

SAN RAPHAEL ELEMENTARY
MEETING NOTES

1. **Meeting Date:** February 4, 2009
2. **Attending:** Steve Brinkman (Dist.); Alyson Beecher (Prin.); Gerald Schober (CM); Mark Kemp (Arch); Tammy Schaeffer (Arch)
3. **Purpose:** To discuss layouts and needs for future drop-off/parking and future classroom building.
4. **Discussion:**
 - a. Tammy proposed layout of drop-off and parking for approx. 18 cars in the SE corner of the site – location and layout was agreed to.
 - There is a high voltage, underground vault in this area that needs to be investigated to see how it will be impacted by the new parking/drop off.
 - Tammy and Mark will have to contact the City to see about widening the existing drive apron off of San Miguel Rd. and the addition of a new drive apron along Hermosa. Will also have to paint curb next to drive aprons red to prevent parking, so that buses will have room to make turns in and out of drop off loop.
 - The existing relocatable (a computer lab) at the SE corner, along with one of the 24 x 60 relocatables will have to be relocated out of the footprint of the drop-off/parking prior to starting construction
 - The asphalt hardcourt will be used as overflow parking for after hours events, so the asphalt section will need to be increased somewhat. A vehicular access will be provided off of the drop-off loop.
 - b. New Classroom Bldg:
 - Tammy proposed demolition of 3 classrooms and 1 preschool (by Aud) in order to construct 10 classroom, new, multi story building. Cost was determined to be outside of scope of project budget established. Agreed this option is not viable because it exceeds the budget.
 - Tammy proposed alternate location for new building: Two story building, along the west edge of the asphalt hardcourt and the east edge of the turfed field. This location would require possible demolition of a portion of the existing retaining wall and some of the pepper trees located along the

- The new classroom building shall contain the following:
 - 4 classrooms to replace the 4 in the two 24x60 relocatables
 - 1 classroom to replace the 1 relocatable at SE corner (computer lab)
 - 1 growth classroom
 - 1 library/media (currently in 1 classroom in existing bldg)
 - Space to house mental health users – currently in foyer of Auditorium and using backstage restrooms and area – they will need access to restrooms, need an office space, and need some small rooms for small group work with students
 - Need restrooms – not a lot, just enough for mental health needs and for users of this new building

Note: Alyson commented that Alice Petrosian needs to confirm the required number of classrooms for dual immersion

- c. Budget: The FMP assigns \$7.8 million in total project cost to this site (this includes all soft and hard construction costs). Steve indicated that this budget might be augmented by approximately another \$1 million through deferred maintenance, Williams, etc. so that the total project budget for this site might be increased to \$8.8 to \$9 million. These numbers CAN NOT be exceeded.
- d. Schedule: The initial intent was to have the parking lot/drop off project completed this summer. After reviewing the proposed layouts for the drop off and new building, it seems that the parking lot needs to be completed after the new building is completed, in order to avoid interim housing costs associated with the classes in the relos. The most economical phasing of the project is to construct the new classroom building first; then move classes out of the relos into the new building; then demo the relos or remove them; then construct the new parking/drop off. Steve stated that the parking lot/drop off could be delayed provided that he has a clear plan to show the community that it is going to be constructed for 2010. Projects this summer would then involve ceilings, painting of the exterior – cosmetic issues to improve the appearance of the school for the start of school. The existing play areas will be impacted during construction because there will have to be some area for staging of the construction.
- e. HVAC Upgrades: Need to replace window air conditioning units and wall heaters with new system for all classroom spaces. Preference would be for package units as opposed to a central boiler/chiller system. Also need to include new EMS system.

- f. Kitchen & Cafeteria Upgrades:
- Kitchen: Since the district is contemplating going to a central kitchen concept, the work in the kitchen should be minimized to only what has to be done. Hood needs to be operational and code compliant.
 - Cafeteria: Need to modernize and clean up the cafeteria. The rooms off to the side are being utilized as Speech and Learns office.
 - Need to replace the outdoor covered dining shelters
- g. ADA Upgrades: The entire site accessibility needs to be addressed. This will most likely result in the addition of two elevators. Restrooms will be upgraded to be ADA compliant. Doors and hardware need to be upgraded. Other misc. ramps may need to be provided.
- h. Mens Restroom: At the staff workroom area, in the Admin. /CR bldg, there is only a one restroom for Women. Another restroom is needed for Men. Tammy to review proposed reconfiguration of this area that was included in plans from last bond (which were never implemented).
- i. Williams Work:
- Gerald has around \$200,000+ that the district has received to replace ceilings in the buildings in like kind (replace glue up tile with new glue up tile). This money has to be spent this summer or it will have to go back to the State. The concern is that the HVAC upgrades as a part of the future modernization will result in either dropping in new T-bar ceilings below the glue up tile ceilings, or removal and replacement of the existing ceilings in order to run ductwork. Tammy and Mark to review drawings to get a sense of how ductwork would run and then coordinate with Gerald for ceiling work.
 - Gerald said the district has applied for funds to replace paving at this site, but the state has not yet approved the application
- j. Master Lock System: When the hardware is upgraded at this site, all needs to be coordinated with the district's master key system – both modernized rooms and new construction.
- k. Water Meter Separation: The FMP states that the domestic and irrigation water meters need to be separated. The intent is to prepare for future reclaimed water. This may be a lower priority and for the scope of this project, if any landscape and irrigation is replaced, it should take this proposed future separation into consideration, but the intent is not to completely redo the entire irrigation system at this time.
- l. Turfed Field: The lower field area will be used to balance out dirt created when the new parking/drop off and new building are constructed. This entire field area will be thus impacted and will have to have all new landscape and irrigation. The intent would be to regrade and soften the overall slope – maybe relocate the play apparatus pit to the small area in the NW corner, which tends to be wasted space.

- m. CEQA: Tammy asked if the district intended to complete a Mitigated Negative Declaration for this project. Steve said one would probably be needed. The district does not have any eligibility for new construction funding from the state, but will be applying for modernization funding.

5. Action Items:

- a. Tammy would like a copy of the GKK detailed estimate for this site, that generated the \$7.8 million budget – Steve to provide
- b. Tammy to prepare a revised masterplan for this site, with preliminary phasing, estimate, schedule, and program for review at next Facilities Committee meeting and for Board approval at first meeting in March. In order to accomplish this a meeting next Weds is needed to review revised plan, and then all materials would be due to Steve on Friday of next week.
- c. Tammy to provide a name of a CEQA consultant to Steve.
- d. Tammy to prepare contract for A/E and forward to Steve.
- e. Need to confirm with Alice Petrosian that the proposed number of new classrooms needed for dual immersion is the correct number.