



QUATTROCCHI KWOK
ARCHITECTS

Grammar School Design Committee Meeting Minutes

Mendocino Unified School District

18 January 2005

QKA Project #686.04

Agenda Items in Italics, Meeting notes in plain text

1. Introductions

Gloria Liner	MUSD Board of Trustee	gliner@mcn.org
Charlie Acker	MUSD Board of Trustee	cacker@mcn.org
Jim Shock	Superintendent	jims@mcn.org
Mark Morton	MGS Teacher Rep	mark@mcn.org
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Bronwyn Rhoades	Principal @ MGS & MMS	k-8principal@mcn.org
Nancy Gardner	Middle School Parent	gardnur@mcn.org
Lynda Cinnanno	MMS Teacher Rep	lyndac@mcn.org
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Mark Quattrocchi	Quattrocchi Kwok Architects	markq@qka.com
Debra McGuire	Quattrocchi Kwok Architects	debram@qka.com

Committee member at large to be selected.

Classified employee to be selected.

2. Committee Role, Responsibility & Outcomes

- A. Collectively discuss and discover needs for the Grammar School that will guide design*
- B. Expected process for the committee's work*
 - i. Programming – first step prior to design work for the Grammar School*
 - ii. Work from large issues to small over the course of several meetings*

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iii. Will not see design drawings until educational & building program are established – review difference between educational and building programs.

C. Establish regular meeting dates & schedule for committee work

D. Ground rules for the committee

E. Imperative for committee to reach out to teaching staff and community

MEETING SCHEDULE: All meetings 3:45 p.m. in the Middle School Library.

February 10, Thursday

March 1, Tuesday

March 15, Tuesday

April 7, Thursday

3. History and Where we are Now – PowerPoint Presentation – (Copies Distributed)

A. Review history of Grammar School issues including dry rot and DSA letter

B. Present Information gathered to date including photographs & cost estimates

C. Review of status of State funding for construction and modernization

D. Describe the different State funding programs

E. Discuss options developed for State funding for the replacement or abandonment of the current Grammar School

F. Interim work for the Grammar School

4. So Let's Begin...

A. General Program Discussion

i. In the existing school, describe the difficulties and problems encountered:

- Classrooms too small – tradeoff for interior resource spaces
- HVAC doesn't function well
- Lack of natural light
- Special project areas lacking (e.g. cooking)
- "Arizona" Glass – tinted, blocking light
- Sound transmission at Mods
- Folding partitions difficult to move
- Lack of overhangs on bad weather days
- Transformer inside building, noise and concern
- Solar orientation
- Lack of operable windows
- DROPOFF!!! Parking
- Drainage at buildings and fields
- Mold a chronic problem
- Food- Kitchen Cafeteria lacking
- Link to Middle School
- Walls not easily tack-able

- Fixed counters in classrooms difficult to work around
- Not enough public display space
- Ends / separation of wings created faculty separation
- Passage through library to exit eventually blocked
- Library a noise issue for adjacent classrooms
- Teachers papered over internal windows

Administration

- Teachers Room too small
- Lack of storage

Overall

- “Black” windows make school oppressive
- Blocky

ii. In the existing school, describe elements that work well.

- Outside spaces good to work with student groups
- Glass into corridor & skylights
- Out reaching canopies are very welcoming
- Group work areas
- Communal spaces.
 - Small group spaces at interior central spaces
 - Skylit corridor works as an informal gathering area for parents
- Always knew where Administration was when inside building
- Administration oversight of arrivals very good.
- Doors to the outside at classrooms
- Indoor access to bathrooms good because of weather
- Multi-use access to the playground
- Library integrated, not a little isolated room
- Teacher energy
- Staggered room layout creates visual privacy from adjacent spaces

iii. Once renovated, describe the impressions, feelings and imagery desired

- Functional
- Contextual – fit into the community
- Welcoming and friendly
- Natural climate responsive design. (Portables actually block wind better)
 - Sun
 - Weather / rain
 - Flora / Fauna
- Operable windows
- Kid centric – look like a school

- Collaborative teaching
- “Clean and light” cleanable
- Teachers and Parents considered
- Traffic – sane & safe
- Pedestrian pathways smooth and safe
- Well designed playgrounds that are easy to supervise
- Wind protection
- Shade / rain protected areas
- Service delivery access considered
- Alternate energy
- Green schools

B. Relationship of the Grammar School to the Middle School

- i. What should the relationship to the Middle School be?*
- ii. Leadership and administration of Middle and Grammar Schools*
- iii. Shared facilities between Middle and Grammar School*
- iv. Potential building areas to support shared facilities*
- v. Global drop-off/pick-up and parking issues*
 - 1. May defer this for overall site discussion*

Middle School / Site Integration Discussion Items:

- Declining enrollment in district would likely lead to some consolidation
- K-6, K-8 campus alternates are being studied. There are surprisingly few resources or studies in regard to the benefits or drawbacks to age consolidation. Parents on both ends of the age gap have concerns; committee members will need to work on voicing those concerns and sharing strategies, information, and solutions with other parents.
- Centralized administration could function for current and future needs.
- There should be central office space for those staff resource services shared throughout the District (speech, music, library).
- What about the District office – would they relocate as part of the plan?
- Two to Five Year Planning Committee (District advisory committee) is ongoing and there should be parallel decision making between that committee and this committee in considering options.
- K-8 age separation / integration issues in curriculum and physical paces, sociological impacts. If ages are mixed, must consider
 - How to feed disparate age groups, two lunch hours, cafeteria size?
 - Inclement weather, facilities for each
 - Library
 - P.E.
- The Committee discussed potential concerns with developmental and age appropriateness in a K-6 or K-8 campus. This might be addressed in the

school's design by age-specific layouts for spaces and adjacencies. For example, the combined campus may provide classrooms which are grouped by grade levels yet still share common facilities (e.g. the library).

- Teachers and community members may be hesitant to “buy in” to the current programming process.
- What about the possibility using a portion of the current Grammar School that is not demolished as Day Care?
- Visits to two K-8 sites planned by Bronwyn Rhoades, and parents are welcome.

Other discussion items:

Q: If the existing structure is approved for interim, limited use, can it be used for subsequent community use?

A: MQ / QKA will research.

Q: Does the interim use include the restrooms?

A: It might be possible to include the small restrooms immediately adjacent, but we will not know until investigations are completed and sent to DSA for approval.

Q: Would the interim use allow the school to use the building as a through-way to the buses?

A: No.

Q: Some teachers prefer the old grammar school into town due to central location. Can it be used instead?

A: This building is a non-DSA non-Field act building with an inadequate number of classrooms. It might be possible to place a new building on the site.

MEETING ADJOURNED

The following discussion deferred.

C. Classroom Program Discussion

- i. Review current enrollment & projected enrollment that we are designing for.*
- ii. Classroom count and distribution needed for the Grammar School*
- iii. Retain existing classrooms in site built building?*
- iv. Use of or sharing with Middle School classrooms?*
- v. Classroom relationship & adjacencies*
- vi. Classroom sizes*
- vii. Classroom finishes, amenities and casework*
- viii. Classroom special mechanical or plumbing requirements – sinks, etc.*

ix. Technology & signal systems – computers, video projection versus TV

5. Next Steps & Follow up

- A. Distribution of these meeting notes for review prior to next meeting*
 - i. Review meeting note comments at start of each new committee meeting*
- B. Future Design Committee meeting topics:*
 - i. Specialized teaching spaces – art, music, etc.*
 - ii. Library/ Media Center*
 - iii. Multi-use room*
 - iv. Teacher support spaces*
 - v. Administration*
 - vi. Toilet rooms and distribution*
 - vii. Aesthetics of saved portion of Grammar School and the Middle School*
 - viii. Site development including playground, drop-off/ pick-up & parking*

Meeting notes for the Grammar School Design Committee will be prepared by QKA and will be distributed as meeting minutes, disseminated through email. They will be distributed so that the members have at least a week to review them prior to review and approval at the subsequent meeting.