

June 18, 2013

MEETING MINUTES

Marin Elementary School – Staff Meeting
Albany Unified School District Master Plan
Project 1311200.01

MEETING DATE: May 15, 2013

ATTENDEES

David A. Kumamoto, Principal, Marin Elementary School
Staff, Marin Elementary School
Leopold Ray-Lynch, Architect, AIA, NOMA, Principal, WLC Architects, Inc.

PURPOSE OF MEETING

The purpose of this meeting is for the teachers and staff to discuss with WLC what they like, what they do not like, and what they would change on the campus from both a site and building perspective.

ITEMS DISCUSSED

1. Likes:
 - a. Gardens.
 - b. Kindergarten has cooking area.
 - c. There is a kiln.
 - d. There is heat and A/C that is controlled in the room.
 - e. Floor outlets.
 - f. Center pod area for pull-out.
 - g. Rectangular room with light.
 - h. Cabinets with doors.
 - i. Tall redwoods.
 - j. Play structure and matting.

- k. Assisted listening in classrooms.
 - l. Most rooms have sinks and drinking fountains.
 - m. Separate playgrounds.
 - n. Have a Library.
 - o. Mosaics/artwork.
 - p. Patches of grass and shade trees.
 - q. Picnic benches and yard.
 - r. Basketball courts.
 - s. Accessible to community.
 - t. Main entrance.
 - u. Lots of bulletin and whiteboards in classrooms.
 - v. Tackable walls.
 - w. One-story school.
 - x. Tetherball.
2. Dislikes:
- a. Lack of windows.
 - b. Fixed windows.
 - c. No covered walkways.
 - d. Yard area too small.
 - e. Noisy between rooms.
 - f. No teacher workroom.
 - g. Not enough restrooms.
 - h. Odd shaped rooms.
 - i. Rooms too small.
 - j. Not enough storage in classrooms.
 - k. Office area too small.

- l. Library too small.
- m. Staff Room too small.
- n. Office entry too small.
- o. Multi-Purpose Room too small.
- p. No stage in Multi-Purpose Room.
- q. Too many buildings on site.
- r. Too many blind spots for supervision.
- s. No place for P.E. in rooms.
- t. No exterior display.
- u. No interior walls.
- v. Cannot lock down to office.
- w. No cubbies.
- x. Carpet on floors.
- y. Intercom cannot be heard outside and in some rooms.
- z. Not enough green space.
- aa. No parking.
- bb. Too much traffic around the school.
- cc. Interior lighting not good.
- dd. Exterior lighting not adequate.
- ee. Lack of student restrooms.
- ff. Furniture size and shape for students.
- gg. Space for lunch inadequate.
- hh. Covered eating area outside.
- ii. Site drainage poor.
- jj. No hot water.
- kk. Exterior doors – wind blows.

- ll. Play structures and basketball for lower grades.
3. What changes would you like to see:
- a. Cut off retaining wall to expand yard.
 - b. Interior hall.
 - c. Sustainable materials.
 - d. Rooms with dividers.
 - e. Ceiling mounted projectors.
 - f. Space for pull-out programs.
 - g. Science Lab.
 - h. Computer Lab.
 - i. Art Room.
 - j. Teacher workroom.
 - k. Drop-off area.
 - l. Covered yard area.
 - m. Multi-level building.
 - n. More yard space.
 - o. Gym.
 - p. Multi-Purpose Room with stage.
 - q. Cafeteria to fit school.
 - r. Larger Library.
 - s. Natural light in rooms.
 - t. Yard with visual control.
 - u. Staff Room.
 - v. New building rather than modernization.
 - w. Solar.
 - x. Accessible restrooms.

Meeting Minutes
Marin Elementary School – Staff Meeting
Albany Unified School District Master Plan
Project 1311200.01
June 18, 2013
Page 5

- y. Larger classrooms.
- z. Learning walls.
- aa. P.E. Office to exterior.
- bb. Spaces for reading, speech, psychologist, ELD, etc.
- cc. OT Room.
- dd. Staff parking.

END OF MINUTES

The above represents my best interpretation of the spirit and content of the discussions. Please let me know of any requested modifications or corrections within seven days of receipt of these minutes.

Prepared by,



CARYLON TYLER
Architect

CT:jg
P0131120013-mm

cc: Attendees
Jackie Bassman, Architect, AIA, LEED™ AP BD+C, Associate, WLC Architects, Inc.