

**Construction Site Committee**  
**December 3, 2009**  
**6:00 to 8:00 PM**

In attendance: Kim Gardner  
David Maglaty  
Melinda Lum  
Alex Chapman  
Michelle Strachan  
David Freed  
Lauren Honda  
Claudia Heuser  
Kathryn White  
Kathy Ordner

Guests: Jill Mayo

David welcomed the committee and passed around the sign in sheet. He explained that the agenda would focus on site planning and preliminary administration building layout. Jill Mayo would be asked to come in later to help with discussion on the admin building layout and features.

David then filled in the group on the results of the board workshop on Tuesday. The board was very appreciative of all the hard work done by the committee to come up with a program. The program the board approved was the hybrid version as discussed at the last site committee meeting.

Melinda went over the program presented to the Board. At this time it appears that not all reductions are needed from what the committee agreed on last meeting. As the project progresses we will revisit to see if those cuts are needed. The committee had chosen nine classrooms at 1080 sf, 2 kinders at 1470 sf, a flex room at 1080 sf, RSP room at 700 sf, multi at 5000 sf, library at 2500 sf, admin building at 3400 sf and other support spaces at 400 sf and enlarged student toilets (300 sf ea.) to accommodate the extra classrooms. We are looking at a total square footage of 26,340 sf. It's an increase of 10,000 more square footage than we currently have at the site, of which only about half will be on an upper floor

Melinda reviewed previously presented site planning rules and site analysis goals that the group should keep in mind when planning for placement; we want to stay off the slope as much as possible for orientation and remember the best daylighting is from the north or south. We need fire truck access. We will need one elevator to all the 2<sup>nd</sup> floor spaces. And if possible, students below 3<sup>rd</sup> grade need to stay on the first floor. The lower field access is too steep to develop.

We wanted to consider views of the reservoir and over the playfield to the hills as building placement was thought out. Solar orientation for daylighting was a consideration. We also talked about flexibility and internal spaces.

Jill Mayo joined the group to give input on desired features for the admin space.

Melinda presented a preliminary site layout which showed the daycare bldg at the end of the reconfigured drop-off/ parking lot. The new buildings could create a courtyard feel for the campus; the site built Multi could be the first building on approach to the site, followed by the administration building, then the Kinders placed at the end of the parking lot adjacent to the Daycare. The two story building takes full advantage of solar orientation by being placed along Old Santa Cruz Highway. The remaining classroom, RSP, Flex and Library could complete the courtyard along the East side. Fire truck access would be from Lexington school road into the courtyard. Everyone talked about how this layout could be changed to make it better.

David said we should keep the play structure close to the daycare because they go together. Children in daycare use the play structure and in Melinda's layout would need to walk across campus to get to it.

Suggestions were made about where to move the parking area and other buildings. Melinda brought out cut-outs and the group placed them on the site mock-up to see what configurations work best. HMC will review each committee recommended site layout and propose refined site plans at next meeting.

The group then reviewed planning priorities for the Administration building. David said he would like to see the principal's office behind the secretary and the psychologist's office should also be behind the secretary. You would have to pass through the secretary before getting to those offices. Quick access to the front is important. There would have to be two doors at admin, one at the entrance from the parking lot and one leading to the schoolyard. The secretary needs to be close to the principal and nurses' office. The staff lounge should be toward the back. We should think of placing the office, work room and lounge in that order said David.

David said a big globe light hanging in the lobby when you walk in as a focal point for IB school would be a good feature.

Parents need access to the kitchen and the work room but not the lounge. They shouldn't have to go through the secretary to get to the work room and kitchen. Teachers said they wanted to see a separate kitchen area away from the lounge area for teachers.

Staff toilets could be unisex and could be at either end of the building. Restrooms at the multi are adult size for performances and not for students. David said it is important to separate adult restrooms from student restrooms.

The supplies closet would be best used in the workroom said David. So he suggested we put the supplies closet close to the workroom. Teacher's mailboxes would be in the workroom, said Jill. Teacher mail boxes should be horizontal and big enough for a binder to fit in them and deep enough for legal size papers. Also add spaces in the boxes for home and school club and LGEF, suggested Jill.

Jill also mentioned that we need space in the lobby for flyers. We need a space where people can stand and fill out forms. Also an area or bulletin board to display student art work would be good.

Ryan asked if the architects intended to take advantage of natural lighting in the admin building and they said they would to the greatest extent possible within budget and available by the selected pre-fabricated building manufacturer.

At this point the meeting was adjourned and next meeting dates were discussed.

The proposed next meeting dates would be January 7<sup>th</sup> @ 3:00 PM, January 21<sup>st</sup> @ 6:00 PM, February 4<sup>th</sup> @ 3:00 PM and February 25<sup>th</sup> @ 6:00 PM. The meeting originally scheduled for December 17<sup>th</sup> at 6:00 PM has been cancelled because of the holidays.

Respectfully submitted,

Kathy Ordner  
Facilities Modernization Project Coordinator