



QUATTROCCHI KWOK
ARCHITECTS

MEETING RECORD

1331.01- B.2

January 16, 2014

3:30PM

Alameda USD Master Planning

Franklin Elementary School-Master Planning Committee Meeting #1

Attendees:

Nick Stephenson, Project Manager, QKA

Chad Crain, Job Captain, QKA

Also see sign-in sheet attached

Distribution:

Via District Website

Master Planning – Franklin Elementary School:

1. Needed improvements and/or new facilities:

a. Offsite improvements (safe routes to school)by others

- Consider closing down San Antonio Ave during school hours to allow students to safely access the city park green space and play area.
- Possibility of building a MPR/Community Center across San Antonio Ave on City Park property.

b. Site Improvements:

Pick up/Drop off:

- No room to create a drop-off.
- Currently staff parks along perimeter public streets. This is not ideal, but works fine. Staff would rather continue this then lose playground space for on-site parking.
- Drop off occurs primarily along San Antonio Ave, and functions best with volunteer crossing guards and drop-off monitors.
 - Signage would help

Security:

- Would like a video monitoring system.
- Would like improved site lighting, possibly with motion activated lights.
- Want new Clock/Bell/Alarm system.
- Need phones in classrooms that connect to main office.

- Need doors that lock from the inside in classrooms.
- A better located main office that is clearly visible and that can oversee visitors entering site.

Playgrounds / Kinder Playgrounds:

- No desire for grass or artificial turf area, they are happy with asphalt as currently configured.
- New play structure and equipment is desired.
- Seating around (e) trees would be nice.
- Love existing trees and would like to keep. Open up asphalt there to help tree roots if necessary.
- Improve existing fencing; repair or replace parts of it along Encinal.
- Fix site drainage, there is flooding into the basement level.
- Find a better spot for the emergency disaster supply storage closer to admin. This will free up some playground space.
- Relocate and expand bike parking.
- Would like a shaded area in the kindergarten.
- Would like a canvas/covered space in the main play yard.
- Would like an outdoor area that can serve as presentation meeting space.

c. Buildings

Administration Building

- Would like to relocate admin so it has view of who is coming onto the site.
- Make Principal's office bigger and more private.
- Make teachers lounge bigger, currently can't fit all staff.
- Create a conference room.
- Create a men's restroom.
- Would like to see Admin on the ground floor and not a split level.
- Would like to reclaim basement area for storage, currently it is used for special needs programs.
- Need separate offices for Psychologist and Speech Therapist.

Multi-purpose Building/Cafeteria

- Need a much larger MPR, currently have to have three lunch periods to accommodate all students. Even with that, food is served in the main hallway, and not everyone can sit inside the MPR to eat. Some students eat in the main hallway as well.
- Need adequate storage for tables.
- Need storage for after school program.

- Need warming kitchen and more efficient service line. Presently there is one warming oven and no permanent service window.

Classrooms

- Want modernized classrooms with updated tech and colors.
- Love natural day-lighting and want more of it.
- Would like to have natural ventilation.
- Want new phone system.
- Wireless connectivity is required.
- Kindergarten: Currently there are two kindergarten classrooms located across the campus from each other so that they each can have a toilet room in or adjacent to them. The idea of building a new kindergarten next to K1 and existing K play yard with a dedicated toilet room was received well.
- The existing portable building houses the music classroom plus after school child care.
- They need 4 private, dedicated, resource/break out spaces. 1/3 of a typical classroom is about the right size per resource space. Currently, the old storage space in the basement of the Admin wing serves this function. It is not accessible and has no windows.
- More restrooms are needed for both staff and students.

Next Step

- QKA to present draft of the Master Plan for comment at next meeting.
- Review prioritization at next meeting.

Next Meeting Date: Thursday February 6, 2014 at 6:00pm.