



# MEETING NOTES

# 03

<b>PROJECT</b>	<b>Measure B: Mission Hill Middle School</b>	<b>MEETING DATE</b>	8/28/2017
<b>CLIENT</b>	Santa Cruz City Schools	<b>PREVIOUS MEETING</b>	6/6/2017
		<b>PROJECT #</b>	17-006.0

	<b>ATTENDEES</b>
<b>SCCSD</b>	Trevor Miller- Director of Facility Services Ann Mekis- Principal Kat McElwee- Assistant Principal Keyana Stanford- Athletic Director Chris Lara- Custodian
<b>BA</b>	Mark Bartos Monica Landaverde Curtis Monette Laszlo Petrik Neal Sellers

## Planning Review Committee

NUMBER	SUBJECT STATUS	DATE	DISCUSSION
<b>01-01</b>	<b>Purpose of meeting/Introductions</b>		
		3/16/17	Review purpose of this meeting group.
		6/6/17	ML from BA reviewed purpose of the meeting.
		8/28/17	<ul style="list-style-type: none"> <li>Ann Mekis requested having the bond resources distributed around the whole campus.</li> <li>Trevor mentioned that these meetings will provide the definition for the scope of work to be completed within this bond and the scope to be scheduled for the next bond.</li> </ul>
<b>01-02</b>	<b>Participants</b>		
		3/16/17	Sign In Sheet / Discuss who should attend  <i>District suggests that the Athletics Director be an active participant</i>
		6/6/17	Meet with Athletic Director  <i>Athletic Director is part time and may have difficulties attending. Site suggested that Physical Education teachers be involved to provide input on facilities.</i>  <i>Current Principal informed the team that she will be transitioning to another position and will not be continuing as the principal. Her last day will be June 23, 2017. The new principal Ann Mekis will begin next week. Both will be working together until June 23, 2017.</i>

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			<i>In General, Kat McElwee (A.P.) is very knowledgeable about the facilities and should be included in any communication</i>
		8/28/17	<ul style="list-style-type: none"> <li>• Athletic Director attended meeting for the first time.</li> <li>• First meeting with Ann Mekis as School Principal.</li> </ul>
<b>01-03</b>	<b>Meeting Schedule</b>		
		3/16/17	<p>Set up meetings to occur during spring semester</p> <p><i>Two planning meetings were established: Thursday, April 13, 2017 at 2:45 pm Thursday, May 11, 2017 at 2:45 pm</i></p> <p><i>BA to schedule photo survey every room on campus during spring break.</i></p> <p><i>BA to request proposals from ALL consultants including soils and geotechnical engineer, inspector, testing and inspecting engineer, etc.</i></p>
		6/6/17	<i>BA requested time over the summer to gain more input. Due to Principal change, BA will coordinate with Trevor Miller in regards to meeting new Principal and setting up future meetings.</i>
<b>01-04</b>	<b>Scope</b>		
		3/16/17	<p>Review initial project list/scope/goals/history (Trevor)</p> <p><i>District states a guideline to follow would be to:</i></p> <ul style="list-style-type: none"> <li>• verify classroom types</li> <li>• assess the size of each classroom space</li> <li>• schedule will be defined by BA</li> </ul> <p><i>District is looking for a cohesive plan that includes everything to be completed</i></p> <p><i>Principal sees two parts to the scope:</i></p> <ul style="list-style-type: none"> <li>• Visual and more noticeable damage throughout site <ul style="list-style-type: none"> <li>○ Flooring</li> <li>○ Stairs</li> <li>○ Roof leaks</li> <li>○ Windows <ul style="list-style-type: none"> <li>▪ Replace Blinds and windows in Room 31 they were installed poorly.</li> </ul> </li> <li>○ Partition walls <ul style="list-style-type: none"> <li>▪ Remove wall paper and repaint wall</li> </ul> </li> <li>○ Ceiling tiles</li> <li>○ Rodent issues</li> </ul> </li> <li>• Future needs and wants to be incorporated into the scope</li> </ul> <p><i>Martha, librarian/teacher, mentioned that products used in the 2003 modernization project lacked quality. District states that we will use the best we can depending on the budget. District is considering a lease-lease back delivery method process to control the quality delivered.</i></p> <p><i>Principal to email BA a floor plan with room labels</i></p> <p><i>BA and District will minimize any inconveniences during the school year and have most construction work done during the summer or long recesses.</i></p>
		6/6/17	Review list of needs provided by Principal

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*Julia Hodges explained the list was initiated with staff input, which was then provided to the parents to vote and provide input.*

*Staff described the "auditorium repairs", as follows:*

- *Flooring*
- *Sound system is not functioning properly. Speakers that are mounted inside of walls do not work.*
- *Stage lighting is broken. Currently only the can lights providing low light levels on stage function.*
- *Folding partition between stage and band room is non operable and creates sound transmission issues and size restrictions for the band room.*
- *Stage curtains need to be updated*
- *Acoustical boards on walls are badly stained and have begun to detach from wall surface (possibly caused by leaks)*
- *Stage apron doors and finishes are warped and deteriorating, so they need to be replaced.*
- *Windows are very difficult to operate and need to be replaced.*
- *Insufficient ventilation caused primarily by window operation issues. The room gets extremely hot when in use.*
- *Sound Room has very limited functioning control of the auditorium and is currently more utilized as library storage.*

*Adjacent Kitchen, which is used for various school events, afterschool programs and previously SDC (will be returning to the site 18'19' academic year), has never been modernized:*

- *Equipment is at end of usable life.*
- *Finishes throughout need to be replaced*
- *Flooring was done summer 2015*

*Other items:*

- *Existing folding partitions provide sound transmission challenges between classrooms. Site staff would like them replaced with permanent walls at the following locations:*
  - *Rooms 3/ 4, 9/10, 11/12, and rear of room 24*
  - *Site staff was not interested in upgrading the partition walls to newer design standards as the concept does not function well with their school operation and class sizes (33 students).*
- *Room 13 has entry to copy room. Attendees would like it to be filled in.*
- *Filtered water stations to replace drinking fountains were highly requested by parents. Site staff is under impression that it may be too difficult to do in respect to current plumbing system.*
- *Discussion about gym and athletic facilities was tabled until we meet with physical education teachers, who can provide input.*
- *Room 10 will be returning to use as an SDC class, so sink installation will need to be addressed.*
- *Green paint is deteriorating at a high rate. Consider when selecting paint and application process for the painting projects.*
- *Site does not like the way the ducts are designed and exposed in the classroom wing which extends towards the gym. The staff is not against exposed ducts but they do not like the soffit and ceiling tile configuration in the library.*

8/28/17

- *The Administrative Office space needs to have visual control of the students' access to the main building. Also, it needs to be easily located by visitors.*
- *Ann Mekis informed that the student population, for the 2017-2018 school year, has increased by almost 50 students. The teachers are sharing classrooms. MB said that the School might be eligible for New Construction*

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state funds.

- Keyana mentioned that students use the locker rooms but not the shower rooms. Students don't shower anymore. She requested opening up the space for more storage. Also, laundry space is needed.
- For the gymnasium modernization, Keyana said that flooring replacement is needed.
- Trevor said that the existing gymnasium bleachers are relatively new and meet code requirements.
- The existing gate at the east side of the gymnasium is rarely used. The staff supported the idea of relocating the main entry of the gymnasium to the interior side of campus.
- Keyana requested providing parking for sport events and exterior lighting.
- Brunch, lunch, and physical education classes are held at the sports field.

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

3/16/17

- Existing Building(s) Modernization

Principal wants to address flooring, partition walls and ceilings. District mentioned that this would be addressed at this time.

Principal states that there was a list of items generated for modernization. The list will be emailed for review.

- School Furnishings
- HVAC System

District states that the entire heating system will need to be evaluated and replaced. Optimal room temperature all year round 75-76 degrees. There may be no need to install air conditioning if proper ventilation is provided.

Consider the use of interior ceiling fans (i.e. Big Ass fans) in classrooms

- Utility Infrastructure

Consider solar panels on flat roof areas

- Paint Exterior School
- Re-roof Existing School

There have been multiple roof patching repairs completed, but never a roof replacement. This project could be constructed during the school year.

- Landscape and Irrigation Improvements

BA mentioned that work could start in the Summer '17. BA has scheduled an over the counter meeting with DSA on May 17, 2017.

- New STEM/Classroom Buildings

Principal states that the previous STEM teacher taught at the high school level. And was integrating high school curriculum with the middle school curriculum. Principal to email BA information on the STEM curriculum.

- Shade Structures
- New Student Plaza (Pick up area)
- Additional Storage (within new building)

6/6/17

Concept Sketch of addition was revisited

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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)**

3/16/17 We will collaborate with team to develop/refine site master plan. Below is a rough list of potential priorities/time-line.

Phase 1 Landscaping: Front Lawn

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

Phase 1 Re-roof

- Tile Roof

Exterior Façade Improvements

- Exterior Building Painting
- Exterior Window Replacement/Repair? (part of “modernization”)

*Some of the windows have been replaced. The mechanism is newer and different than the original windows District states that all the windows will need to be replaced because they don’t comply with energy requirements.*

Utility Infrastructure

New Building/Addition? (Shade structure?)

*All attendees were very pleased with the preliminary design sketch presented. BA to provide more iterations as we continue to develop the program.*

*Blacktop could be used as temporary parking for school events. Principal is open to the concept of relocating the lobby to the gym between new addition and the west side of the gym.*

*Only concern with parking on blacktop, the weight of the vehicles impacting the underground utilities.*

*The new Cafeteria should be large enough to hold assemblies.*

Modernization (with Furnishings, Storage, HVAC)

- Phase 2 Re-roof
- Phase 2 Landscaping

*Locker rooms need updating*

*Auditorium needs to be freshened up.*

6/6/17 *BA will continue to work on an initial program based on input provided. The program will be presented to site staff and District.*

8/28/17 *Staff provided the following phasing input:*

- *Light modernization of main building – Phase 1*
- *Gymnasium Modernization (includes Locker Rooms reconfiguration) – Phase 2.*
- *New CTE classrooms – Phase 3*

**01-07 Landscape Phase 1 (Potential Summer 2017 Project- if Non- DSA)**

3/16/17 Scope

- Remove and replace existing non-compliant ramp
- New plantings at front lawn. Preference for drought tolerant plants

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- New student drop off area. Trellis/canopy
- Consideration for Bicycle access at south end
- Review sketches / additional scope?
- Set up future meeting (part of PRC group or separate group)

*Principal suggests moving the monument sign closer to the street. Common complaints, existing sign is not visible from the street.*

*Principal prefers one access point into the school, through the main entry.*

*Keep maintenance down*

*Provide drought tolerant vegetation.*

*Consider providing an accessible ramp/sloped walkway at the main entry.*

6/6/17

BA provided project update.

- *Design sketches, including new electronic monument sign, was presented and provided to principal. Site staff shared the following comments:*
  - *Can the Palm be replaced with a native tree type or was it a selection by the district? (BA- Landscape Architect selection and will be looked into further for a possible alternative)*
  - *Can we ensure the other plantings be native so can they be incorporated and used in the science curriculum? (BA- Landscape architect utilized City of Santa Cruz's plant list to ensure the design selection would replicate surrounding neighborhood's landscape palette.)*
  - *Is new sloped walkway in the front wide enough for bicycles as some staff bike to work and store their bikes inside? (BA- confirmed walk is wide enough)*
  - *What is timeline of the project? (BA-Project is to begin immediately following DSA approval and aim for completion before start of the school year.)*
- *Scheduled for DSA review, Friday June 9, 2017.*
- *Trellis would be included in the roof replacement project to avoid approval delays at DSA for the front landscape project.*

8/28/17

- *Ann Mekis suggested not using decomposed granite at the front of the school to avoid tracking it into the building. The proposed resolution is to extend planting up to the edge of paving.*
- *Trevor Miller requested installing the construction fencing without blocking the sidewalk.*
- *BA informed that construction is expected to start in October 2017 and to be completed in December 2017.*
- *Bike rack area paving and enclosure shall be addressed during main building modernization.*

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**01-08 Roofing Phase 1**

3/16/17 Review potential scope and site accommodation – if front tile roof is addressed first

- 6/6/17 BA provided update on project status:
- Construction drawing set is being produced as scope is being finalized.
  - Currently only Tile roofing to be replaced.
  - Flat roofs are on hold as program is being finalized.
    - *Flat roofs not being included was a concern as many of the leaks are over the flat roof section.*
    - *Site staff pointed out flat roof section adjacent to staff lounge deck has been a serious issue in the past. Although they noted that some drainage improvements have made a slight difference.*
    - *Teachers noted that most of their classrooms have leaks and acknowledged that replacement of the tile roof would help a lot but flat roofs need to be addressed.*
  - Submittal to DSA expected late summer.
  - Anticipated as a Fall project