



Meeting Minutes

November 20, 2013 9 am to 11 am

Alameda Unified School District

Educational Specifications - Meeting 1 - High Schools

AUSD Office, Marina B Conference Room

Attendees:

Stan Clark	Quattrocchi Kwok Architects	stanc@qka.com
Nick Stephenson	Quattrocchi Kwok Architects	nicks@qka.com
See attached Sign-In Sheet		

Distribution:

Kirsten Vital	Superintendent, AUSD	kvital@alameda.k12.ca.us
Robbie Lyng	Director, MOF, AUSD	rlyng@alameda.k12.ca.us
Bernadette Gard	MOF, AUSD	bgard@alameda.k12.ca.us
Stan Clark	Quattrocchi Kwok Architects	stanc@qka.com
Mark Quattrocchi	Quattrocchi Kwok Architects	markq@qka.com

The minutes below reflect the discussion of the group during the meeting. Any additional information added after the meeting is shown in *italic text*.

- Introductions
- Review of Goals of Committee:
- Create Educational Specifications for AUSD, for each school type
- Purpose is to define a standard for educational program and the required facilities to meet that program at each school across the District. This will be used to evaluate each school site's facilities during the Master Planning process and identify proposed facility improvements.
- General comments on District Standards for High Schools:
 - Need a defensible perimeter with gates and a secure core.
 - Security lighting at outdoor spaces is important.

- Security cameras may provide an additional level of security. Monitored cameras provide the possibility that an unwanted intruder could be seen before they penetrated the classrooms. Cameras can be used after school hours.
- There are 2 distinctly different High Schools with different priorities – Alameda HS and Encinal HS.
- Currently the district does not provide bussing for high school students.
- Campus's need a more defined point of entry. There is no clear "front door" to the school. Need a clear point of entry. (Typically at Admin.)
 - Egress is a problem with kids exiting campus at various points around the perimeter. This is a safety issue for special ed.
 - Centrally located administration office would be good.
 - Currently not adequate staff parking.
 - Drop off and Pick up traffic patterns are a huge issue. 4 kids have been hit by cars already this school year.
 - Separate area for Special Education bus pick up/drop off. (No general bussing)
 - Having adequate facilities on campus is essential, including Theaters, tracks, football fields, Gymnasiums, etc.
 - Need to be able to host a graduation on campus.
 - "Career ready" programs need to be provided for. (shops, robotics, CTE, Culinary, etc.)
 - Student commons space is desired.
 - Numerous meeting spaces are required ranging in size from small conference size (8-10 people) to full class size to multiple class size).
 - Space should be flexible so it can be divided or opened up with acoustically isolating partitions.
 - Require large flexible spaces for dance, P.E., presentations, etc.
 - Open, bright and flexible dining facilities are required.
 - Open to natural light and outdoor gathering areas.
 - Good acoustics.
 - Presentation areas with proper sound and A/V systems.
 - Speed lines and quality food service facilities

- **Learning Environment Standards:**

- The future of AUSD should include teaching collaboration opportunities.
- Flexibility and mobility is seen as an issue related to the “furniture” as much as the architecture.
- Flexible Spaces or teaching suites can allow for a possible return to conventional, single classroom teaching environments should goals change in the future.
- Small, private meeting rooms are needed.
- There should be no “front” to the classroom. Can projectors rotate so that any wall can become the “Teaching wall”?
- Acoustics are important to provide privacy for meetings, sound isolation for special ed and music, etc.

Next Steps:

Part 2 of Educational Specifications for High School Schools will take place Wednesday, December 4th at 9:00 AM

Note:

The **Master Planning** meetings, with all school sites, including Principals, PTA members, teachers, community members and administrators will begin in January. Elementary, Middle, High and Charter schools will all be included in the **Master Planning** process. Schedule of meetings will be sent to Principals as soon as possible.

At conclusion of all meetings QKA will generate meeting notes and distribute to the committee for review.

Ed Spec Committee Meeting - November 20, 2013, 9AM to 11AM (Ballena Bay conf room)

NAME	DEPT	SIGN IN
Robbie Lyng	MOF	<i>Robbie Lyng</i>
Barbara Adams	Assistant Superintendent	
Kelly Lara	Student Services	<i>Kelly Lara</i>
Rob van Herk	Technology	<i>Rob van Herk</i>
Stéven Fong	Teaching & Learning	<i>Stéven Fong</i>
Susan Mitchell	Special Education	<i>Susan Mitchell</i>
Zarina Zanipatin	ELD	
Susan Davis	Business	<i>Susan Davis</i>
Marlene Grceвич	MOF	<i>Marlene Grceвич</i>
Bernadette Gard	MOF	<i>Bernadette Gard</i>

yes

yes

yes

yes

EDUCATIONAL EXPERTS (High School)

NAME	SCHOOL	SIGN IN
Kevin Gorham	Encinal	<i>Kevin Gorham</i>
Robert Ithiburn	Alameda	<i>Robert Ithiburn</i>
Kristen Zazo	Encinal	<i>Kristen Zazo</i>
Ben Washofsky	Island	<i>Ben Washofsky</i>
Kelly Gregor	Alameda	<i>Kelly Gregor</i>
Diana Kenney	Encinal	<i>Diana Kenney</i>
Tracy Corbally	ASTI	<i>Tracy Corbally</i>
Carolyn Cover-Griffith	Alameda	
Bob Moorhead	Encinal	
Dan Goldfield	Island	
Pauline Stahl	Encinal	
Lani Molina	Encinal	<i>Lani Molina</i>