDC Nick confirmed that currently they fill 11 classrooms with the need for 13 in the future.

Master Planning – Island High School and WCDC Joint Campus:

1. Needed improvements and/or new facilities:

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

- Not Discussed.

b. Site Improvements:

- Parking:

- Nick confirmed that IHS requires the following parking stalls:

- 20 students stalls required
- 26 staff stalls required (separate from student parking lot)
- 15 bike racks spaces required
- 10 skateboard lockers required

- Nick confirmed that WCDC requires the following parking stalls:

- Maintain the 42 stalls they currently use. This is in part due to the fact that parents must park and bring their children to class rather than curbside drop off.

- Security

- Secure perimeter is required.
- WCDC would like to have a secure buzzer entry system.
- It was agreed that any long term security systems should be current state of the art system at the time it is installed.
- Any access to either portion of the campus (IHS or WCDC) should be through the Administration reception area and a single secure gate at each.
- Adequate site lighting is critical
- Controlled points of entry and egress are required.

- Asphalt Playground:

- IHS required two basketball courts or one full and 2 half courts.
- IHS required outdoor eating area. With shade if possible.
- WCDC requires a new toddler playground area.

- Play Fields:
 - There are none at this site.

- Miscellaneous:
 - IHS would like some outdoor learning spaces if possible.
 - WCDC nap time is 12-3 and IHS lunch time is 12-12:30. Outdoor eating and learning spaces for IHS should be acoustically isolated from WCDC this reason.
 - Fire Alarm systems would need to be worked out.
 - The old boiler HVAC system will need to be replaced with modern package unit type systems with local controls.
 - A formal separation/barrier fence between the two groups should be provided, while maintaining safe dispersal areas and exiting requirements.

c. Buildings

Administration Building

- IHS administration and reception area needs to be at main point of entry.
 - Currently the main point of entry is off Pacific Ave between the classroom building and the Multi-Purpose building.
 - The portion of the Multi-Purpose building that would house the admin is a split level structure, with stairs down from grade to the lower level, and up from grade to the upper level.
 - The Principals office requires visual access to the back (south portion) of campus.
- WCDC Admin need to be at the single main point of entrance and need to be enlarged from what is currently is (Veronica's office is literally in a closet).
 - WCDC needs staff work room to accommodate 35 total staff
 - Offices for: Head Start, Principal, reception, office manager,
 - Large conference room for up to 17 people (for IEP's etc.)

MPR/Gym

- IHS can occupy the existing MPR. WCDC does not need an MPR with the caveat that they can on occasion gain access to the IHS MPR. This arrangement appeared acceptable to both Ben and Veronica.

- The existing MPR will be studied for modernization and potential or being used as a small gym. This will be reflected in the Master Plan.
- Include ceiling mounted projectors for teaching and testing.

Cafeteria

- The Kitchen for WCDC is currently within the facility earmarked for IHS.
- One Warming kitchen for each group is required.

Classrooms

- See demographics above.
- WCDC would like a dedicated toilet room for each classroom.

Special Education

- WCDC is going to receive/acquire 2 special education classes from the Maya Lyn campus next year.
- IHS has 3 special education classrooms, included in their total of 16 total classrooms needed.

Specialized Educational Spaces

- WCDC required clothes washer and dryer at infant services.
- IHS would like Health Center on this site.

Library Media Center

- IHS does not require a library.
- WCDC does not require a library. They have a current multi-media space that they would like to maintain.

Before and After School Programs

- IHS has a need for a single day care classroom. This is something that needs to be coordinated with WCDC so that the daycare licensing issues are addressed, which are based on overall site capacity and loading, regardless of whether a space belongs to WCDC or to IHS. Both Ben and Veronica are open to coordinating on this issue. WCDC is currently licensed for 150.

Storage and Restrooms

- The quantity of toilet rooms for IHS is adequate.
- WCDC needs more adult toilet rooms. 35 staff, but only have two toilet rooms currently.
- WCDC would like a single occupancy toilet room in each classroom for student use.

2. Prioritization:

- Prioritization will be discussed at our next meeting. It will consist of discussing three primary categories of priorities: Critical Facility Needs, Educational Program Needs, and Future Facility Needs.

Next steps:

- Review notes from today's meeting, Present draft master site plan drawing, review priority categories.

Next Meeting Dates: April 08, 2014 at 4:00pm.