



## **MEETING MINUTES**

Re: **New Memorial Middle School – Committee Meeting**

Meeting Date: Dec 6, 2010

From: David Monreal, AIA  
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Cc: Oscar Tapia  
Raymond Gignac  
All Committee Members

Attachments: Floor plan revisions

The following reflects comments / discussions with the New Memorial Middle School Committee about the re-site of the Vella Middle School plan. Further development of selected site option was presented. Site plan incorporated comments from discussions had with the Fire Marshal. Parking counts were presented for teacher/athletic lot and parent/visitor lot. Additional plan changes were discussed and are listed in more detail below.

If any of the information contained herein is contrary to your understanding or would like to add additional comments, please contact me and I will make revisions/additions and re-distribute to the group.

### **Site Comments**

- Move Teacher/Athletic parking area east. Keep pedestrian traffic away from parking area.
- Connect road leading to parent drop off area to the existing ROW at N 21<sup>st</sup> Street. This will alleviate traffic on Rio Hondo Rd.
- Move bus loop entrance/exit further away from main parent entry.
- The football field currently shows a visitor bleacher section and a home bleacher section, both with a 400 seat capacity. An accessible walk connects both bleacher areas. This is not currently in the scope of our project and will be bid as an alternate.

### **Floor Plan Revision Comments**

- BAC relocation was discussed and plan changes approved.

### **New Floor Plan Comments**

- Provide access from Teacher Workroom into Teachers Lounge without having to exit into corridor. (See Attachment)
- Provide pass-thru mailboxes at shared wall between Teacher Workroom and Teachers Lounge. (See Attachment)



- Additional Band Hall revisions were discussed. Spaces were deleted or re-arranged to maximize the size of all rehearsal rooms. (See Attachment)
- Minor changes were requested at the Administrative Office area. (See Attachment).
- Telescopic bleacher sections will remain on both sides of the Gymnasium.
- Current Gymnasium capacity is designed around 840 seats. In order to provide a minimum of 5' clearance from Basketball courtliness to bleachers, at least one row possibly two rows of seating will have to be removed on the North bleacher section. This will revise the seating capacity to 780. Gignac Architects will look at widening bleacher sections to recapture some of the lost capacity. Clearance to exit doors will have to be reviewed.
- Additional storage rooms in corners of Gymnasium were discussed again. Due to clearances around court lines for both Volleyball and Basketball it is not feasible to add storage rooms in those corners.
- Lockers in Girls Athletics can be shifted to increase space in storage area. (See Attachment)
- Shelving at Book Rooms and Athletic Storage Areas should be included within base bid.
- Computer Stations not required at Science Labs. Deleting these stations allows for the addition of a door from each lab space to an exterior garden area. (See Attachment)
- Science Labs should have no more than (6) sinks. Do not provide a sink at teacher's station.
- Typical Standard classroom will have six (6) data drops. Two (2) per wall to allow for flexibility.
- Data drops in Science Labs should be located away from sink areas.
- Delete curved veneer exterior wall outside of the Art Room.
- No power poles at Business Venture Labs. All computer stations should be shown against the wall, similar to a typical computer lab. (See Attachment)
- Outlets in computer labs should be raised higher than the standard outlet height. Coordinate heights will installed millwork at these locations.

End of Meeting Notes.  
Mtg03











