



# MEETING NOTES

# 02

<b>PROJECT</b>	<b>Measure A: Gault Elementary School</b>	<b>MEETING DATE</b>	5/30/2017
<b>CLIENT</b>	Santa Cruz City Schools	<b>PREVIOUS MEETING</b>	5/11/2017
		<b>PROJECT #</b>	17-005

	<b>ATTENDEES</b>
<b>SCCSD</b>	Trevor Miller Amariah Hernandez Ebby Dellamora Barbara Lawrence Moises Mena
<b>BA</b>	Monica Landaverde Laszlo Petrik Mark Bartos

## Planning Review Committee

NUMBER	SUBJECT STATUS	DATE	DISCUSSION
<b>01-01</b>	<b>Purpose of meeting/Introductions</b>		
		05/11/17	Review purpose of this meeting group <ul style="list-style-type: none"> <li><i>The purpose of this meeting group is to define a long term detailed master plan for the school site. We want to avoid temporary classrooms/ relocatable buildings, said Trevor.</i></li> <li><i>The District's goal is to get as many projects ready to complete the work that need to be done.</i></li> <li><i>MB explained that we want to develop a conceptual outline of projects.</i></li> <li><i>Amariah emphasized that transparent communication is very important for her. She meets with her staff twice a month, so BA will periodically provide updated reports that she can communicate to her staff.</i></li> </ul>
<b>01-02</b>	<b>Participants</b>		
		05/11/17	Sign In Sheet / Discuss who should attend
<b>01-03</b>	<b>Meeting Schedule</b>		
		05/11/17	Set up meetings to occur as soon as possible <ul style="list-style-type: none"> <li><i>The attendees to this meeting would be available during the summer.</i></li> <li><i>Next planning review committee meeting date and time shall be confirmed by Ebby. Tentative dates and times are as follows: Tuesday, May 30, 2017 at 9:30 am Thursday, June 1, 2017 at 1:00 pm</i></li> </ul>

NUMBER	SUBJECT STATUS	DATE	DISCUSSION
		05/30/17	<i>Amariah shall be available during the summer, except for the week of July 17 through July 21.</i>
01-04	Scope	05/11/17	<p>Review initial project list/scope/goals/history (Trevor)</p> <p><i>Items discussed and not included in the current list of Master Plan Projects:</i></p> <ul style="list-style-type: none"> <li>• Existing windows do not open and are at least 30 years old.</li> <li>• Trevor said the playfield is small.</li> <li>• Amariah said a multi-purpose space is needed for flexibility.</li> <li>• For the next school year (2017-2018), (8) portable buildings will be assigned to (1) teacher per classroom. However, (2) portable buildings will be used for intervention groups (small groups that need flexible space).</li> <li>• A conference room is needed.</li> <li>• Existing garden has to be preserved.</li> <li>• The school's sport is soccer rather than basketball because the majority of families are originally from Latin-American countries.</li> <li>• Moises said that he prefers carpet as a finish flooring material in the classrooms. Trevor said that he would like to explore new materials (there is a product made out of recycled bottles).</li> <li>• Moises said the front side of the school could be used for staff parking.</li> </ul> <p><i>Ebby shall e-mail BA the current curriculum and its respective distribution on campus.</i></p>
		05/30/17	<p>Current student population is 398 students. They are distributed as follows:</p> <ul style="list-style-type: none"> <li>• K through 3<sup>rd</sup>: 23 students maximum</li> <li>• 4<sup>th</sup> through 5<sup>th</sup>: 22 or 25 students maximum. <b>Verify this information with Amariah.</b></li> </ul> <p><i>Amariah described the following list of space needs:</i></p> <ul style="list-style-type: none"> <li>• Conference Room</li> <li>• (2) Special Ed classrooms</li> <li>• Psychologist office</li> <li>• SPED working classroom</li> <li>• PIP room (With capacity for 4-6 kids. Confidentiality is a must)</li> <li>• SPEECH room (With capacity for a small group of kids)</li> <li>• Staff room</li> <li>• Staff work room</li> <li>• Book sets/ curriculum room (with capacity for approximately 10,000 volumes; <b>Barbara shall confirm capacity</b>). Preferably adjacent to the Library.</li> <li>• Front office space</li> <li>• Counselor's space</li> <li>• More restrooms</li> <li>• Storage room (not a shed) for PE equipment.</li> </ul> <p><i>Barbara described the following list of Library needs:</i></p> <ul style="list-style-type: none"> <li>• Capacity for 20,000 volumes</li> <li>• Shelves to be reached by kids</li> <li>• With quiet and work space (classroom is needed)</li> <li>• Computer Lab (With capacity for 25 kids. Computer Lab could be used as a classroom).</li> <li>• IT office (small room)</li> <li>• Kitchen (provide sink, stove, counter top, and small refrigerator)</li> </ul>

NUMBER	SUBJECT STATUS	DATE	DISCUSSION
--------	----------------	------	------------

- Librarian's office (centralized/ fish bowl)
- Work room independent from Librarian's office
- Provide exterior access for book deliveries

*Amariah emphasized the need of a drop-off lane and staff parking. She described the logistics of the drop-off lane, as follows:*

- *The school likes to encourage face to face interaction between the parents and the teachers, so some parents escort their kids directly to the classroom.*
- *The drop-off lane has to be long enough to keep 4 or 5 cars formed and moving.*

*Also, Amariah said that the school site only has (2) accessible entrances, one at the front and one at the rear side.*

*Ebby shall provide a verified list of needs including the requirements for the Library. BA shall work on a Program Matrix and shall provide updated sketches. Scope of work will be integrated in a phasing plan.*

**01-05 Current list of "Master Plan Projects"**

05/11/17

- Existing Building(s) Modernization
- School Furnishings
- HVAC System
- Utility Infrastructure
- Paint Exterior School
- Re-roof Existing School
- Landscape and Irrigation Improvements
- New Classroom Building
  - *Amariah said that students' population stays the same.*
  - *A classroom defines the proximity between the teacher and the students and provides a safe space for learning.*
- Kitchen Relocation/Modernization
- Kindergarten Shade Structure
- New Student Drop-Off Lane/Parking
  - *For the student drop-off lane, Amariah recommended location on Effey Street because Seabright Avenue is more congested. Trevor said the front of the school is currently too hazardous.*
  - *Amariah requested that the main access of students to the school is not through the front of the school/main office. She wants to get back to us on this, once she has studied current drop-off patterns.*
  - *Trevor's preference is not to combine parking with the drop-off lane to avoid any accidents.*
- Shade Structures
  - *One of the biggest concerns is the front lunch area. Amariah expressed her preference to locate it at a safer area (rear side of main building).*

05/30/17

BA informed that the roof replacement project is currently getting developed and construction is being planned during this Fall.

NUMBER	SUBJECT STATUS	DATE	DISCUSSION
--------	-------------------	------	------------

**01-06 Rough Thoughts on Schedule Priorities of the above projects / Site Master Plan  
(Review with team. This is JUST a first guess)**

05/11/17 We will collaborate with team to develop/refine site master plan. Below is a rough list of potential priorities/time-line.

Phase 1 Re-roof

- Tile Roof: CDs preparation for DSA submittal

Phase 2 Exterior Improvements, Hardscape, and Toilet Rooms

- Exterior Building Painting
- Exterior Window Replacement/Repair? (part of “modernization”)
- Front hardscape
- Toilet Rooms Modernization

Phase 3 Student Drop-Off and Accessibility Upgrades

- Student Drop Off Area/Parking
- Accessibility Upgrades
- Some fencing improvements

Phase 4 Existing Main Building – West Side Modernization

- Auditorium/Cafeteria/Kitchen/Classrooms (includes utility infrastructure, HVAC, and furnishings)

Phase 5 Existing Main Building – East Side Modernization

- Classrooms and Library (includes utility infrastructure, HVAC, and furnishings)

Phase 6 Kindergarten Wing Modernization and Shade Structure (Possible Phase 3)

Phase 7 New Building with Shade Structure (Possible Phase 4)

- Field modifications/improvements
- Possible Kindergarten Shade Structure, if Kindergarten Wing is relocated

**01-07 Conceptual Site Plan Schemes**

05/11/17 *BA presented two conceptual site plan schemes that included some of the projects defined in the list of Master Plan Projects (student drop-off lane is not included yet). The scheme that provides a U shaped enclosed structure was preferred by the attendees due to the following reasons:*

- *Enclosed configuration provides a safer school campus.*
- *Trevor likes the concept of building up to the property line.*

05/30/17 *BA shall provide a site plan scheme that integrates the following:*

- *Existing Kindergarten building.*
- *Life Lab Garden (Trevor requested to keep it in the same location because if it gets relocated, it would be difficult to replicate it.)*
- *Amariah requested keeping the Kindergarten Play Ground area as close as possible and visible from the Kindergarten classrooms.*
- *For the new classroom addition, Trevor’s feeling is that it could be a two story building. However, he said it is a budget driven decision. Amariah said that a two story building on Broadway makes sense because it is the street with heavier traffic.*