Date: 01/31/2024
Time: 2:00 pm

ALAMEDA UNIFIED SCHOOL DISTRICT

Site Committee: Programming – Meeting #1

Virtual Meeting

Attendees:

- Shariq Khan, AUSD: Assistant Superintendent, Business Services
- Robbie Lyng, AUSD: Senior Director of Construction
- Pedro Mora, AUSD: Construction Project Manager
- Ruth Boyd, AUSD: Construction Project Manager
- James Tu, AUSD: Construction Budget Analyst
- Bernadette Gard, AUSD: Construction Office Specialist
- Susan Davis, AUSD: Senior Manager, Community Affairs

- Brian Dodson, AUSD: Otis ES Principal
- Esparanza Mendez, AUSD: Otis ES Teacher
- Kara McClymont, AUSD: Otis ES Teacher
- Kristen Galvez, AUSD: Otis ES Teacher
- Lisa Goodwin, AUSD: Otis ES Teacher
- Anna Leah Ah, AUSD: Otis ES Teacher
- Anna Holdstedt, Otis ES Teacher
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- Hoyt Fay, Otis ES Parent
- Katie Honegger, Otis ES Parent
- Chris McClurg, Otis ES Parent
- Gregg Rubenstein, Otis ES Parent
- Ana Goldstein-Kogan, Otis ES Parent
- Amy Fischlin, Otis ES Parent
- Elizabeth Tran Wong, Otis ES Parent

- Mark Quattrocchi, QKA: Principal in Charge
- Joel Williams, QKA: Project Manager

Distribution:
Email via District

Introductions

Purpose and Goals for Design Committee

- Composition of Committee
  - Alameda District Staff
  - Otis ES Staff
  - Otis ES Parents
  - Architect
- Use of District Standards
  - District standards have been developed by the construction department, which govern various building systems and finishes to provide for consistency across the district, which aids the Maintenance department in servicing and cleaning efficiently.

Measure B Master Plan Scope for Otis ES

- Master Plan Diagram
  - MQ described what is shown in the Master Plan Diagram for Otis ES. This was used in the planning for the Measure B Bond, which is funding this project. This forms the starting point for the project, but the exact program will be developed over the course of a series of meetings with the site committee and district personnel.
  - Comments and Questions:
    - Afterschool programs currently use the portables so this use will need to be accommodated in other spaces.
    - A concern was raised about the location of the 4/5 classes in the existing building to remain feeling disconnected from the rest of the campus. JW responded that the design team would keep this in mind as we start to think about site planning options.
    - A concern was raised about fencing around the play area, since students currently use the play structure on the adjacent, public park. JW, MQ, and RL responded that there are board-approved Safety and Security standards that define perimeter fencing which will be applied to this project. Providing a way to secure the campus where students occupy during normal school hours will be part of the design. Providing a separate play are for TK and K students should also be considered.
- Summary Project List
  - Demolish & Replace Existing Buildings
    - Demolish three existing classroom wings, administration, older two-story classroom building, and five portable classroom buildings.
  - New One & Two-story School Buildings

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        - New primary point of entry including reception and administration offices.
        - New Library/Media Center
        - New Administration and Student Support Spaces
        - Allowance for approximately 23 new classrooms, including music, art, science, kindergarten & standard
        - Toilet rooms
        - Storage spaces
        - Utility/electrical services
    - Buildings to Retain
        - Multipurpose Building
        - Two-story classroom building
    - Site Improvements
        - Allowance for new shade structure
        - Allowance for accessibility upgrades
        - Site lighting improvements
        - New student drop-off
        - Upgraded play structure and blacktop
        - New student garden
        - Bike parking

Preliminary Project Schedule

- JW described the major milestones shown in the preliminary project schedule.
    - Programming is beginning with this meeting and is expected to last for roughly two months. This process will confirm the details regarding quantity and type of rooms, as well as any other specific features that need to be included.
    - Design phases (SD-CD) will commence following the conclusion of Programming and is expected to run through June 2025.
    - Design Approval from the Division of State Architect (DSA) is expected around the end of January 2026.
    - Construction will commence in the Summer of 2026. During this time Otis ES will operate from the temporary campus at the Lum site.
    - The new campus will be open for the Fall of 2028.

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Program Assumptions: Teaching Spaces

- Enrollment
  - Current: 524
  - Projected: approx. 575 with addition of TK
  - Although demographic studies indicate a slight decline in enrollment, these numbers have been less reliable since COVID and the district has seen a slight increase compared with other Bay Area locales. As such, the project will be planned for a stable enrollment into the near future.
- Classroom Loading (per district standards)
  - TK: 24:1 (future state target = 20:1)
  - K-3: 25:1
  - 4-5: 32:1
  - SDC: 12:1
- Classroom Counts
  - There are currently three (3) sections of each grade level from K-5. This requires 18 loaded classrooms to function as home rooms for the student population.
  - The district is expecting to add two (2) sections of Transitional Kindergarten.
  - There will be two (2) sections of Special Ed.
  - Other teaching spaces will include the following and may involve shared use where viable.
    - Music
    - Science
    - Art
    - STEAM
    - Afterschool
    - Library/Media Center
    - Multi-Purpose Room
- Comments and Questions:
  - How will future state target for TK loading be accommodated?
    - SK responded that the number of students enrolled will determine how many sections are required, and the expectation will be that loading will be between 20:1 and 24:1.
  - Can an extra classroom be accommodated for flex use?
    - JW responded that the district and design teams wants to provide as much space as possible within the constraints of the budget. Each classroom is roughly 1,000 SF in size and current construction costs are around 1,000 / SF, which means that in round numbers, each classroom costs around $1M. If the budget can support additional space, it will be considered.
  - State funding for Art:

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- Currently, the school receives approximately $60,000 per year from the state and has a plan to hire a part time (.6 FTE) teacher, who will work from each classroom rather than having a dedicated space.
- There was a suggestion that the afterschool program might be able to share with an art classroom if that space could be provided in the new facility.

- STEAM Lab
  - Rather than a Science classroom, the school prefers to have a STEAM lab, which aligns with how their curriculum is organized.
  - Accommodating the afterschool program in the STEAM Lab would not be preferred.
  - Science and Art combine in school gardens. Can there be an outdoor space that accommodates learning in nature?
    - A student garden is currently included in the master plan scope, and as the landscape plan develops, including space for outdoor learning will be a priority.
  - MPR
    - Can the MPR be improved for performing arts?
      - The master plan scope does not include any work in the MPR. Additionally, there is a limit to how much work can be completed in this building without triggering a full seismic upgrade (foundations, structural frames, etc) which would very quickly use up the budget needed for the rest of the program. If the budget allows, some minor improvements to the MPR could be considered.
    - Space for outdoor performance is desired and will be considered as the plan develops.
- Drop-off
  - BD indicated that the current drop-off works "pretty smoothly" and suggested that improvements to the drop-off should be considered a lower priority.

ACTION ITEMS

AUSD

1. BG to schedule next meeting for design committee.
2. BD to provide list of music equipment

QKA

1. Schedule meeting with BD to review Administrative & Support spaces in preparation for next design committee meeting.
2. QKA to provide meeting notes to District Facilities team for distribution to committee.

Next Meeting Date: TBD

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