Date: 05/23/2024
Time: 3:30 PM

ALAMEDA UNIFIED SCHOOL DISTRICT

Site/Design Committee – Meeting #5

Microsoft Teams Virtual Meeting

Attendees:

- Shariq Khan, AUSD: Assistant Superintendent, Business Services
- Robbie Lyng, AUSD: Senior Director of Construction
- Pedro Mora, AUSD: Construction Project Manager
- Bernadette Gard, AUSD: Construction Office Specialist
- Manya Morris, AUSD: Otis ES Office Manager

- Brian Dodson, AUSD: Otis ES Principal
- Amanda Gean, AUSD: Otis ES Speech & Language Pathologist
- Kristen Galvez, AUSD: Otis ES Teacher
- Anna Leah Ah, AUSD: Otis ES Teacher

- Katie Honegger, Otis ES Parent
- Gregg Rubenstein, Otis ES Parent

- Joel Williams, QKA: Project Manager
- Avian Soupholphakdy, QKA: Project Architect
- Kristen Goodell, Aptus
- Frances Grob, Aptus

Distribution:
Email via District

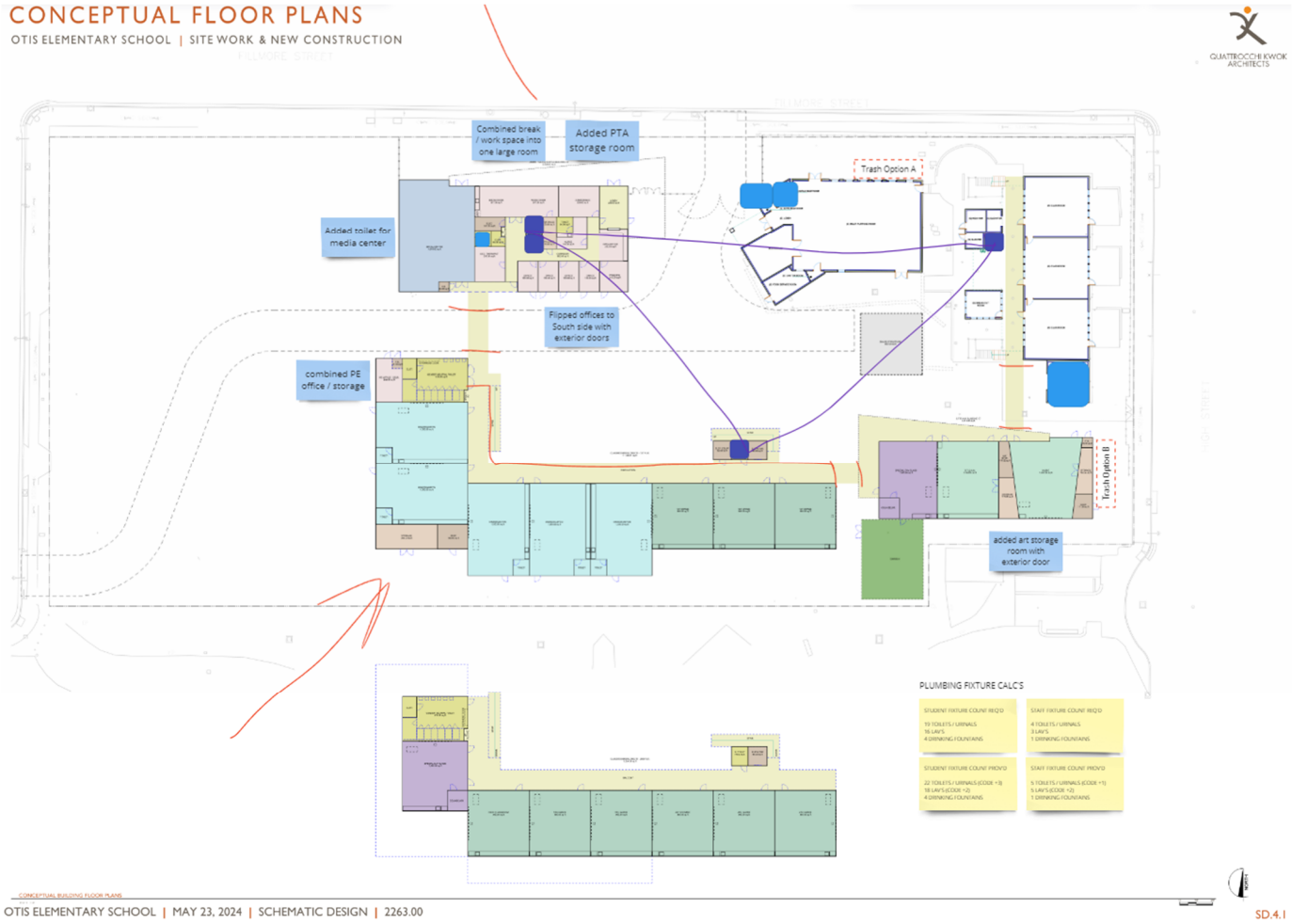
Introductions

- Robbie kindly reminded the committee that the project has a set budget approved by the School Board which we must hold to, and the team (AUSD & QKA) acknowledges the wish list items shared and will do the best in providing them if there is money left over in the budget.
- Joel commented that at the end of schematic design, a cost estimator will do a cost estimate of the schematic design package (drawings & design criteria narratives) to

determine what the estimated construction cost is. This will help determine if the project is on track with the budget or not.

Review Revised Schematic Design Plan

- Robbie suggests that Otis ES staff & teachers visit Encinal HS to see how the new outdoor learning spaces and 2-story classroom building look like. This may help to better understand the academic quad and the variety of spaces within it.



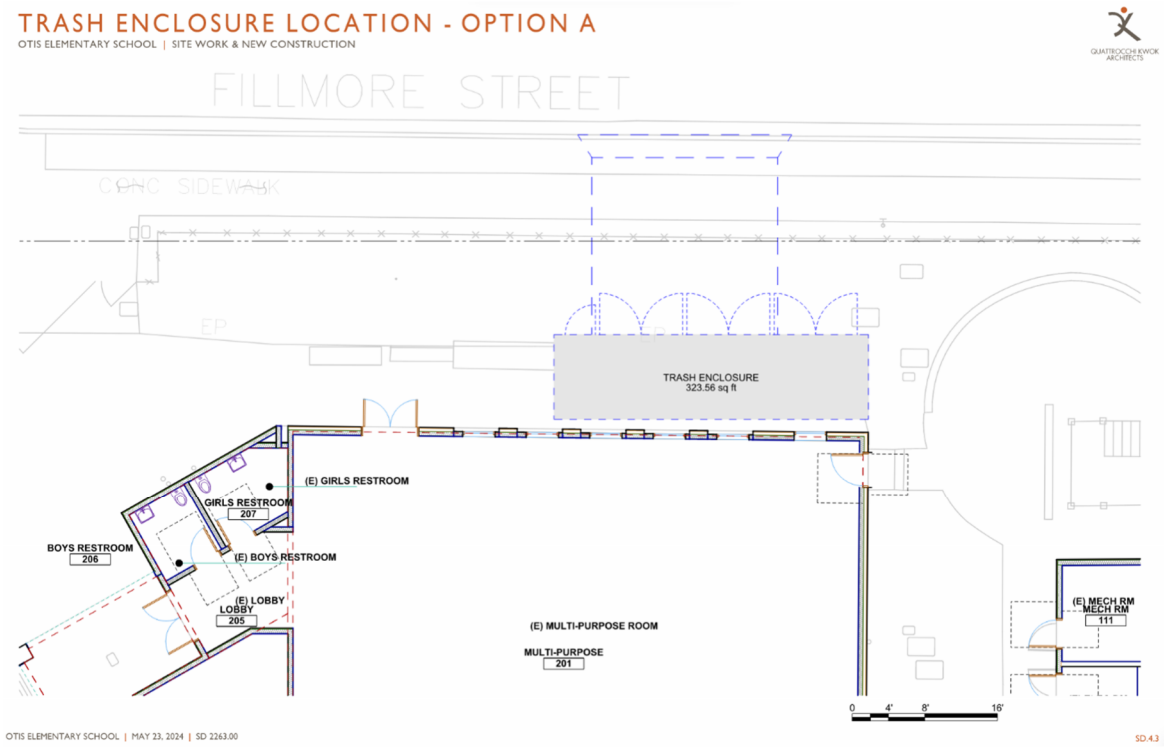
- Admin & Student Services Layout
  - The offices moved to the south side of the building and an exterior door was added to each room for direct entry from outside.
  - The break room and work room combined as a single large space per request by school principal & staff.
  - Added a dedicated storage room for PTA as requested.
  - P.E. teacher office moved to PE storage room to be combined as one large space.

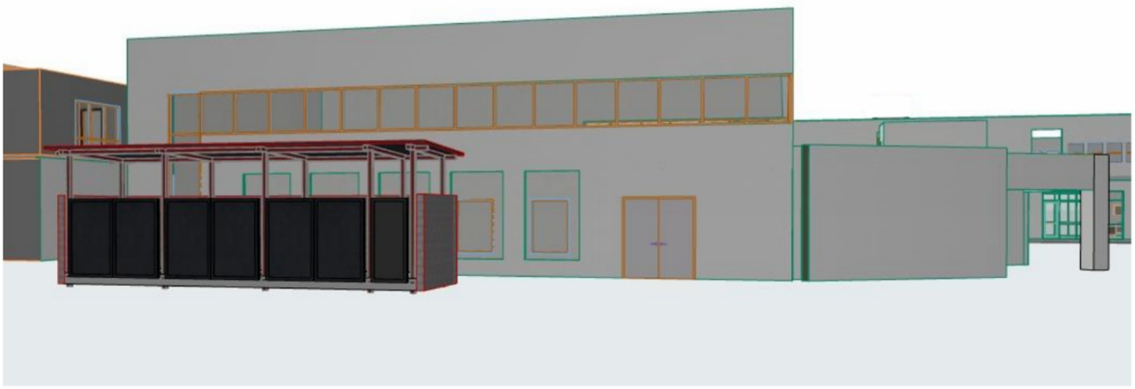
- Single occupant toilet added to the Media Center per suggestion in previous committee meeting.
- Amanda commented that an office for resource specialist program should be 240 sf per CDE requirement. QKA to increase the size of an office to accommodate resource specialist program.
- Consensus from the committee is that the revised admin and media center layout is acceptable.
  - Robbie suggests that Brian conducts a poll of the admin layout with staff that were not able to attend this meeting to ensure more acceptance.
  - Brian asked Joel to help provide sample poll questions to distribute to the admin staff & teachers. Joel to email Brian and AUSD team poll questions.

- S.T.E.A.M. / Music Building Layout
  - Added a dedicated storge room for art supplies. The room is provided with an exterior door as requested to access supplies without having to go through the S.T.E.A.M. lab or music room.
    - A suggestion was made to use the ground floor break-out room at the existing classroom building as an art office and storage space in lieu of providing a storage room at the S.T.E.A.M. building.
- Brian asked about covered walkways between buildings. Joel replied there is a required emergency vehicle access route that runs between the buildings and covered walkways can't be provided at these locations. A short 10' wide gap is provided between the new classroom building and S.T.E.A.M. building.
- Robbie commented that sunshade on the exterior of the building should be provided to protect/reduce thermal heat gain in the interior spaces. Joel replied that sunshade devices, such as vertical fins, are being considered and illustrated on exterior south wall of the classroom building to address thermal heat gain.



- Restroom Count & Locations
  - 19 toilets/urinals, 16 lavatories and 4 drinking fountains are required by code for the student population on Otis ES campus.
    - 22 toilets/urinals, 18 lavatories and 4 drinking fountains are provided campus wide for the students. Plumbing fixture count provided exceeds and complies with code requirements.
  - 4 toilets/urinals, 3 lavatories and 1 drinking fountain are required by code for the staff.
    - 5 toilets/urinals, 5 lavatories and 1 drinking fountain are provided campus wide for the staff. Plumbing fixture count provided exceeds and complies with code requirements.
  - Location of student toilet rooms are spread throughout the campus for good coverage.
  - There are two staff restrooms in the new admin building and in the 2-story classroom building. The existing classroom building also has a staff restroom. There is good staff restroom coverage throughout the campus.
  - Brian asked which toilets will the student use in the play yard? Joel replied that the gender-neutral restroom on the ground floor of the new classroom building will serve the play yard. It is located near the playground and has an overhead roll-up door that will keep the restroom open for students use.
- Trash Enclosure
  - Option A location of the trash enclosure is next to the north wall of the MPR building.
    - Pros: short distance for custodial to travel and dump trash produced in the MPR, existing trash pickup is on Fillmore Street and won't require change in service location.
    - Cons: trash enclosure obstructs existing windows on north wall of MPR, trash and dumpster odor at main campus entry area, trash enclosure is highly visible at the front of school and main entry, existing bike parking area will have to be reduced in size or relocated to a different location on the campus.

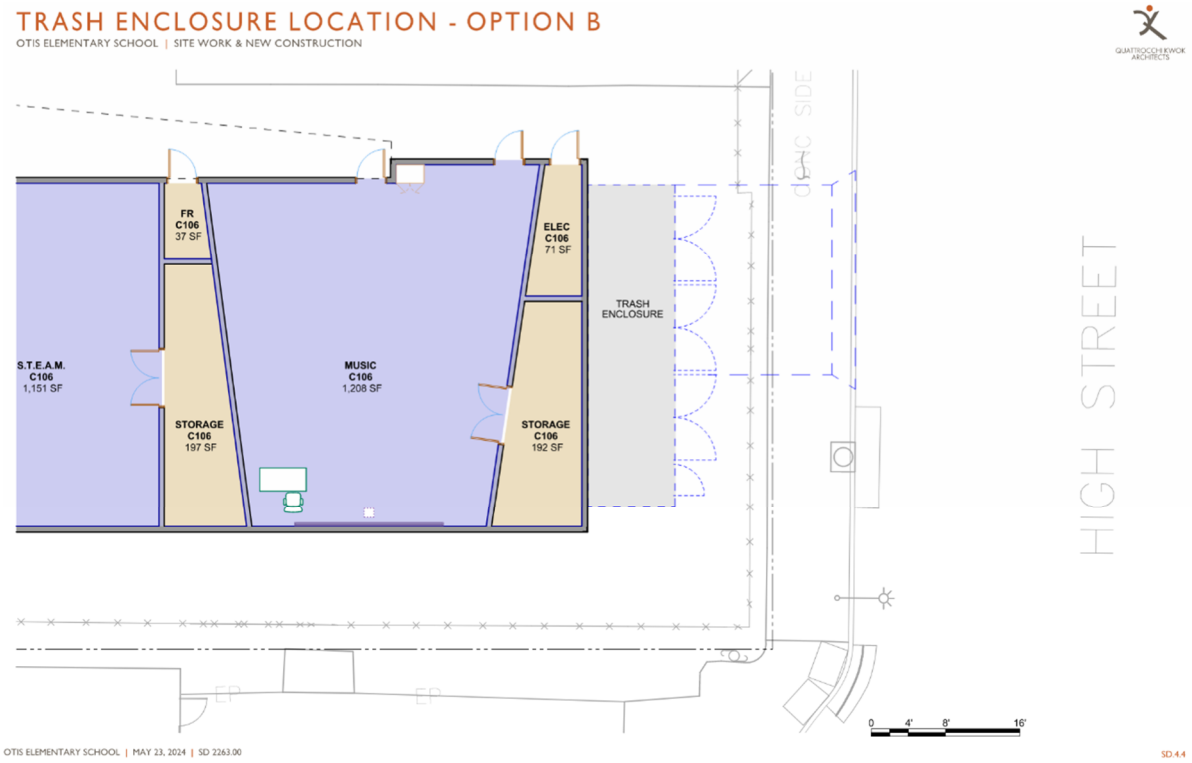


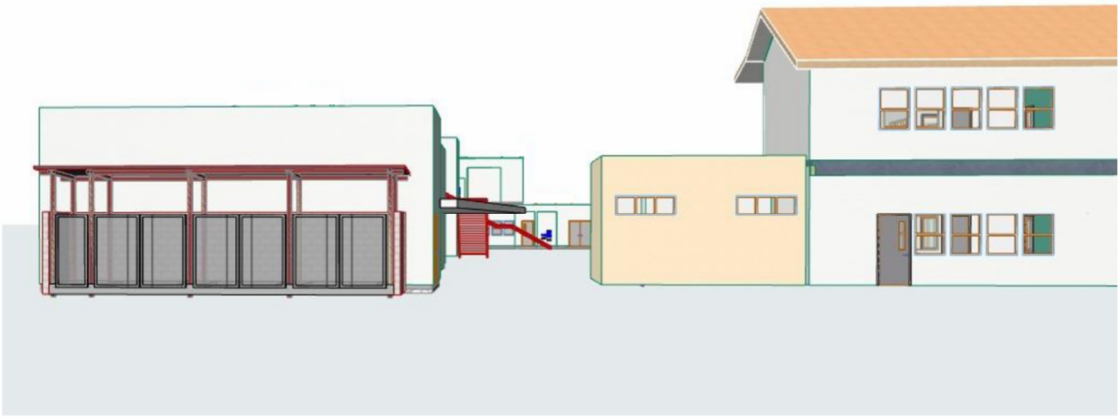


PERSPECTIVE - TRASH ENCLOSURE AT MPR

- Option B location of the trash enclosure is next to the new S.T.E.A.M. / Music building.
  - Pros: sight and smell of trash enclosure is away from the main entry of the campus.
  - Cons: longer distance to take trash for MPR to the dumpsters.
  - A new curb cut with a short service driveway will be needed for garbage trucks to access the trash bins. Approval by the City of Alameda will be required.

- Trash enclosure location and approval of pick-up on High Street will be required by the trash service company.





- The design team will continue to explore both options, but will pursue Option B approval by City of Alameda and the trash service company.
- Robbie suggests getting the custodial staff and "MOF" involved in the conversation and location of the trash enclosure since they handle the garbage on campus.

Review Open Space Comparison

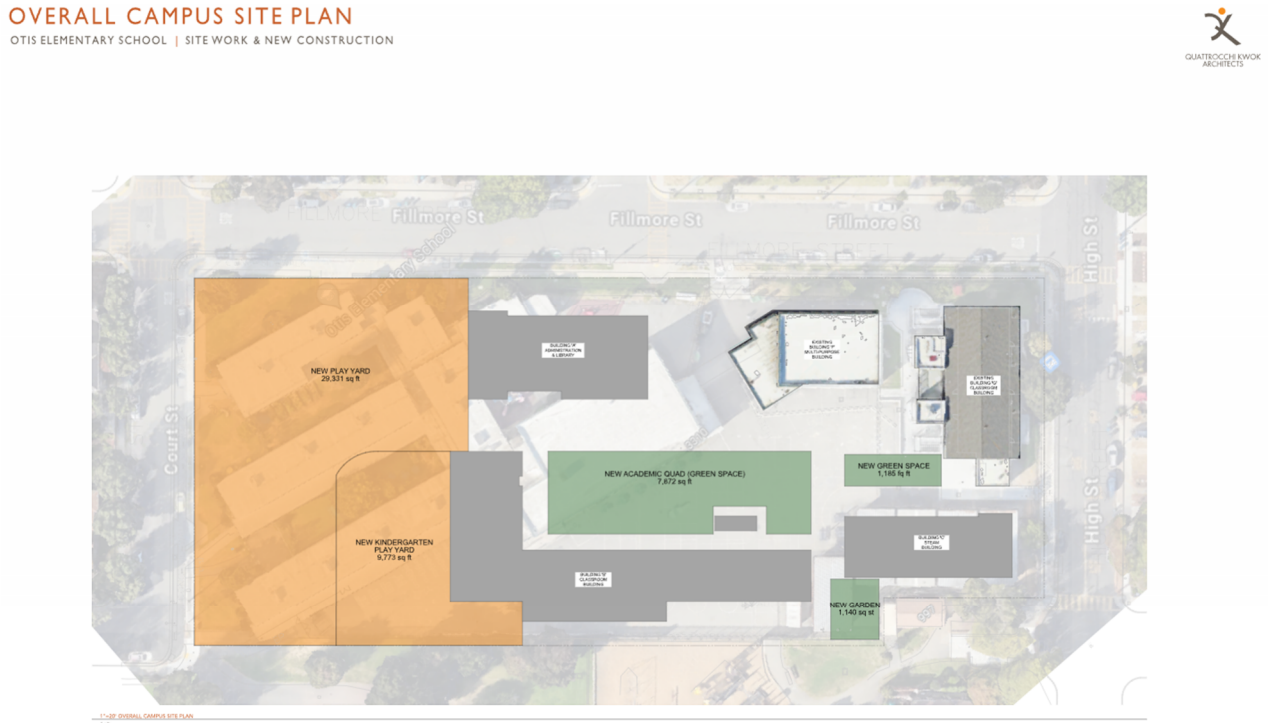
- The existing Kindergarten play yard is approximately 6,039 sf. Existing upper grader play yard is approximately 29, 660 sf. The total existing school play yard is approximately 35,699 sf.
- The proposed new Kindergarten play yard is approximately 9,773 sf. Proposed new upper grader play yard is approximately 29, 331 sf. The total new school play yard is approximately 39,104 sf.
  - Note that new the kindergarten play yard is significantly larger than its existing play yard to accommodate the two new Transitional K classes.
- The existing occupied outdoor green space is approximately 4,964 sf and located between existing classroom building wings.
- The new green space proposed is approximately 19, 254 sf and it includes an academic quad and school garden. Future design progress of the new green spaces will include trees, plantings, seating, site materials and lighting.
  - Robbie commented that there will be more future meetings to get input from the committee and talk about details of proposed green space designs.

EXISTING AERIAL CAMPUS SITE PLAN

OTIS ELEMENTARY SCHOOL | SITE WORK & NEW CONSTRUCTION

QUATTROCCHI KWOK ARCHITECTS





Review Exterior Massing Concept

- Design inspiration and cues for the new buildings are pulling from the existing buildings on campus. Cementer plaster, horizontal fiber cement boards, flat roofs and recessed entries are some of the prominent features.

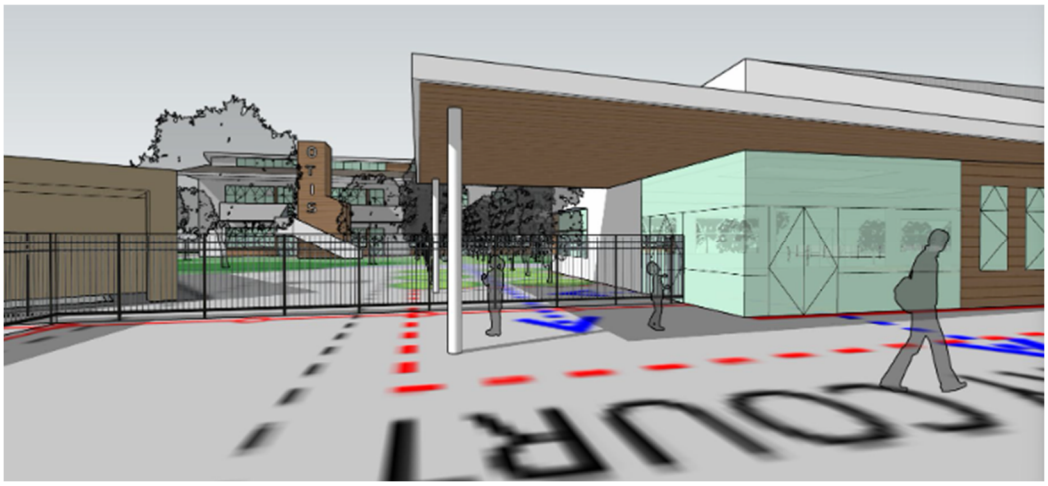


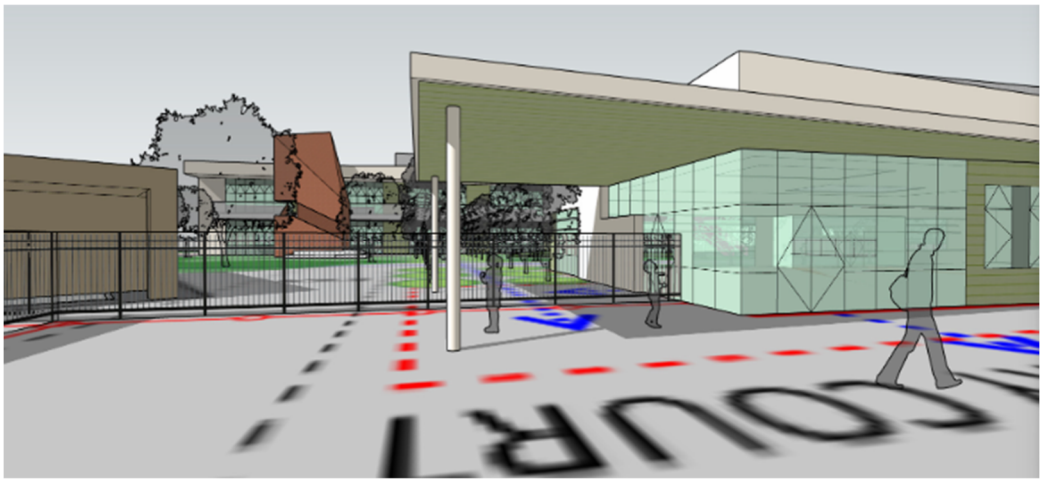
PLASTER WITH PANELIZED LAP SIDING

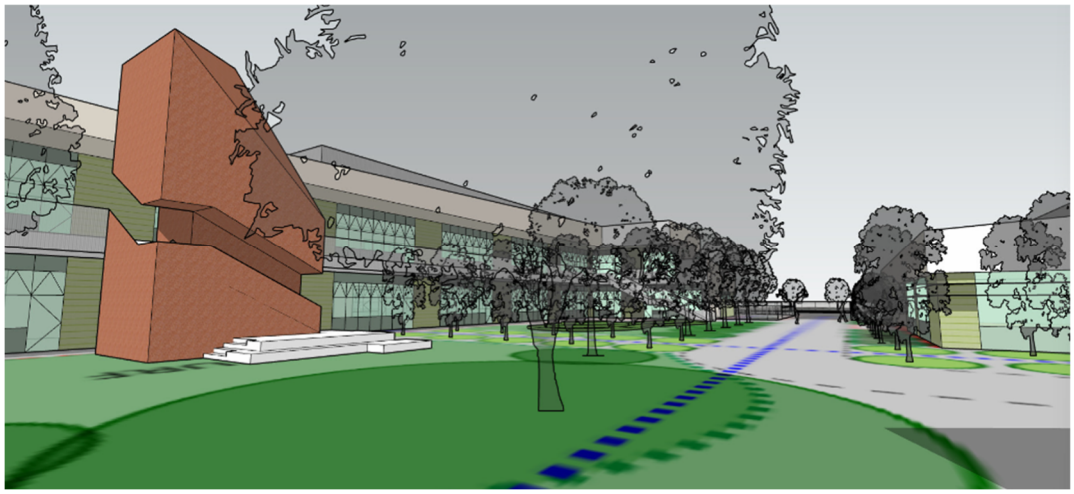


FLAT ROOF WITH RECESSED ENTRY

- The sculptural shape of the elevator tower is an identity feature for the school. It also serves as a signature moment in the academic quad. The form of the tower is still being explored and not final. It could possibly end up being something different. QKA will continue to present progress in future meetings with the committee.







- Fabric shade structure is provided as a covered outdoor eating area and a social gathering space.
  - Brian asked if the shade structure can be large enough to seat 175 kids for eating lunch outdoors. Joel replied that the shade structure is not large enough to seat all 175 kids. Some of the students would have to eat lunch at other seatings that are shaded by tress in the quad or in the existing dining space of the MPR.
- Katie commented that she likes integration with the current academic buildings and asked if the existing MPR building will be painted to coordinate. Joel replied that the existing building will be repainted to match the new buildings.



- Robbie commented that all the buildings will be numbered with new exterior signage so they can be identified by teachers, students, visitors and the fire department in the event of an emergency.

- Robbie mentioned that the campus has a history of unwanted people climbing on the building roofs and vandalism. Joel replied that hopefully perimeter fencing of the site will help prevent unwanted access to the buildings and eliminate roof climbing.
- Census of the exterior and massing design presented is “two-thumbs up” and acceptable by the committee.





Other Discussion Items

- Katie informed the committee that PTA have funding that they may be willing to donate to help pay for storage cabinets, furniture or other needs if the project goes over the budget. The district just needs to reach out to PTA and ask for help.
- Shariq announced that Robbie will be retiring at the end of the month and that his 14 years with Alameda Unified School District is much appreciated.

Next Steps

- QKA will use the revised conceptual plans presented to develop a floor plan with actual walls, windows, and doors that will be part of a Schematic Design package for review and approval by the School Board in mid-August.
- QKA will coordinate with AUSD construction team to schedule the next meeting after summer break with the committee to present Schematic Design progress.
- QKA to email meeting notes to AUSD construction team for distribution.

End of Notes