

# Draft Version

## K-8 School Design Committee Mtg 7 Minutes

Mendocino Unified School District

QKA Project #686.04  
May 3,  
2005

*Agenda Items in Italics, Meeting notes in plain text*

### ***Call to Order***

<i>1.1. Roll Call</i>	Based on sign up list	
Jim Shock	Superintendent	jims@mcn.org
Mark Morton	MGS Teacher Rep	mark@mcn.org
Gloria Liner	Board member	<a href="mailto:gliner@mcn.org">gliner@mcn.org</a>
Charles Acker	Board Member	cacker@mcn.org
Deena Zarlin	MGS Teacher Rep	dzarlin@mcn.org
Eric Hillesland	Parent	inn@oceanfrontmagic.com
Janet Stein	Parent	jstein@mcn.org
Bronwyn Rhoades	Principal @ MGS & MMS	<a href="mailto:k-8principal@mcn.org">k-8principal@mcn.org</a>
Penny Honer	Teacher	<a href="mailto:phoner@mcn.org">phoner@mcn.org</a>
Sam Waldman	Parent	tesarola@mcn.org
Mark Quattrocchi	Quattrocchi Kwok Architects	markq@qka.com
Debra McGuire	Quattrocchi Kwok Architects	debram@qka.com

### ***Committee Business***

#### *Approval of Agenda*

Agenda approved without corrections.

#### *Review and/or Approval of minutes Meeting #6 25 April 2005.*

Minutes approved with the following notes:

#### Standard Classrooms

Please check the Middle School Room sizes. It has been asked if the smaller kids are getting bigger rooms, since the new classrooms will be 960 SF.

Is there anyway to improve the light and ventilation in the existing MS classrooms?

No heavily tinted glass.

Teacher at grades 1-2 feels that no LCD projector required.

Magnetic whiteboards please.

Closed Cabinets, not open shelving

New and updated furniture

Flexible floor plans

#### Choir

Check sizes for existing risers to make sure new layouts can accommodate them.

#### Computer Labs

Air conditioning is needed.

At the end of the meeting, Deena Zarin also provided separate Teacher Comments on the Building Program; many of these comments have been addressed. The remainder will be reviewed and incorporated as required into the final building program.

### ***Building Programming***

Continued from previous meeting

RSP *+500 SF* Pull-out program, general small groups of 8-12

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

Title I *+500 SF* Pull out program, 4-6 students

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

Behavior Modification *+500 SF, small group of 3-5*

- *Fitted as standard classroom for maximum flexibility*
- *Near Administration Area for working with District Support staff*
- Individualized attention from a Behavior Specialist.
- Needs to be its own space

Dispersed locations for the three spaces above can reduce the feeling of being segregated. They do serve all students and should be close to the center of building mass. In addition, they frequently work with the Speech Therapist or Psychologist. All such rooms should have a sink, and are usually in need of somewhat more storage for special equipment and classroom supplies. While these teachers frequently create private offices, that is not mandatory, but it is necessary that they have access to a quiet space for testing.

If possible, the creation of a potential time out space, without thermostats, switches, or outlets, with impact resistant gypsum board is desired. This would be secondary in importance to the creation of an additional administrative staff office mentioned in the Administration area discussion.

Home School *+500 SF* 12 people maximum, 5-6 people more standard.

- *Fitted similar to standard classroom*
  - *Carpet & Vinyl*
  - *Sinks – 1 w/ bubbler, Hot & Cold water*
  - *Storage – Textbooks, Teacher Cab w/ lock, Classroom Storage* Needs a little more than standard Classroom Storage due to extra curriculum, etc. Less work space required.
  - *Marker boards (White Boards) 16 ft, sliding. Smartboards would be great. Consider shallow teaching wall.*
  - *Computers – 1 teacher, 6 student*
  - *Natural Daylight – Room darkening but blackout not required.*
  - *Maximize Tackable Walls*
- *Accessible through Main Entry without disturbing other classes*
- *Provide an office for the Program Coordinator and secure files. This requires additional square footage.*

## ***Library / Media Center***

Middle School Library (Existing at the Middle School is 2,575 SF)

- *In addition to existing layout, look at adding area for computers to create a media center*
- *Keep the big central meeting space.*
- *Need to provide additional shelving to house grammar school books. A space scaled for the elementary students, with a story area and short stacks, should be provided.*

There was some discussion as to whether the Library would stay in the current Middle School space. Many felt that the “heart” of the School could be the Library, but keeping it in the current location would be more cost-effective.

## ***Multi-Use & Middle School Gymnasium***

Multi-Use Room (Existing at the Grammar School Building is 2,080 SF)

- *New finishes – acoustic improvements, tackable wall space*
- *If it is to serve as the Cafeteria for entire school, provide tables for 144 student seating*
  - *Current size can fit approximately 144 students, at 12 12-foot tables, which would either need storage area or wall alcoves*
- *Portable Stage possible?*

Multi-Use Storage (Existing is 343 SF)

- *Used for Activity Equipment*
  - *Possible to use for table storage as well?*

Multi-Use Kitchen ( Existing alcove is 73 SF)

- *Food Service Equipment – what type of food preparation is foreseen?*
  - *Range*
  - *Oven*
  - *Refrigerator*
  - *Serving Counter*

If food service does move to the Multi-Use Room, the existing Gymnasium at the current Middle School could be dedicated more to physical education needs. It is also possible that removal of the current Kitchen would allow some bleachers to be installed in the MS Gym. It also removes the delivery and trash service road, which cuts between the upper and lower portions of the site, allowing better site unification and simplifies student paths. On the other hand, moving the Kitchen to the current Elementary Multi-Use room would again be an unanticipated cost, from the original scope of work. The relative benefits to the overall K-8 campus will continue to be a part of the discussion as we move in to design.

As an aside, it was noted that the exterior amphitheater is used for activities, although the “pit” aspect is of increasing concern, especially when small children are running through.

## ***Administration, Teacher and Other Support Spaces***

The Administrative suite must have visual oversight of entry points, both student and public. It must be easily identifiable, easily found by new visitors.

### Lobby +150 SF

- *Welcoming and well lighted*
- *Bulletin Board for posting flyers*
- *Waiting area for people, including students who must be supervised, waiting for Principal, Psychologist, etc.*
- *Student display areas (tackwall)*
- *Include wall-mounted plexi-glass brochure and handout racks. One behind the counter for staff, one in lobby for parents.*
- *Parent gathering space adjacent to Lobby, but not where noise creates a distraction. Do not place next to Classrooms. The glass partitions worked well in the existing GS.*

Add Lost and Found Storage, a bin about 48" square and hooks on a rack. Having this near, or on the path to the Parent space is best. It used to be on the wall opposite the student bathroom doors in the entry alcove.

### Front Office Staff +250 SF

- *Two Staff work stations, with data and telephone and one small work station for student or parent workers*
- *Two lateral files*
- *Reception counter at Lobby, with student phone*
- *Oversee Lobby, be easily visible to new arrivals*
- *Oversee Med-Tech*
- *Adjacent to Principal – direct proximity*
- *Adjacent to Work Room*
- *~~Near~~ Teachers' Mailboxes in office, allow for 48 boxes.*
- *Day lighting – windows to school entry*
- *Monitoring of fire alarm system panel*
- *Room for copier*
- *Central speaker and microphone for announcements*
- *Room for copier*
- *Long work counter needed in this area for collating while still monitoring entry, phones, etc.*

### Front Office Storage

- *Dedicated and secure Storage Closet for cumulative files*
- *Storage Cabinets or Closet for office supplies, just for Admin*
- *Coat Closet*

### Principal's Office +140 SF-180 SF-

- *Adjacent to Front Office Staff & Entry, visual and acoustic privacy, not directly accessed*
- *Adjacent to Conference Room*
- *Sized for Principal's desk, file cabinet(s), two guest chairs and small table and chairs*
- *Two exit doors – one to Front Office, and if possible one directly to outside*
- *Data and telephone*
- *Should have oversight of student entry and play spaces*

Nurse / Med Tech ~~+120 SF~~ 110 SF

- Adjacent to Front Office Staff for supervision
- Sink and counter, with lower and upper cabinets, locked
- Room for ~~1-2~~ 2 cots
- ~~Work area – either room for desk or built in desk space and one guest chair~~ Not required
- Data and telephone
- Refrigerator - ~~verify free standing or~~ under counter, lockable
- Toilet room accessible from room or immediately adjacent

Nurse / Med Tech Toilet +60 SF

- Wall hung toilet preferred
- Within or immediately adjacent to Nurse / Med Tech
- Okay to use this as toilet for Front Office Staff
- Add a shower – perhaps whole room or simple curtain on track with seat and handheld shower, floor drain.

Work Room(s) +400 SF

- Main Work Room immediately adjacent to Front Office and near Staff Lounge – Secretary fixes copiers
- ~~2~~–copiers, printer, fax show room for 3.
- Bulletin and marker boards
- Data and telephone
- Work Counters, with upper cabinets and shelves. Big tables
- Provide space for special equipment? (laminator needs front and back access, roller construction paper holder, 4 large paper cutters, binding machine, die cutter)
- Sink with Hot and Cold water, or near by for cleanup.
- (Secondary Work Room / Storage for teachers, dependent on final classroom layout?)
- Near Staff Lounge
- Must have easy access for after-hours without accessing entire school
- Good ventilation, fans. Depending on equipment heat load, even a small AC fancoil might be appropriate.

Staff Lounge +600 SF

- Centrally located, easy for all K-8 teachers to use
- Inviting
- Size and layout for teacher dining (10-12), staff meetings are held in the Library. Current one at MS is too small and table is too big. Size to hold four tables like those currently used in Library for our meetings.
- Counter with upper and lower cabinets
- Double sink with hot and cold water
- Range with oven
- Space for refrigerator
- Space for microwave and toaster oven, coffee maker.
- Dishwasher and garbage disposal?
- Wall mounted bracket for TV
- Bulletin and Marker boards
- Data and telephone
- Natural Daylight – Room darkening but blackout not required
- Access to exterior patio? Yes! Open to the south, protected from wind.
- Near Staff Toilets. Noise and privacy complaints indicate that this should not be accessed directly from the Staff Lounge.

Conference Room +160 SF

- *Adjacent to Principal's Office*
- *Directly accessible from Hallway*
- *Marker board, projection screen*
- *Data and telephone*
- *Visual and acoustic privacy*
- *Small Counter with cabinets below*
- *Sized for 8 - 10 people*

Central Offices for District Support Staff ~~+100 SF x 4-2~~ at 100 SF, 1 at 150 SF

- *Dedicated office spaces for Psychologist (needs a quiet separated space), Speech, Assessment, Counseling*
- *Sized for desk, files and guest chair*
- *Data and telephone*
- *Adjacent to Conference and Work Room*
- *Windows with blinds, visual and acoustic privacy.*
- *These can have a relationship, but it is not mandatory. Speech should be close to Admin for cum files, and close to K-3 classrooms. It should also be close to the entry because many pre-school parents visit Speech. Speech and Psychologist frequently work with RSP and Title I as well.*

Speech 100 SF	Psychologist 150 SF With groups of kids for counseling, Part of Administration	Assessment 100 SF 1 adult, 1 student Next to RSP
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While discussing the Administrative Suite, it was noted that an additional space for a vice-principal or head teacher should be provided - perhaps one of the support spaces should be sized and located so that it could serve either use.

Custodial

- *Mop Closets each main area, with hot and cold water, room for cart*
- *Storage, central supply closet for maintenance*
  - *Should be adjacent to vehicle access for delivery*
- *Custodian work center*
  - *Work surface*
  - *Data and telephone*
  - *Energy Management console*
- *Insure adequate spaces for Mechanical, Electrical, Telecommunications and Data*

### Toilet rooms

- *Student*
  - *Currently two each Boys and Girls'*
  - *Provide new as required in conjunction with classroom layouts and student numbers*
  - *Ceramic tile floors, ceramic tile to ceiling*
  - *Wall hung fixtures*
  - *Age segregated*
- *Staff*
  - *Well distributed among Classrooms for Teachers, one for Parents to use*
  - *Provide for Front Office and Admin staff as well*
  - *Occupancy Locks*
  - ~~Vinyl Floors, Plastic Panel Wainscots~~ Ceramic Tile floors and walls

### **Meeting Schedules**

*Meeting 8: May 23<sup>rd</sup> at 3:45 p.m..*

Review of Draft Building Programming Manual

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