



QUATTROCCHI KWOK
ARCHITECTS

12 January 2023

WOOD MIDDLE SCHOOL MODERNIZATION & NEW CONSTRUCTION

Design Meeting #2 – MEETING NOTES

3:30 PM Via Microsoft Team

Attendees

Mark Quattrocchi [MQ]	QKA, Principal	markq@qka.com
Joel Williams [JW]	QKA, Studio Lead/ Architect	joelw@qka.com
Avian Soupholphakdy [AS]	QKA, Project Architect	avians@qka.com
Robbie Lyng [RL]	AUSD, Sr. Director of Constr.	RLyng@alamedaunified.org
Shariq Khan [SK]	AUSD, Chief Business Officer	SKhan@alamedaunified.org
Bernadette Gard [BG]	AUSD, Depart. Off. Specialist	BGard@alamedaunified.org
Pedro Mora [PM]	AUSD, Project Manager Constr.	PMora@alamedaunified.org
Priscilla Wong [PW]	AUSD, Budget Analyst Constr.	PWong@alamedaunified.org
Ruth Boyd [RB]	AUSD, Project Manager Constr.	RBoyd@alamedaunified.org
Kai Dwyer [KD]	Principal, Wood MS	KDwyer@alamedaunified.org
Marci Nettles [MN]	Teacher, Wood MS	MNettles@alamedaunified.org
Lauri Costigan [LC]	Teacher, Wood MS	LCostigan@alamedaunified.org
Lindsey Shepard [LS]	Teacher, Wood MS	LShepard@alamedaunified.org
Connie Luong [CL]	Teacher, Wood MS	CLuong@alamedaunified.org
Holly Singh [HS]	Teacher, Wood MS	HSingh@alamedaunified.org
Brian Addicott [BA]	Facilities Manager MOF	BAddicott@alamedaunified.org
Monty Patterson [MP]	Director MOF	MPatterson@alamedaunified.org
Jen Bullock [JB]	PTA President	jen_bullock@yahoo.com
Meghan Thornton [MT]	Parent	meghanthornton@gmail.com
Steve Mack [SM]	Parent	fisher.mack.family@gmail.com
Susan Davis [SD]	Senior Mgr, Comm. Affairs	SDavis@alamedaunified.org
Monica Blea [MB]	Office Mgr, Wood MS	MBlea@alamedaunified.org

Introductions

- Design meeting included individuals from QKA, AUSD, Wood MS staff and parents. Attendees are listed above.

Quantity of Classroom Spreadsheet Review

- QKA reviewed a spreadsheet of the number of current classrooms and discussed the proposed number of classrooms for the project. The spreadsheet also included loading number of each classroom, total number of students for each course and utilization percentage of each classroom.
 - Feedback and input by attendees were entered into the spreadsheet by QKA accordingly.

- Classroom Spreadsheet copy below.

	Current	Proposed	Loading	Utilization	# Students	Notes
Main Classrooms						
				(7 Periods)		
History	4	4	30	86%	103	History, English, & Math 355
English	5	5	30	86%	129	
English/Drama	1	1	30	86%	26	
Math	4	4	30	86%	103	
Mild / Mod	2	2	15	43%	13	
Mild / Mod Math	1	1	15	43%	6	4 science teachers, all lab classrooms, need larger space for students plus prep 3 pe teachers, could have office space in gym
Science	4	4	32	86%	110	
PE	3	2	40	86%	69	
Gymnasium	0	1	40	86%	34	
Music	1	1	35	86%	30	
Art	1	1	33	86%	28	
Tech and Design	1	1	33	43%	14	
Equity	0	0	0	0%	0	
	27	27			667	
Special Ed						
Intensive Needs	2	2	9	100%	18	
Flex	0	0	0	0%	0	
	2	2			18	
Total	29	29			685	Current Enrollment = 600

- The spreadsheet is only for Main Classrooms and Special Ed. It does not include common spaces such as conference rooms, workrooms, etc.
- 33 students per classroom is the limit with union contract. 34 is the maximum if there is more per Principal [KD].
 - Mark [MQ] suggested using 30 students for maximum loading in the spreadsheet. Robbie [RL] and Principal [KD] agreed 30 is ok.
- There are 7 class periods. Classrooms are used every period, 6 out of the 7 periods at most.
- Teachers & students used empty classrooms for meetings and tutoring when there are no classes going on in them.
 - A suggestion was made to possibly provide break-out spaces or conference rooms for informal use by students & teachers.
- A comment was made that if courses can share classrooms so they are 100% used in every period, then it could open up areas for other desired space like a dance classroom.
 - Per Principal [KD], not all teachers want to share classrooms so there may be resistance.
- Per Principal [KD], the current student population is 599 and possibly 600 as of today.

Mild/Mod Classrooms

- Mild/Mod classrooms are used by the main student population
- Classrooms are used 50% of the time. Loading is approximately 15 students per class.
 - Since classroom utilization rate is low, possibly reduce the number of classrooms if acceptable?

Science Classrooms

- Need adequate space for lab tables and for students to move around the lab.

- Currently there are 4 science classrooms and 4 science teachers. Need to keep 4 science classrooms.
- All lab classrooms need to be roughly equivalent in size.
- Teachers use the science classrooms to do prep work. Possibly provide another space in lieu of science classroom for teachers to do prep so the room may be used more often for more classes.
- Existing science classrooms are undersized. Robbie [RL] asked is the size issue of lab with prep area or without prep area? Possibly address lab size issue by providing shared prep room with sufficient storage.

PE Classrooms

- Per Principal [KD], all PE teachers teach life skills.
- The PE Classroom is use for educational purposes: nutritional teaching, integrated learning pieces, lesson on different types of warm-ups, etc.
- Use classroom for state testing.
- An indoor place for PE class to go when it rains outside.
- Possibly use the new Gym as a classroom.
- Currently there are 3 PE teachers.
- Need office space in the Gym for PE teachers per Principal [KD].
- Mark [MQ] suggest 40 students as an average for PE and a loading of 40 student for the Gym in the classroom spreadsheet.
- Students don't change clothes for PE classes per Principal [KD]

Music Classroom

- Currently one classroom with 24 students.
- Number of student enrolled is down due to effects of the pandemic/covid.
- The cap number is 35 students for music per Principal (KD).

Art Classroom

- Currently one classroom with 35 students.

Technology / Design Lab

- Referred to as "TAD" (Technology And Design).
- There 3 are "TAD" classes each day.
- Currently 33 students.
- A comment was made that teachers bring students to use this space when there is no "TAD" class in session, so it is actually used more than just three times each day.

Equity Program

- There is an equity coordinator that meets with students 2 to 3 days a week.
- Meet during lunchtime or students get pulled-out of life skills to meet with the coordinator.

History Classrooms

- One of the history classrooms is used 100% of the time. There is a teacher that teaches both history and English per Principal [KD].

ELD Classroom

- The classroom is used 6 periods a day.

Intensive Need Student Classrooms

- Per Principal [KD], use terminology “intensive need” instead of “most severe.”
- Currently there are 2 intensive need classrooms. Utilization rate of 100% of the 2 classrooms is accurate per Principal [KD].
- Currently one teacher has 9 students and the other teacher has 7 students.
- Flex space is used by the intensive need students.
 - Don't need to load separately in the classroom spreadsheet.

English Classrooms

- 5 English classrooms.
- 1 English/Drama classroom.

Decentralized vis Centralized

- Principal [KD] likes the idea of science classrooms being together and science with engineering.
- A comment was made that if sciences are grouped together, it would strengthen the department.
- Jen [JB] commented that parents like 6th grade together, like same grade grouped together.
- Connie [CL] mentioned that at one time students of like grades were together. When like grades are together, it allowed teachers to easily confer about a student in their classes.
- Separating science classrooms may have more cost implications because of lab utilities/infrastructures being in separate locations.
- Staff to consider preferences of centralized versus decentralized science classrooms.

Academic Lockers

- Are lockers a maintenance issue?
- Possible option is to provide reduced number of lockers?
- Lockers take up area take can be used for other spaces.
- Lindsey [LS] commented that getting rid of lockers would free up wall space for display which is currently lacking.
- Principal [KD] see students carrying full backpacks with a lot of stuff. Need to have an agreement of what school items they are carrying.
- Algebra classes have textbooks, but it is also available online.
- Students don't leave chrome book in lockers.
- Chrome books are currently the heaviest item for students to carry.
- Suggest getting student’s input/involvement about lockers. How often do they use them? What are their thoughts if lockers are no longer provided?
- Marci [MN] commented that students will not have lockers when they transition to Lum temporary housing/facility. Lockers may not be needed after students experience doing without them.
- Steve [SM] shared that his high school daughter uses her locker at school. According to her, having lockers in middle school would help transition with using lockers in high school because of longer walking distances from class to class.
- Connie [CL] commented that some students don't know how to use lockers and some are learning how to use lockers.
- Lindsey [LS] suggested providing a certain percentage of lockers or have smaller size lockers. This will also allow for more wall spaces to be used for display.
- Staff to continue discussion on whether or not to keep some or none of the lockers as part of this modernization project.

Admin & Assembly Spaces

- Mark [MQ] suggest that QKA schedule a future/separate meeting with Kai [KD] to review and discuss Admin spaces & needs because there is not enough time left in this meeting.

Other Discussions

- Jen [JB] asked if there can be an update of the design presented to the parents in a future PTA meeting. The next PTA meeting will be in March.
- Robbie would like to get going on the temporary housing discussion and determine the number of portable buildings that will be needed.

Action Item

- QKA to schedule a meeting with Principal to review Admin and Assembly spaces.
- Principal and staff to poll Wood MS students about lockers.

Next Meeting: Design Meeting #3 on Feb. 2, 2023 at 4:30pm

End of Meeting Notes