



MEETING NOTES

04

PROJECT	Measure B: Westlake Elementary School	MEETING DATE	1/31/2018
CLIENT	Santa Cruz City Schools	PREVIOUS MEETING	10/2/2017
		PROJECT #	17-007.0

SCCSD	ATTENDEES
	Trevor Miller
	Clyde Curley
	Sarah Riccabona
	Renee Figura
	Kathy Griffith
	Julie Nolte
	Chrisa Burr
BA	Monica Landaverde
	Mark Bartos

Planning Review Committee

NUMBER	SUBJECT STATUS	DATE	DISCUSSION
01-01	Purpose of meeting/Introductions		
		06/01/17	Review purpose of this meeting group
01-02	Participants		
		06/01/17	Sign In Sheet / Discuss who should attend
		09/11/17	Sign In Sheet
01-03	Meeting Schedule		
		06/01/17	Set up meetings to occur as soon as possible
			<i>Next meeting was scheduled on August 3. ML shall e-mail meeting reminder to Clyde and Rossell. Staff members shall e-mail ideas to Clyde Curley before next meeting.</i>
		09/11/17	Set up next meeting
			<i>Next meeting was scheduled on October 2 at 3:00 pm. ML shall e-mail meeting reminder to Clyde and Rossell. ML shall also e-mail photos of phasing diagrams to Clyde Curley.</i>
01-04	Scope		
		06/01/17	Review initial project list/scope/goals/history (Trevor)
			<i>The District's goal is to provide a better definition of the scope of work listed in the</i>

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Master Plan to be able to address the District's needs on a regular basis; if not with current bond money, the District would look for future bond resources.

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

- *Kindergarten playground equipment upgrades.*
- *Clyde said it makes sense to consolidate the existing Kindergarten areas.*
- *Storage to replace old sheds. Provide centralized location.*
- *Access to technology. Infrastructure has been installed on site but no technology upgrades have been added to campus.*
- *Faculty restrooms*
- *Third grade classrooms were located in portable buildings after re-opening of school, which was closed in 2004.*
- *Clyde said that Westlake Elementary is one of the few schools in the District which enrollment is going to grow due to adjacency to UCSC and its dedicated art programs.*
- *The original front side of school was the east side of the Multi-Use building.*
- *The school currently has 660 students. During plays, they normally do (3) assemblies. The current capacity of the Auditorium is 125 people. The preferred capacity is 200 people.*
- *Clyde explained that the existing quad between the Library and the Multi-Use building was created after the Library building was built, so...Why don't we propose an addition between the two buildings?*
- *Termites in the upper building, said Kathy.*
- *Clyde said there are main drainage problems and trip hazards all over campus.*
- *Clyde wants to create flexible spaces.*
- *Clyde said that the pre-K programs bring life to the school.*
- *Relocate custodian room. Currently is located in the Multi-Use Building.*
- *BA should study table and seating areas in reference to lunch schedules.*

01-05 Current list of "Master Plan Projects" from Fall 2016

06/01/17

- Existing Building(s) Modernization
 - *Teachers informed that classrooms at the "Lower Wing" only have one door and classrooms at the "Upper Wing" have two doors. BA shall verify exiting requirements.*
 - *Also, teachers reported that doors facing south are made out of wood and are deteriorating due to weather conditions.*
 - *Existing window blinds are antiquated and broken. Some windows open inwards and others open outwards.*
 - *Clyde said that their first priority is technology upgrades, finishes, and basic upgrades.*
- School Furnishings
- HVAC System
- Utility Infrastructure
- Paint Exterior School
 - Every year, the graduating class paints a mural. BA shall coordinate with District for murals protection or possible removal.*
- Re-roof Existing School
- Landscape and Irrigation Improvements
- New Classroom Building
 - *Trevor explained that it could be a (2) story building but nothing has been defined yet. Also, he said that portable buildings would probably be the last buildings to be removed.*

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- *Clyde suggested locating the (N) classroom wing at the northern side of campus, where he considers the space is underutilized.*
- Convert Library to Admin and Relocate Library
 - *Clyde asked the following question: where would we place the Library if it was not its current location?*
 - *Library is also used as a teaching space.*
 - *Library currently has 20,000 volumes.*
 - *Currently, there is no storage in the main office.*
- Add Lower Parking Area and Drop-off

They need more parking area. They use High Street as overflow parking and this causes issues. If they have to decide between a new classroom wing and additional parking, they would possibly support the new classroom wing, though.

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

06/01/17 We will collaborate with team to develop/refine site master plan. Below is a rough list of potential priorities.

Roof

- Built-up Roof and asphalt shingle Replacement

Exterior Improvements, Hardscape, and some Toilet Room accessibility upgrades

- Exterior Building Painting
- Exterior Window Replacement/Repair? (part of “modernization”)
- Landscape improvements between buildings
- Toilet Rooms accessibility upgrades

Exterior Accessibility Upgrades

- Parking lot re-striping
- Additional lower parking area and drop-off
- Lift improvements/replacement
- Install new fencing to improve security on campus

There have been episodes of stolen bags in the parking lot. Staff wants to have a secure campus. Look at Bay View Elementary for secure fencing options.

Existing Intermediate Wing – Modernization

- Classrooms (includes addition of tack panel at certain locations, utility infrastructure, heating control upgrades, HVAC, and furnishings)

Existing Primary Wing – Modernization

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

New Admin Building

- Relocate Admin to Existing Library Building

At the main office, the following rooms are needed:

 - *(2) Offices for full time staff*
 - *(2) Offices for part time staff*
 - *Office for school psychologist*
 - *Office for full time counselor*
 - *Classrooms, one for intervention and one for resource specialist for testing (30 students)*

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- Office for occupational therapist and PE specialist. Both share the same room.

- Relocation of Computer Lab
- Create new accessible and secure entry into new Admin/Library Building

New Classroom Building

MB drafted a sketch with the big picture priorities described by the attendees but they were not listed in any particular order:

- Security/ Main Entrance to Campus
Clyde said it is very important to provide a controlled access to campus.
- New Classroom Building (s)
- Renovation of Upper Building
- Renovation of Lower Building
A teacher is concerned about completion of the lower wing if the phasing starts with the upper wing.
- Multi-Use Building addition/ Library/ Admin
The common programs that could be located in the Multi-Use Building are:
 - Music and Art
 - Primary Intervention Program (PIP)

Also, the following spaces are needed:

- Staff room/ Lunch Room
- Conference room
- Community room
- Larger Health Office
- Restrooms

09/11/17 Review conceptual phasing diagrams.

- *Clyde provided clarification regarding the location for the Special Day Class (SDC) classrooms. He requested to have (1) classroom per wing. The classroom would have particular needs. If an additional SDC classroom is needed at a centralized location (Multi-Use building), Clyde would provide further instructions.*
- *For the Resource Programs, provide a space in the Multi-Use building that is the size of a classroom, and it can be divided into small rooms (for small groups/ one on one meetings) with folding partitions for flexibility.*
- *Provide toilet rooms within Pre-K, Bridges to Kinder, and Kindergarten classrooms. The size of those classrooms should be 1.5 the size of a regular classroom. Clyde highlighted the fact that by providing bigger classrooms, we would be limiting the use of those classrooms for Pre-K and K.*
- *The staff members requested to add more toilet rooms in the lower wing.*
- *The size of the existing classrooms may be too small, especially for 4th and 5th grades, which in some cases need to house about 32 students per classroom. Mark explained that the standard size of classroom defined by the State is 960 sq. ft. for 27 students.*
- *If the new classroom wing is placed at the north east end of campus, relocate the existing Music/Dance and RTI (Response to Intervention) portables adjacent (west side) to the Life Lab garden.*
- *Clyde requested exploring the idea of building an accessible walkway or ramp instead of fixing the existing stair lift.*
- *Clyde requested having the north side play structure upgraded.*
- *Adrienne requested to keep in mind that the play structure for the 1st and 2nd*

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			<p>graders should be different than the one provided for the 3rd, 4th, and 5th graders. If upgrading the existing north side play structure, we could have a common area for both groups but also areas that are specific for each group.</p> <ul style="list-style-type: none"> • Clyde said it would be great providing an exit driveway at the west side of the parking lot proposed at the south side of campus. • The upper campus is already crowded, and if we build a new classroom wing at the upper campus, we would be adding more students there. So, BA was requested to explore a phasing diagram considering additions to each existing wing. • Staff requested BA to maximize the student moves to "one". • It was mentioned that the Amphitheater is only used once a year for the Spring Play Shakespeare on the Go. • For Library relocation, Clyde requested using the bigger size portables (the two currently used for Kindergarten classrooms).
10/02/17			<p>Review master plan optional schemes.</p> <ul style="list-style-type: none"> • RTI (Response to Intervention) classroom should have the size of a standard classroom. • Clyde considers that having a total of (30) classrooms would be ideal for the Westlake Elementary school campus. • Clyde likes the option of having Kindergarten adjacent to the lower wing. • Two lunch canopy areas are needed: (1) for Kindergarten, 1st, and 2nd; and (1) for 3rd, 4th, and 5th. Currently, there are (3) lunch schedules. • A playground area for CKC (Campus Kids Connection) and Bridges to Kinder needs to be provided. • Amphitheater could stay, or it could be removed, said Clyde. A possibility is to install solar panels and take some trees out. • During the next meeting, Clyde would like to talk about site security overall campus.
01/31/18			<p>General comments in reference to master plan diagram.</p> <ul style="list-style-type: none"> • In order to use the existing portable buildings (south side of campus), during construction of the new Kindergarten wing, Clyde proposed locating the new wing adjacent to the Life Lab Garden and relocate the existing Kindergarten portable classrooms. Clyde requested keeping the (E) hardscape play area. • Renee mentioned that the Kindergarten teachers don't like the idea of being far from the rest of campus. However, Trevor mentioned that the lower side of campus is more feasible to locate the new wing due to the site topography. • Trevor would prefer not having a drop-off area at the end of the proposed staff parking. However, we would evaluate if it could work. Clyde informed that the Kindergarten drop-off happens at the same time as the other grades. • The addition to the upper wing makes teachers nervous because it seems to be a long building. Teachers requested adding a breezeway. • Accessible parking spaces are needed. There are not enough. • For the new Kindergarten wing, Clyde requested BA exploring an indoor/outdoor layout. • For the existing wings full modernization, Trevor explained that the District would like to schedule it when the school site is eligible for state funds modernization. • Trevor explained that the District's goal is to keep the classroom temperature between 68 and 77 degrees without using air conditioning.