



QUATTROCCHI KWOK
ARCHITECTS

02 February 2023

WOOD MIDDLE SCHOOL MODERNIZATION & NEW CONSTRUCTION

Design Meeting #3 – MEETING NOTES

4:30 PM Via Zoom Meeting

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
Frances Grob [FG]	Aptus	frances@aptusgroup.com

Introductions

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

Review Classroom Count and Admin Spaces

- QKA reviewed a spreadsheet of classroom count and administration spaces.
 - Feedback and input by attendees were entered into the spreadsheet by QKA accordingly.

- Spreadsheet copy below.

SPACE NEEDS SUMMARY

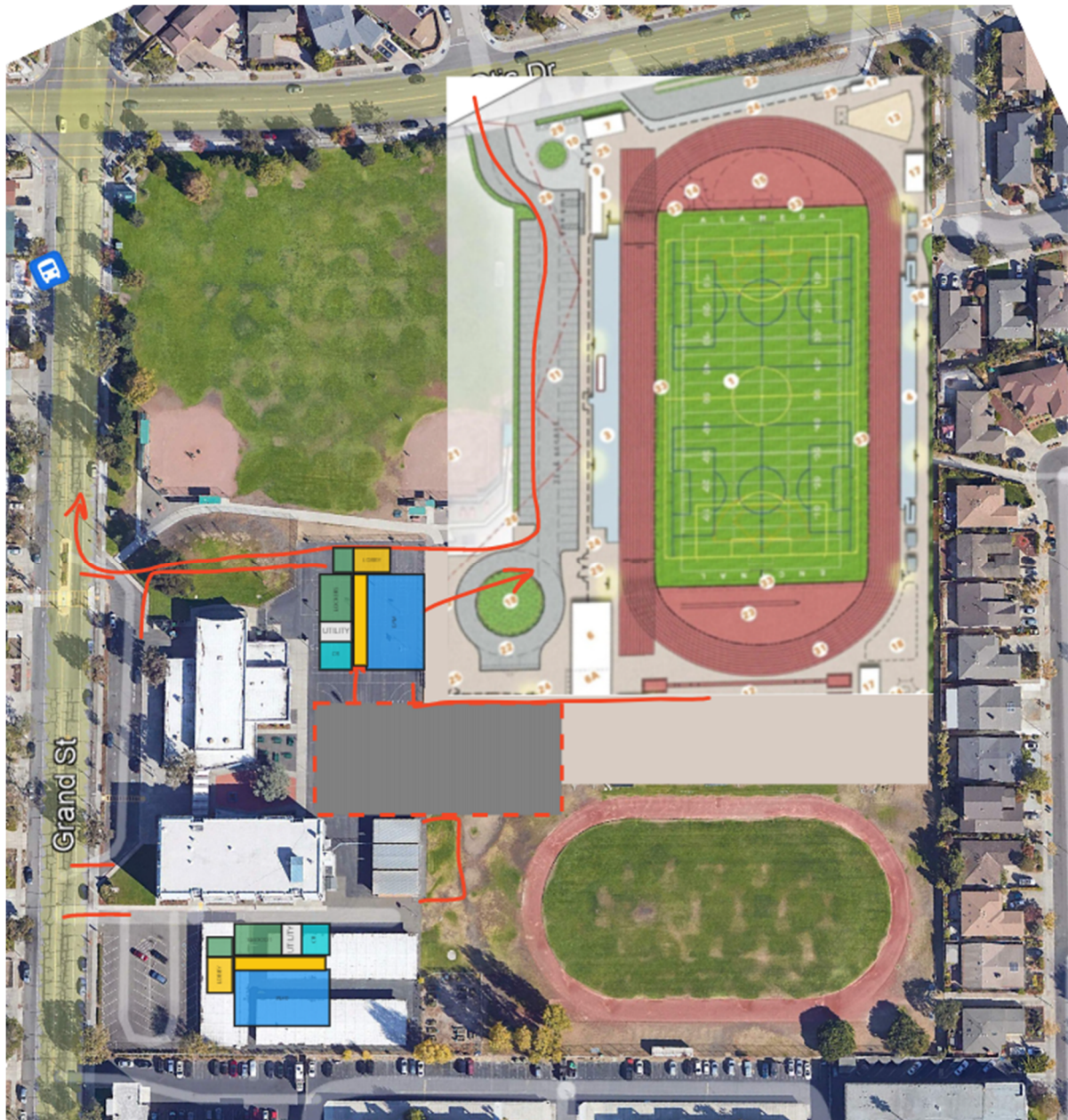
	Current	Proposed	Loading	Utilization	# Students	Notes
Main Classrooms						
				(7 Periods)		
History	4	4	30	86%	103	History, English, & Math 355
English	5	5	30	86%	129	
English/Drama	1	1	30	86%	26	
Math	4	4	30	86%	103	
Mild / Mod	2	2	15	43%	13	
Mild / Mod Math	1	1	15	43%	6	4 science teachers, all lab 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	
Empty	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
Assembly						
MPR	1	1				
Library	1	1				
Administration						
Principal	1	1				
Vice Principal	1	1				
Reception / Open Office	3	3				
Lobby / Waiting area						
Nurse	1	1				
Staff Lounge	1	1				
Conference Room	1	1				
Student Support Provider						
Support (Mental Health Hub)						
Counseling	2	2				
Psychologist	1	1				
A Better Way	1	1				
Alameda Family Services	1	1				
Speech Therapist	1	1				
Occupational Therapist	1	1				
Miscellaneous						
Mechanical						
Electrical						
Elevator						
Staff Restrooms						
Student Restrooms						
Storage						

- Joel [JW] explained that the # Students column in the spreadsheet represents the “functional” or useful capacity of listed classrooms.
- What are the classrooms used for when they’re not occupied? Per Principal [KD], they are used for informal meetings, as break room, and pull-out space.
- Could Mild/Mod and Mild/Mod/Math share classrooms so the spaces would be occupied/used full time? The classroom utilization rate in the spreadsheet currently shows them low.
 - This could possibly happen per Principal [KD]. The current classrooms are “Tom’s room, Armstrong’s room, and Martinez’s room”. There would need to be a “landing space” or office for the teachers if this happens.
 - If Mild/Mod and Mild/Mod/Math can share classrooms and are used 100% in every period, then it could open up areas for other desired spaces.

- Principal [KD] commented in Zoom chat that “the intensive students share a classroom space every day, so they occupy 3 rooms”.
- Holly [HS] commented that intensive needs number is going up and that another space may possibly be needed in the future.
 - Principal [KD] doesn’t want to project any possible future space needs at this time and mentioned that it’s not equitable for Wood ES at this time to do so.
- Principal [KD] mentioned that SDC Office is not in the spreadsheet. Joel [JW] responded that SDC Office is not counted as a learning space and therefore it is not in the spreadsheet. Principal [KD] understood and is ok with it not being on the spreadsheet.
- Joel [JW] mentioned that QKA had a separate meeting with Kai on Admin spaces and asked if there were any spaces or needs missing in the spreadsheet.
 - Lindsey [LS] asked if there will be restroom in the Admin space for staff? Restroom will be provided in Admin. It is listed in the Miscellaneous section of the spreadsheet.
 - Principal [KD] commented that coach Kyle’s office needs to be in the Admin space. He is the Student Support Provider and works closely with admin staff. He is a life coach for kids and not a technical coach.
- A space for Speech Therapist may not be needed because speech is currently done remotely.
- Miscellaneous spaces & rooms:
 - Gender neutral single occupant toilet rooms will be provided.
 - QKA request Wood MS committee to think about will there be a desire/need to provide fully enclosed gender-neutral toilet stalls in multi-occupant restrooms.
 - Principal [KD] shared that there are concerns and issues with students misbehaving and doing inappropriate things in fully enclosed gender-neutral toilet rooms.
- QKA will use the spreadsheet to create conceptual floor plan layout(s) for review and discussion at the next meeting.

New Gym & Site Discussion

- QKA presented a conceptual site plan and discussed a couple potential locations for the new Gym building, a joint-use athletic field from the Master Plan, and a proposed private vehicle driveway from Otis Drive to Grand Street. Copy of the conceptual site plan below.



- Comments on new Gym location at north blacktop play area:
 - Principal [KD] concerned there is no visibility and supervision of students in the area outside the lobby entrance.
 - Joel [JW] commented that the student entry to the Gym during school hours is at the south side and off the blacktop playground.
 - Fencing can be provided strategically to prevent students from going into areas where they should not be. Exterior walls of buildings can also be used as a form of fencing/screen.
 - Concern that the Gym building will block visibility and supervision to the existing grass berm area.

- There is a desire to possibly expand the berm area towards the east to create more green space. The Gym placed at this location would prevent this from ever happening.
 - New blacktop play area could be added towards the east to make up for blacktop area that was lost for the Gym building.
- Private driveway comments and discussion:
 - A question was asked if the private driveway will create more traffic for the currently busy Otis Drive? Shariq [SK] replied that a traffic study would have to be conducted with a written report to be reviewed and approved by the local traffic agency.
 - A comment was made that student and pedestrian safety from the vehicle driveway will be important to address.
 - Safe student drop-off area and fencing with gates for student access should be considered.
 - A vehicle gate should be provided to prevent unwanted traffic and access after school hours.
 - Vehicle parking in the morning before school starts would be an issue for teachers and staff if they have to navigate through traffic of parents dropping off students. Consider separating staff parking lot and student drop-off area away from each other to avoid issue.
- Comments on new Gym placed at the existing portable buildings area:
 - Principal [KD] favors this location because the main entry into the Gym is more visible and supervision of students is better.
 - A comment was made to consider student safety at the adjacent vehicle parking lot. Especially, intensive need students who unthinkingly run-off from their parents and teachers.
- A request was made to provide a separate outdoor space for intensive needs students. The outdoor space should be adjacent to the intensive needs classrooms and enclosed with fencing.
- Comments were made about the desire to expand/provide more green space on the campus. One possible location discussed is the existing student drop-off/loading area and driveway in front of the school. This would require that the student drop-off/loading be relocated elsewhere on the campus. A second possible location for green space discussed is the existing staff parking lot. This would also require that a new staff parking be provided elsewhere on the campus.

PE Locker Room

- It was mentioned in the previous meeting that students don't change clothes for PE. Are locker rooms for changing needed?
 - A comment was made that there is student odor issue after high activity PE classes and that having locker rooms for them to change clothes would help.
 - Lindsey [LS] and Connie [CL] shared that they are in favor of having locker rooms.

- Locker rooms with private changing spaces (for privacy) and not in open areas in the locker room.
- Shariq [SK] commented that there are issues of cell phone use (photographing) in locker rooms on other campuses and liability issues.
- Provide PE teacher office next to locker rooms to help supervise student activities.
- Gender-neutral locker-room discussion:
 - Provide gender neutral changing space in locker room per Principal [KD].
 - Mark [MQ] commented that there could be a design study of possibly providing separate changing rooms for boys, girls, and gender neutral. This would mean two larger locker rooms and one smaller locker room.
- An idea was shared about providing a space that is solely for changing and is completely separated from the lockers, toilets, and handwashing area.

PE Classroom

- Principal [KD] asked if the classroom shown in the conceptual Gym floor plan is a standard classroom size? A PE classroom should hold up to 50 students, whereas a standard classroom only holds up to 33 students. A classroom large enough for dance is desired.
 - Joel [JW] commented that the PE classroom shown is a standard size of 960 square-feet and that the Gym would be used as another and larger classroom.
 - Mark [MQ] also commented that the classroom could be made larger to accommodate both PE and dance classes.

Action Item

- QKA to develop conceptual floor plan layouts from the Classroom Count and Admin Spaces Spreadsheet.
- AUSD to schedule a date for Design Committee Meeting #4.

Next Meeting: TBD

End of Meeting Notes