

Grammar School K-8 Design Committee Mtg 6

Mendocino Unified School District

QKA Project #686.04

April 25, 2005

Agenda Items in Italics, Meeting notes in plain text

Call to Order

1.1. Roll Call

Based on sign up list

Jim Shock	Superintendent	jims@mcn.org
Mark Morton	MGS Teacher Rep	mark@mcn.org
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Gloria Liner	Board member	gliner@mcn.org
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Mark Quattrocchi	Quattrocchi Kwok Architects	markq@qka.com
Debra McGuire	Quattrocchi Kwok Architects	debram@qka.com

Approval of Agenda

Approved.

Committee Business:

Review and approval of previous minutes 4-12-05.

Minutes revised to note that the anticipated enrollment will require a K-8 campus for 300-330 students.

A brief discussion of the work of the Grammar School Design Committee led to the realization that the name of the GSD should be revised to the K-8 School Design Committee. This will reflect the fact that our discussions are centering on developing an integrated K-8 campus, in response to the direction of the Futures Committee. Previous schemes did not include quite as comprehensive an involvement with the existing Middle School building.

Schematic Design Approaches

Mark Quattrocchi pointed out that the results of the Public Meeting of April 14th clearly indicated that two approaches should be considered simultaneously. Therefore, QKA will develop preliminary sketches that show a scheme with the re-use of the existing Grammar School building for instructional spaces as well as the Multi-Use, and some new buildings bridging between the two existing buildings. The second scheme will show new buildings immediately adjacent to the existing Middle School. This scheme will not use the Grammar School for instructional spaces. However, one scheme must be chosen before proceeding to more detailed Design Development drawings.

Building Programming

Classroom Program Discussion to date

Space	Quantity	Area	Total Area
• Classrooms	12	960 SF	11,520 SF
• Kindergarten CR	3	1,200 SF	3,600 SF
• 7 th -8 th Grade Science	1	1,200 SF	1,200 SF
• Band	1	960 SF	960 SF
• Choral	1	960 SF	960 SF
• Wet/Dirty Room	1	1,200 SF	960 SF
• Computer Lab	2	960 SF	1,920 SF
• RSP and Title I	2	500 SF	1,000 SF
• Behavior Modification	1	500 SF	500 SF
• Home School	1	500 SF	500 SF

It was noted that classroom description and anticipated loading should allow for Teacher prep period, or this need must be addressed elsewhere.

Kindergarten (K-1) x 3

- No toilet room required within classroom
- Look at common shared access to shared toilets and Storage
- Hot & Cold Water
- Drinking fountain (bubbler) in Room
- 2 sinks 1 teacher ht, 1 student ht
- Carpet and vinyl both
- Places to put student "stuff". Liked the old hallway setup, didn't interrupt CR activities
- Cabinets – flat file, Teacher Cab w/ lock, Classroom Storage no locks.
- Allow cubbies for 22 students
- Adjacent to primary playground (K-3)
- Access to exterior. Stepped design created separate spaces. Provide Hose bibs.
- Connection to drop-off
- Close to Admin, parents interact more
- Lots of wall space
- Natural Daylight – Room darkening but blackout not required
- Heating system must have individual room control, with thermostat in room.
- Good natural ventilation

Standard Classrooms

- Carpet & Vinyl – Balance may shift with grade level
- Sinks – 1 per CR, w/ bubbler, Hot & Cold water
- Storage – Textbooks, Teacher Cab w/ lock, Classroom Storage no locks. 24" deep base cabinets hard to access? Upper cabinets okay
- Cubes for books w/ adjustable shelves for grades 6,7,8
- Marker boards (White Boards) 16 ft, sliding. Smartboards would be great. Consider shallow teaching wall.
- Projection – LCD projectors first choice. Projection screens.
- Computers – 1 teacher, 6 student
- Natural Daylight – Room darkening but blackout not required.

- Maximize Tackable Walls
- Heating system must have individual room control, with thermostat in room.
- Good natural ventilation

Building Programming – Proposed Areas and Amenities for Committee Discussion

7th-8th Upper Grade Science 1200 SF

- Vinyl Floor
- Layout to maintain use as lecture classroom, maximize clear floor area
- Sinks – 4 6 Student Sinks + Teacher sink
- Demonstration table (Permanent) (Portable)
- Storage –
 - Teacher Cab w/ lock,
 - Classroom Storage- Maximize for Equipment Storage, Tall Cabinets
 - Epoxy counters with chemical resistant cabinets
 - Small Storage closet ideal w/ lockable chemical storage cabinet
- Marker boards (White Boards) 16 ft, sliding. Smartboards would be great. Consider shallow teaching wall.
- Projection – LCD projectors first choice. Projection screens.
- Computers – 1 teacher, 6 student
- ~~Portable fume hood~~ Not required by curriculum
- Natural Daylight – Room darkening but blackout not required
- Heating system must have individual room control, with thermostat in room.
- Good natural ventilation

Band 960 SF

- Vinyl Floor
- Sinks – 1 per CR, w/ bubbler, Hot & Cold water
- Storage – Teacher Cab w/ lock,
 - Classroom Storage for music and instruments. Instrument storage secure.
- Marker boards (White Boards) 16 ft, sliding. Smartboards would be great. Consider shallow teaching wall.
- Projection – LCD projectors first choice. Projection screens. Projector Stub in only
- Computers – 1 teacher, 6 student
- Natural Daylight – Room darkening but blackout not required.
- Balance tackable wall areas with acoustic panels

Choral 960 SF

- Vinyl Floor
- Sinks – 1 per CR, w/ bubbler, Hot & Cold water
- Storage
 - Teacher Cab w/ lock,
 - Classroom Storage no locks for music
- Marker boards (White Boards) 16 ft, sliding. Smartboards would be great. Consider shallow teaching wall.
- Projection – LCD projectors first choice. Projection screens.
- Computers – 1 teacher, 6 student
- Natural Daylight – Room darkening but blackout not required.
- Portable risers, School already has, make sure room layout can accommodate them
- Balance the tackable wall area with acoustic panels

Band and Chorus should be close to each other, but not necessarily close to other classrooms. It was suggested that they could be placed near the Multi-Use room to serve as a “green room”.

Wet/Dirty Room ±1200 SF –confirm full time loading at 32 28 students

- Art, Ceramics
- All vinyl floor
- Durable wall wainscot
- Sinks – 3 Sinks with hot and cold water, plaster traps. Don’t step counter height for age.
- Kiln space here or nearby, kiln room preferred.
- Marker board 16 ft, sliding
- Storage Cabinets – maximize amount of storage available within room for supplies, drying racks, project storage
- Data and Telephone
- Projector and Screen
- Computers – 1 teacher, 6 student
- Natural Daylight – Room darkening but blackout not required.
- Maximize Tackable Walls, display cabinets desired for 3D work
- Accessible to outside work area with hose bib
- ~~Possible to add Culinary Art use as well with ranges in alcove and stand-alone clean sink?~~ NO

Cooking Center ±500 SF

A separate Cooking Center for small groups should be provided. An aide will always be present. Avoid combining this use with the Art/ Ceramics room, or the Staff Lounge. Adjacencies that might be considered are next to the Multi-Use or the Home School Room. If it is next to the Multi-Use it is possible that it could be used for school activities. However, the Home School Room is used two days a week, and this might be an efficient combination of functions. It is also possible that the program could expand into an elective. Provide sinks, counters, range, with microwave and refrigerator space. Adjacency to the Garden area is also desirable.

Computer Lab 1920 SF total

- Equivalent to two classrooms
- One area of 32 computers, easily monitored
- Lower grade computers, 20 students, less monitoring required
- Centrally located to all classrooms although lower grades use it less.
- Smart board linked to teacher station
- Data and telephone, data ports to be (floor) (furniture)
- Teacher cabinet
- Some storage within room for supplies
- Depending on final layout, this could be incorporated into the Library Services for Media Center approach, as an alcove or adjacent room See comments below

Computer Tech & Storage ±80 SF

- Must be secure
- Server and Main Distribution Frame (?)
- Work Counter open below for storage, upper cabinets
- Data and telephone

The existing two computer labs are fully scheduled. (50 computers). The two new spaces must be next to each other, with acoustic separation, but physical and perhaps visual connection between them. This supports teacher interaction. There was some discussion as to the need for two fully hardwired classrooms in light of technological developments of wireless networking and laptops.

Hardwired labs do allow for easier monitoring and system management. Mark Morton indicated that 1 1/2 Classrooms are the least amount of area needed to support instructional demands. These can be located near the Library, but the Library will continue to have its own computers for research.

The square footages of the following spaces were discussed. Currently, they are occupying standard classrooms. The question that must be resolved by the Committee is what will be the functional requirements of these spaces in the future? This was deferred until next meeting.

RSP +500 SF

- *Sized and fitted as standard classroom for maximum flexibility*
- *Near Administration Area for working with District Support staff*

Title I +500 SF

- *fitted as standard classroom for maximum flexibility*
- *Near Administration Area for working with District Support staff*

Behavior Modification +500 SF

- *Fitted as standard classroom for maximum flexibility*
- *Near Administration Area for working with District Support staff*

Meeting Schedules

Meeting 7: Tuesday May 3 at 3:45 p.m.

Finalization of Program Outline and Discussion of Site Issues

Meeting 8: May 23rd at 3:45 p.m..

Review of Draft Building Programming Manual

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