



FAIRMONT ELEMENTARY SCHOOL WCCUSD

Meeting Minutes: June 21, 2011

Meeting Location: Fairmont ES Library

Meeting Time: 6:00 - 8:00 PM

HY Project #: 3375

Attendees:

- Charles Ramsey, (CR), charamsey@comcast.net
- Bill Savidge, (BS) WCCUSD, bsavidge@wccusd.net
- Andrew Mixer, (AM1), WCCUSD, amixer@wccusd.net
- Terry Miller, (TM), WCCUSD, tmiller@wccusd.net
- Linda Lambie, (LL), Fairmont ES, woodstockthecat@aol.com
- Rosaline Soneda, (RS), Fairmont ES, rsoneda@sbcglobal.net
- Tim Warner, (TW), Fairmont ES, tim@clerestory.com
- Al Miller, (AM2), amil@leonardoslab.com
- Gino Martinucci, (GM), 643 Lexington Ave.
- Anne Marie Richard, (AMR), anne_richard@berkeley.edu
- Thad smith, (TS), 630smith@gmail.com
- Matilde Hollander, (MH), hllnder@aol.com
- Jorge Rico (JR), HY Architects, jrico@hy-arch.com
- Brian Metzgar, (BM), HY Architects, bmetzgar@hy-arch.com
- Stephanie Larson, (SL), slarson@hy-arch.com
- Angga Putra, (AP), aputra@hy-arch.com

Prepared by: Jorge Rico

Please review the following meeting minutes for accuracy and completeness. If there are any corrections/additions, please forward any comments within 2 days of receipt to the preparer, otherwise minutes will be assumed correct as written.

Item#	Description:	Action By:	Due Date:
1.0	Agenda Items		
1.1	Kindergarten / Pre-K Sp. Ed. Options 1 & 2: <ol style="list-style-type: none"> Option #1 design includes an "L" shaped layout for the four Kindergarten classrooms with a detached Pre-K Sp. Ed classroom. The change from the previous masterplan scheme was to rotate the Pre-K Sp. Ed 90 degrees and pull it westward to allow for more open space with an adjacent Kinder classroom. This options outdoor play area is approximately 5,500 s.f. in size Option #2 design includes the four Kinder classrooms lined up parallel to the sidewalk opposite the neighboring library. This option allows for more open space and includes approximately 7,570 s.f. of outdoor play area. The increase in play area is partially accomplished by scooting the Multi-Purpose building approximately 10-12 feet southward, which takes space way from the 1st – 6th grade students. 		

1.2	<p>Kindergarten Issues and Discussion:</p> <ol style="list-style-type: none"> 1. Current site has two Kinder classrooms and the new design is in response to four future full day Kinders plus the full day Pre-K Sp. Ed. classroom 2. The proposed Kinder yard will host approximately 88 students plus the Pre-K Sp. Ed students. 3. The current Kinder play yard is roughly 4,200 s.f. serving a load of 48 students. 4. A suggestion was made to stagger the Kinder schedule to alleviate crowding, however, that decision that will need to be made by site staff. 5. Fence: Will the Kinder yard be separated from the balance of the site by a fence? Yes, a 4 foot high fence. 6. Pre-K Staff requested modifying the floor plan to allow for line-of-sight view of drop-off busses parked on Stockton Ave. 7. Option 2 was accepted as the scheme to develop further. 	HYA	7/05/11
2.1	<p>Multi-Purpose / Food Service Building:</p> <ol style="list-style-type: none"> 1. Both options presented include food service with a community kitchen, speed line, stage with storage, entry lobby and restrooms. Additionally, a ramp in lieu of a wheelchair lift has been incorporated for stage access. 2. The primary difference between Options 1 and 2 is the orientation and location of the multi-purpose space entry. Minor differences are the internal layout of food service. 		
2.2	<p>Multi-Purpose Issues and Discussion:</p> <ol style="list-style-type: none"> 1. Both the speedline and ramp are desired features. 2. Is there storage for tables and chairs beneath the stage? Yes, this will be incorporated into the design. 3. The District asked for folding lunch tables and benches that have wheels and can be folded and stored out of the way, and to include storage. 4. Staff asked for folding table/bench configurations that have a wheelchair space on the side as opposed to the end. 5. The District asked HYA to provide a seating layout capacity of 325 students for each of its 2 lunch periods. 6. Food service kitchen: <ol style="list-style-type: none"> a. What goes in the office? It's the office for the staff member who runs food service. b. What is the changing room? It is for food service staff to change out off their clothes prior to and after a shift. This is a Health Department requirement. c. What is the plan for recycling food waste? – Refer to item 7a below. d. Walk-in freezers and refrigerators are not used at elementary schools, smaller units are employed – refer to item 7b below. e. The wall separating the kitchen with the speedline will be approximately 2 feet wide and will contain pass-thru refrigerators and warming cabinets. 7. HYA to coordinate with the District on the following: <ol style="list-style-type: none"> a. Food waste recycling program, size and configuration of containers. b. Meet with Barbara Jellison to review food service layout and equipment. 8. The components selected for further development are the food service from Option 2 combined with the lobby and multi-purpose room from Option 1 	HYA	7/05/11
3.1	<p>Administration Building:</p> <ol style="list-style-type: none"> 1. The layout of the 2 story Admin Wing includes a ground floor Lobby/public space accessed primarily from Stockton Street and facing the campus' main entry. The 		

	<p>balance of ground floor organization includes offices facing either Stockton or Kearney with support spaces within a central core. The second floor contains more public space in that it has the parents center and community space. The staff zone for the 2nd floor is the staff lounge and workroom.</p>		
3.2	<p>Administration Building Issues and Discussion: Ground Floor comments:</p> <ol style="list-style-type: none"> 1. Does it make sense to move the Principal's office to the side facing the school and yard? HYA will review this and the rest of Admin. with the Principal, who was not able to attend. 2. Are copiers on the first floor? Yes. 3. Would it make sense to move furniture storage closer to a perimeter delivery area? Yes, HYA will study a location near food service. 4. Is the elevator accessed from the outside? It is in the space connecting Admin. with the classroom wing. The District asked that the connector be enclosed as opposed to an open breezeway. 5. Is there internet everywhere? Yes. 6. Do staff restrooms get natural light? No, this is due to putting rooms that really need daylight in a location where windows are possible. <p>Second Floor Comments:</p> <ol style="list-style-type: none"> 7. Do parents with strollers have access to the 2nd floor? Yes, via an elevator serving the adjacent classroom wing. 8. What is the size of the staff lounge? 853 s.f as opposed to the 500 s.f. that the school currently has. 9. Can you make the wall separating the staff lounge with the adjacent workroom a folding or accordion partition? Folding partitions are not a District standard, however, two pairs of 4 foot wide doors will allow for a 16 foot wide opening. 10. What is the Community Support space? This space is a community health center for medical, dental and vision support similar to the one at El Cerrito H.S. HYA will provide an interior layout for review at the next meeting 11. Please study rotating the parent center and community support spaces 90 degrees. HYA will provide a scheme for the next meeting. 12. What is the utility of book storage on the 2nd floor? It's a program element, HYA will review further with the Principal. 	<p>HYA</p> <p>HYA</p>	<p>7/05/11</p> <p>7/05/11</p>
4.1	<p>Two Story Classroom Wing:</p> <ol style="list-style-type: none"> 1. The two story classroom wing layout is the same as approved for the masterplan. HYA added that as the plans develop, additional meetings with staff will be held to review casework, finishes etc. 		
4.2	<p>Two Story Classroom Wing Issues and Discussion:</p> <ol style="list-style-type: none"> 1. Where is the elevator? There is one elevator at each end of the wing. The elevator closer to Administration is larger per code. 2. An attendee made a request for HYA to measure current student wheelchairs in order to ensure that that two could fit in the cab. HYA will perform their due diligence. 3. Do the Sp. Ed. classrooms have a washer and dryer? Yes. 4. Are restrooms heated? Yes. 5. How will you get daylight to the first floor? HYA will study and develop schemes maximizing daylight while eliminating glare. This effort includes studying lightwell placement to bring daylight down into the ground floor corridor. 		

	<ol style="list-style-type: none"> 6. Will there be solar panels on the roof as in El Cerrito H.S.? No, however, we will specify energy efficient lighting and make use of daylighting to reduce costs. 7. HYA will employ as much passive heating and cooling as possible to reduce energy and maintenance costs. 8. What will the floor finishes be? The current concrete floors are hard. Linoleum is the district standard for classrooms and selected administration areas will get carpet. Rubber padding is not acceptable because it is not ADA compliant. 		
5.1	<p>Site Circulation and Accessibility:</p> <ol style="list-style-type: none"> 1. Several attendees asked about wheelchair access from the street and within the site. Both the site and all buildings are fully accessible via ramps from Kearney street or, a concrete sidewalk connecting with the Stockton Ave, Lexington Ave and Staff parking entries. As stated earlier, the two story classroom wing will have two elevators. 2. Concern was expressed over where students would go during an emergency such as a fire or an evacuation. <ol style="list-style-type: none"> a. HYA will show the area of refuge in the yard where staff and students go when the fire alarm is activated. Code requires a minimum distance of 50 feet from the closest building. b. School & District Staff will need to develop a plan indicating where staff and students go should there be a reason to evacuate the site. 3. Site Staff will need to establish which gates or access points remain open during the day and which ones are locked. 4. Where is the entrance to the After Care Club House? The adjacent gate on Lexington Ave. 	HYA	7/05/11
6.1	<p>Joint Use library:</p> <ol style="list-style-type: none"> 1. The district indicated that they are in very preliminary discussions with the City of El Cerrito for a joint-use library facility shared with Fairmont ES. This facility would be staffed by city librarians. A study will shortly be conducted to evaluate the feasibility of this concept. 		
	<p>Next Meeting: Tuesday July 5th at 6:00 PM in the Fairmont ES Library. Subject will be a Landscape workshop to further develop ideas presented during the masterplan phase.</p>	FES Site Comm / HYA	

Cc: Attendees
 Bill Fay, WCCUSD
 Marcus Hibser, HY Architects
 Fairmont e-mail list
 Project File

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