

# Grammar School Design Committee Mtg 4

Mendocino Unified School District

22 March 2005  
QKA Project #686.04

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

## 1. **Call to Order**

### 1.1. *Roll Call*

*Based on sign up list*

Gloria Liner	MUSD Board of Trustee	<a href="mailto:gliner@mcn.org">gliner@mcn.org</a>
Charlie Acker	MUSD Board of Trustee	<a href="mailto:cacker@mcn.org">cacker@mcn.org</a>
Jim Shock	Superintendent	<a href="mailto:jims@mcn.org">jims@mcn.org</a>
Mark Morton	MGS Teacher Rep	<a href="mailto:mark@mcn.org">mark@mcn.org</a>
Deena Zarlin	MGS Teacher Rep	<a href="mailto:dzarlin@mcn.org">dzarlin@mcn.org</a>
Tom Birdsell	Parent Rep	<a href="mailto:tbirdsell@adelphia.net">tbirdsell@adelphia.net</a>
Eric Hillesland	Parent	<a href="mailto:inn@oceanfrontmagic.com">inn@oceanfrontmagic.com</a>
Janet Stein	Parent	<a href="mailto:jstein@mcn.org">jstein@mcn.org</a>
Bronwyn Rhoades	Principal @ MGS & MMS	<a href="mailto:k-8principal@mcn.org">k-8principal@mcn.org</a>
Kelly Grimes		<a href="mailto:Grimie@mcn.org">Grimie@mcn.org</a>
Nancy Gardner	Middle School Parent	<a href="mailto:gardner@mcn.org">gardner@mcn.org</a>
Barbara Mueller		<a href="mailto:catdog@mcn.org">catdog@mcn.org</a>
Jack Rappaport	Community member	<a href="mailto:Jackrapp@mcn.org">Jackrapp@mcn.org</a>
Margaret IacuanIELlo		<a href="mailto:fmiacu@mcn.org">fmiacu@mcn.org</a>
Penny Honer		<a href="mailto:phoner@mcn.org">phoner@mcn.org</a>
Connie Korbel	Beacon	<a href="mailto:joco2@earthlink.net">joco2@earthlink.net</a>
Mark Quattrocchi	Quattrocchi Kwok Architects	<a href="mailto:markq@qka.com">markq@qka.com</a>
Debra McGuire	Quattrocchi Kwok Architects	<a href="mailto:debram@qka.com">debram@qka.com</a>

**IMPORTANT:  
SEE BELOW  
FOR  
REVISED  
MEETING  
INFO**

### 1.2. *Approval of Agenda*

Motion to approve by Bronwyn Rhodes, second by Nancy Gardner. Minutes approved. It was noted that the embedded minutes worked for all, rather than attaching the minutes to an email.

### 1.3 *Public Hearing – Parent / Community*

Janet Stein asked if there would be an opportunity for parents to meet directly with the Futures Committee to discuss the decision about the integrated K-8 campus. This committee meets independently of the GSD. Jim Shock will speak with Janet to coordinate a possible date for this to occur.

## **2. Committee Business**

2.1. Introduction of members occurred at Roll Call.

2.2. *Review and approval of previous minutes 3-15-05.*

Minutes were revised to show that Nancy Gardner attended. The motion to approve was by Penny Honer, seconded by Bronwyn Rhodes. Minutes approved.

2.3. *Multi-Use Room Update*

Mark Q gave a brief summary of the results of the March 17th board meeting approving the Structural Repair project for the Grammar School Building. Barbara M asked if the custodian closet could be included in the interim occupancy, especially since both student restrooms are to be opened. QKA will look into providing a door into the room from the adjacent storage.

## **3. Middle School / Grammar School Discussion**

3.1. *Campus Consolidation - Continuing Discussion*

No new discussion on this topic occurred.

3.2. *Publication / Community Communication venues*

Prior to Community Communication, it was decided that the Staff should be updated to work the GSD has done so far. In addition to Bronwyn distributing copies of the agenda and meeting notes to staff, Mark Q of QKA will meet with the Middle and Grammar School staffs at 3:15p.m. Wednesday April 6<sup>th</sup>, to discuss our progress to date, goals for the GSD Committee and to hear comments and ideas by Staff.

There are monthly communication meetings - the GSD should use one of these to share with parents and the community what has happened so far, and what we will be doing. MarkQ of QKA agreed to meet with parents and community members at 6:00 Thursday April 14<sup>th</sup>. The District will widely advertise this meeting to parents and other community members. This meeting will start with a tour of the Grammar School building, and then adjourn to the MS Gym, assuming it is not scheduled. If the gym is occupied, the meeting will occur in the Library.

Meetings will also be covered by articles to be published in the *Beacon*. In addition, Committee members need to be proactive in sharing information with neighbors and friends.

#### **4. Review of Project Schedule**

The project schedule was reviewed, with an explanation of deadlines requiring action by the District. Additional meetings will be scheduled through the various phases as the need arises. It was noted by QKA that meetings will be required over the summer; it will be difficult but important to maintain teacher input through the design phase that occurs during summer.

It is possible that the District will need to develop a temporary housing plan, depending upon the number of existing classrooms that are affected by the Modernization project.

The District should review the steps and timing for the bond with the bond consultant, and these increments should show on the overall project schedule so that all GSD members are aware of them.

#### **5. Building Programming**

5.1. *Classroom Program Discussion*

ALL BUILDING PROGRAMMING POSTPONED UNTIL THE NEXT MEETING.

#### **6. Meeting Schedules**

**6.1. Meeting 5 – Tuesday April 12 at ~~3:45 p.m.~~ 2:30 p.m.**

**6.1.1. This meeting has been revised to cover all Building Programming and Site development. It will be longer than the GSD Committee meetings to date; it is imperative that all items be discussed in order to stay on schedule. The district will provide dinner.**

6.2. *Meeting 6 – Tuesday May 3 at 3:45 p.m.*

**6.2.1. Final Review of Grammar School Building Program**