



QUATTROCCHI KWOK  
ARCHITECTS

## MEETING RECORD

1331.01- B.2

February 3, 2014

6:00PM

### Alameda USD Master Planning

#### Edison Elementary School-Master Planning Committee Meeting #2

##### Attendees:

Raymond Keck, Project Manager, QKA

Cam Hawing, Job Captain, QKA

Also see sign-in sheet attached

##### Distribution:

Via District Website

##### Master Planning – Edison Elementary School:

###### 1. Needed improvements and/or new facilities:

- a. Offsite improvements (safe routes to school) by others
- b. Site Improvements:

###### Pick up/Drop off:

- Need covered walk from drop off at front of school and by Special Ed on Pearl St.
- Better traffic signage around campus, crossing guard to be assigned to alternate routes.
- Have direct entrance to the main office.
- New school entry sign in front of school.
- All entry points ok but need to be secure.
- Ornamental fencing in front and by classrooms and high chain link fence at playground.
- Security gates should open on weekends for community access.
- Secure the core of the buildings.
- Don't like tall fences all around campus
- Dogs in campus are a problem.
- Play ground should be flat, currently slopes.
- Proposed building should be enlarged by the bike rack, relocate bike rack.

Multi Purpose Room

- Modify option to have MPR with Admin combo in one new building.
- Efficient operable windows needed
- Natural ventilation as much as possible
- Need hot water at restrooms
- Consider ceiling fans for air movement.

Prioritization:

Safety is first priority

- Provide adequate perimeter fencing and gates
- Configure Administrative office area to provide secure entry point
- Provide adequate electrical power and technology upgrades
- Modernize heating system and provide cooling
- Consider a dedicated drop-off / pickup drive along Buena Vista
- Parent/teacher group will meet to discuss priorities and forward their findings to the architect and District

2. Next Steps:

- The Master Site Plan will be revised to reflect today's comments. There will be a narrative written to explain and expand on the plan, and the final documents will be incorporated into the district wide master planning report. This process is expected to wrap up in June 2014.