



**Madrone High School
Ed Spec / User Group Committee
MEETING MINUTES**

Date: September 11, 2017

Location: Madrone High School

Prepared by: Lee Pollard

Attendees: Tania Morales (MHS)
Denise Corrado (MHS)
Casey Hunt (MHS)
Paul Tuohy (MHS Principal)
Amy Pillitteri (MHS)
Kevin Kerr (SRCS)
Greg Knell (SRCS)
Dan Zaich (SRCS)
Kathleen Moore (KMA)
Hector DeLeon (VPCS)
Lee Pollard (HY)
Linda Della Maggiora (HY)

Discussion:

1. Introductions
2. A meeting needs to be scheduled to present the Madrone design schemes to the students, parents, and community so they are informed about the progress and status of the new school.
3. Review of revisions to the Ed Specs:
 - Classrooms to accommodate 20 -30 students
 - School secretary currently has a shelf next to desk and lateral files.
 - Three office spaces are needed including Counselor Office.
 - Counselor generally meets with students one on one but also needs a table with seating for 4 to 6 people for groups. It needs to be a private space that insures confidentiality.
 - Resource Specialist currently uses the Art classroom one period a day. A private office is not needed.
 - Career Center and Career Office should be combined into one space.
 - Increase the number of lockers from 80 to 100.

4. Presentation of schematic floor plan options:

Option One proposes the Administration area near the front entrance with the Student Services area at the back of the space with an exit for students and staff to access the school courtyard and the cafeteria. The Commons area and outside space are adjacent to Administration. The classrooms are located in between Administration and Student Services.

Option Two shows the Administration area near the front entrance and adjacent to the Student Services area. The Commons area is near the entrance and Administration. A wide hallway runs the length of the buildings and separates the classrooms from Administration and Student Services. The outside space is located at the back of the building to provide a private area for students and staff while allowing for a view to the outside from the Science Classroom and bringing in natural light into the room.

Staff Comments:

- Counselor Office should be near the School Secretary
- Counselor Office needs a window
- Add skylights for natural light
- Concern about noise from the kitchen loading dock
- Switch location of Art and Science Classrooms.
- Avoid detention center look
- Provide air conditioning
- Provide windows in offices and classrooms
- Secretary monitors common spaces and halls with security cameras.

5. Next Meeting: September 27th at 2:00 PM

- Kathleen Moore will finalize Ed Specs for the next meeting
- HY Architects will bring revised schematic design plans reflecting comments for review and discussion