



# MEETING NOTES

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<b>PROJECT</b>	<b>Measure A: Gault Elementary School</b>	<b>MEETING DATE</b>	9/5/2017
<b>CLIENT</b>	Santa Cruz City Schools	<b>PREVIOUS MEETING</b>	5/30/2017
		<b>PROJECT #</b>	17-005

	<b>ATTENDEES</b>
<b>SCCSD</b>	Trevor Miller Amariah Hernandez Ebby Dellamora 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>
		05/30/17	<i>Amariah shall be available during the summer, except for the week of July 17 through July 21.</i>

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01-04 Scope

05/11/17 Review initial project list/scope/goals/history (Trevor)

*Items discussed and not included in the current list of Master Plan Projects:*

- Existing windows do not open and are at least 30 years old.
- Trevor said the playfield is small.
- Amariah said a multi-purpose space is needed for flexibility.
- 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).
- A conference room is needed.
- Existing garden has to be preserved.
- The school's sport is soccer rather than basketball because the majority of families are originally from Latin-American countries.
- 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).
- Moises said the front side of the school could be used for staff parking.

*Ebby shall e-mail BA the current curriculum and its respective distribution on campus.*

05/30/17 Current student population is 398 students. They are distributed as follows:

- K through 3<sup>rd</sup>: 23 students maximum
- 4<sup>th</sup> through 5<sup>th</sup>: 22 or 25 students maximum. **Verify this information with Amariah.**

*Amariah described the following list of space needs:*

- Conference Room
- (2) Special Ed classrooms
- Psychologist office
- SPED working classroom
- PIP room (With capacity for 4-6 kids. Confidentiality is a must)
- SPEECH room (With capacity for a small group of kids)
- Staff room
- Staff work room
- Book sets/ curriculum room (with capacity for approximately 10,000 volumes; **Barbara shall confirm capacity**). Preferably adjacent to the Library.
- Front office space
- Counselor's space
- More restrooms
- Storage room (not a shed) for PE equipment.

*Barbara described the following list of Library needs:*

- Capacity for 20,000 volumes
- Shelves to be reached by kids
- With quiet and work space (classroom is needed)
- Computer Lab (With capacity for 25 kids. Computer Lab could be used as a classroom).
- IT office (small room)
- Kitchen (provide sink, stove, counter top, and small refrigerator)
- Librarian's office (centralized/ fish bowl)
- Work room independent from Librarian's office

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- 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.

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**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.*

09/05/17 *A phasing diagram was presented, and the following comments were provided:*

- *If there is not enough room to provide (2) full basketball courts, provide (1)*

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*full court and (1) half court.*

- *No breezeway on Broadway. Keep students away from being dropped off along Broadway.*
- *Evaluate access/ arrival of kids. Amariah requested BA to figure out a way to lead students from the rear of campus to the building. Consider a drop-off area along Sumner Street. Provide access through the playfields.*
- *The school provides breakfast for approximately 60% of the students. Amariah said that it is important to define a clear pathway for kids to pick up breakfast from the Kitchen. Amariah wants to avoid having kids roaming.*
- *Amariah shall ask her staff about a potential relocation of the Life Lab to receive their input. Trevor said that we will have to make it better, if the District decides to relocate it.*
- *Amariah requested a solid shade structure for the Life Lab.*
- *The potential relocation of the Life Lab to the south east corner of campus, would allow space along the south side for a new classroom wing that could be built in two phases. The second phase could be part of the next bond.*
- *For the new classroom wing, Trevor requested BA to consider rain water recycling and installation of solar panels at the new roof surfaces.*
- *Trevor requested BA to prioritize assessment/ upgrades of the existing ventilation system to keep classroom temperature between 68 and 77 degrees.*
- *Define the scope of work that would be part of a light modernization of the main building.*
- *Technology is very important at Gault because kids might not have it at home. The school encourages collaborative learning through technology.*
- *Provide flexible classroom spaces. It is important to be able to move furniture around.*
- *Provide neutral colors in classrooms.*
- *Amariah described major sewer issues at the front of campus due to tree roots damaging sewer lines. Also, the tree roots growth triggers damages to the pavement. The District has received workers compensation claims due to uneven pavement surfaces as well as the spiky seedpods.*
- *Amariah said that we need to figure out the way to present the projects to the staff and the community. She mentioned that two teachers battling cancer have expressed concern about the noise generated by the roof replacement.*