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PASADENA UNIFIED SCHOOL DISTRICT
BURBANK ELEMENTARY SCHOOL MODERNIZATION

D+D No. 20938 A2
MEETING NUMBER 1
May 28, 2009

MEETING HELD May 28, 2009 AT 5:30 PM AT BURBANK ELEMENTARY SCHOOL

Attending:

Stephen Brinkman	Pasadena USD	sbrinkman@pusd.us
Kelly Lowes	Principal	
Lakisha Johnson	Staff	
Diana Silvertsen	Staff	
Kristin Tang	Staff	
Qiana Jackson	Staff	
Catherine Senn Larsen	Parent Volunteer	
Brian Dougherty	Dougherty+Dougherty	briand@ddarchitecture.com
Joe LoBasso	Dougherty+Dougherty	joel@ddarchitecture.com

Author: Joe LoBasso

Item	Action	Description																
1.01	Info	The meeting was held to discuss the scope of work for the Burbank Elementary Modernization project with the school's site council and the District Administration.																
1.02	Info	Steve Brinkman presented the following funding sources for Burbank. <table border="0" style="margin-left: 20px;"> <thead> <tr> <th>Source</th> <th>Included</th> </tr> </thead> <tbody> <tr> <td>1. Energy and Water Savings</td> <td>Air Conditioning, Lighting, Restroom fixtures.</td> </tr> <tr> <td>2. Technology Projects</td> <td>Phone, Data, Bell Systems.</td> </tr> <tr> <td>3. Deferred Maintenance</td> <td>Repair of damaged items, Roof leaks.</td> </tr> <tr> <td>4. Williams Money</td> <td>Repair of unsafe conditions.</td> </tr> <tr> <td>5. Portable Replacement</td> <td>Repair and replacement of portable buildings.</td> </tr> <tr> <td>6. Exterior Appearance</td> <td>Exterior painting, windows, glazing.</td> </tr> <tr> <td>7. Seismic Upgrades</td> <td>Seismic Upgrades of Buildings A and B.</td> </tr> </tbody> </table>	Source	Included	1. Energy and Water Savings	Air Conditioning, Lighting, Restroom fixtures.	2. Technology Projects	Phone, Data, Bell Systems.	3. Deferred Maintenance	Repair of damaged items, Roof leaks.	4. Williams Money	Repair of unsafe conditions.	5. Portable Replacement	Repair and replacement of portable buildings.	6. Exterior Appearance	Exterior painting, windows, glazing.	7. Seismic Upgrades	Seismic Upgrades of Buildings A and B.
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1.03	Info	The project budget was established at \$5,286,696. This includes contingencies through the end of construction.																
1.04	Info	The District voted on a central kitchen concept at the April 28, 2009 board meeting. The facility will be ready in Fall of 2011. The Burbank kitchen will need to be modified to act as a warming kitchen; however, the work cannot be started until the current facility is in operation.																
1.05	Info	The District presented the history of the current measure TT program, including the planning process and final documentation that is available on the District website.																

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- 1.06 Info The District explained that some project, such as the shade structures, can be done as quick start projects, but the larger projects will require a lengthy process that includes DSA approvals. It was explained that delays of a few weeks can force a project to be delayed a full year.
- 1.07 Info The District presented the list of Priority 1 items for Burbank Elementary and the budget for each item (attached).
- 1.08 Info The school staff created the following priority list.
1. Modernization of the cafeteria and kitchen with air conditioning as the primary issue to be resolved. Lunch shelters to replace the existing lunch shelter.
 2. Improve the electrical system in Building B.
 3. Upgrade drinking fountains to ADA requirements.
- 1.09 Info The District will proceed with upgrades to the existing lighting and separation of fire, irrigation and potable water as District wide projects. The money allocated to these items in the budget will be pooled. Excess funds will be returned to the school.
- 1.10 Info The existing lunch shelter has been identified as needing seismic upgrading. The age or the structure and improvements may make it impractical to repair. The Architect will consider new shelters and will provide underground conduit for future lights and power connections.
- 1.11 PUSD/DD The architect and the District will meet to finalize scope of work.

Please submit written notification of any errors or omissions to Dougherty + Dougherty Architects within five (5) working days of receipt of these construction Meeting Minutes, all matters stated above will be deemed correct as matters of record.

Distribution List: Steve Brinkman, PUSD
Kelly Lowes, Burbank Principal
File