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August 21, 2009

## **MEETING MINUTES**

Cleveland Elementary School Modernization  
Project 0913500.01

**MEETING DATE:** August 20, 2009

## **MEMBERS PRESENT**

Steve Brinkman, Chief of Facilities, Pasadena Unified School District  
Frazer Thompson, Owner Representative, Facilities, Pasadena Unified School District  
Dr. Francine Williams, Principal, Grover Cleveland Elementary School  
Yolanda Robledo, Office Manager, Grover Cleveland Elementary School  
Robert Sortino, Teacher, Grover Cleveland Elementary School  
Donna Noonan, Teacher, Grover Cleveland Elementary School  
Heidi Hornoteon, Teacher, Grover Cleveland Elementary School  
Ana Tejada, Teacher, Grover Cleveland Elementary School  
Yolanda Munoz, Grover Cleveland Elementary School  
Ana Robles, Grover Cleveland Elementary School  
Jose Vallarta, Senior Project Manager, WLC Architects, Inc.  
Amanda Weiss, LEED<sup>TM</sup> AP, Design Team, WLC Architects, Inc.  
See attached Sign-In Sheet

## **PURPOSE OF MEETING**

The purpose of the meeting was to review the revised schematic design of the classroom addition which incorporated all the concerns from the previous meeting.

## ITEMS DISCUSSED

1. The Architect presented the enclosed PowerPoint presentation to the committee. The Architect modified the original design in order to maintain an open feeling throughout the building and allow for better supervision. The following changes were presented:
  - a. The hallway was straightened out to allow for better supervision.
  - b. The Administration wall and reception desk were angled to allow for better supervision of the main entrance.
  - c. The Family Center was located directly across from the Resource Teacher Offices.
  - d. Alcoves were created at the doors to prevent doors from being opened onto the corridor.
  - e. The Staff Lounge and west stair location were swapped to allow better supervision of the stairs from the playground.
2. Rendered views of the proposed Administration Area were shown to the committee.
3. The Nurse's Office needs to have access from the hallway.
4. The Nurse's Office needs a private office in it for students to talk to her privately.
5. Since there is an after school program on the campus they need to be able to lock up the Administration Offices.
6. The office manager does not want her back to the office.
7. The committee would like to have both a large and small conference room. This will work with the current design of the building.
8. A second scheme was presented which flipped the Principal's Office and the Lobby as requested at the last meeting. The committee did not like the hard edges and the lack of supervision this created. The committee decided to go with the first scheme.
9. After these changes are incorporated the Architect will send the revised plan to the committee for final approval.

10. After the committee approves the plan, the design will go before the facilities subcommittee.

**RESOLVED ITEMS:**

1. The Teacher's Workroom will go where the old Administration was.
2. A large Conference Room was placed where the Principal's Office was previously located.
3. The Architect located the Teacher's Workroom across from the Lobby.
4. The Architect did a fixture count and verified that there are enough restrooms for the campus.
5. The Architect provided one Women's Restroom and one Men's Restroom. The Women's Restroom will have three toilets in it.
6. The Architect provided two doors into the Principal's Office.
7. The Architect did a scheme that flipped the Lobby and the Principal's Office and presented that to the committee. The committee decided that they did not like how closed off that made the space feel.
8. The Architect made the Family Center smaller by reducing the size of the Waiting Room.
9. The Resource Teacher's Offices and the Family Center are across the hall from each other.
10. The Architect moved the Teacher's Lounge to the front of the building and placed the stairs on the playground side to allow for better supervision of the stairs from the play area.

**ACTION ITEMS**

1. The Architect will flip the restroom and the Nurse's Office to allow students to enter the Nurse's Office from the hallway.
2. A wall will be added in the Nurse's Office to create a private office space for her.

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3. An operable glass wall will be added around the Administration. The operable windows will be able to be locked after hours for security.
4. Glass doors will be added to enclose the Lobby area.
5. The Architect will keep the room between the Workroom and the Conference Room to create a small Conference Room.
6. The Architect will explore the use of glass block for the Computer Lab windows.
7. Planters, benches, and shade trees will be used to accommodate the slope change.
8. The nook by the Janitor's Room will be fenced off for ball storage outside.
9. The Architect will rotate the Office Manager's desk so she is facing the main office.

**NEXT MEETING:** TBD

Submitted by,



AMANDA WEISS  
LEED™ AP  
Design Team

AW:br  
P00913500x4-mm

Enc: Power Point Presentation  
Sign-In Sheet

cc: Attendees  
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.

*A Presentation to:*

# Pasadena Unified School District





**LEGEND**

**ADMINISTRATION**

- CENTRAL ADMIN.
- STAFF LOUNGE
- WAITING AREA

**ACADEMICS**

- CLASSROOM
- COMPUTER LAB
- KINDERGARTEN
- SPECIAL EDUCATION
- PHYSICAL EDUCATION

**SHARED SUPPORT**

- LIBRARY
- MULTI-PURPOSE
- FOOD SERVICE
- RESTROOM
- LUNCH SHELTER
- SHADE S

1" = 20'-0"



1/16" = 1'-0" 

**WLC**  
Architects, Inc.

GROVER CLEVELAND ELEMENTARY SCHOOL K-6  
BUILDING "A" PLAN - OPTION A

 **PUSD**  
Pasadena Unified School District



**Entry view to Reception Desk**





**View to Reception Desk**



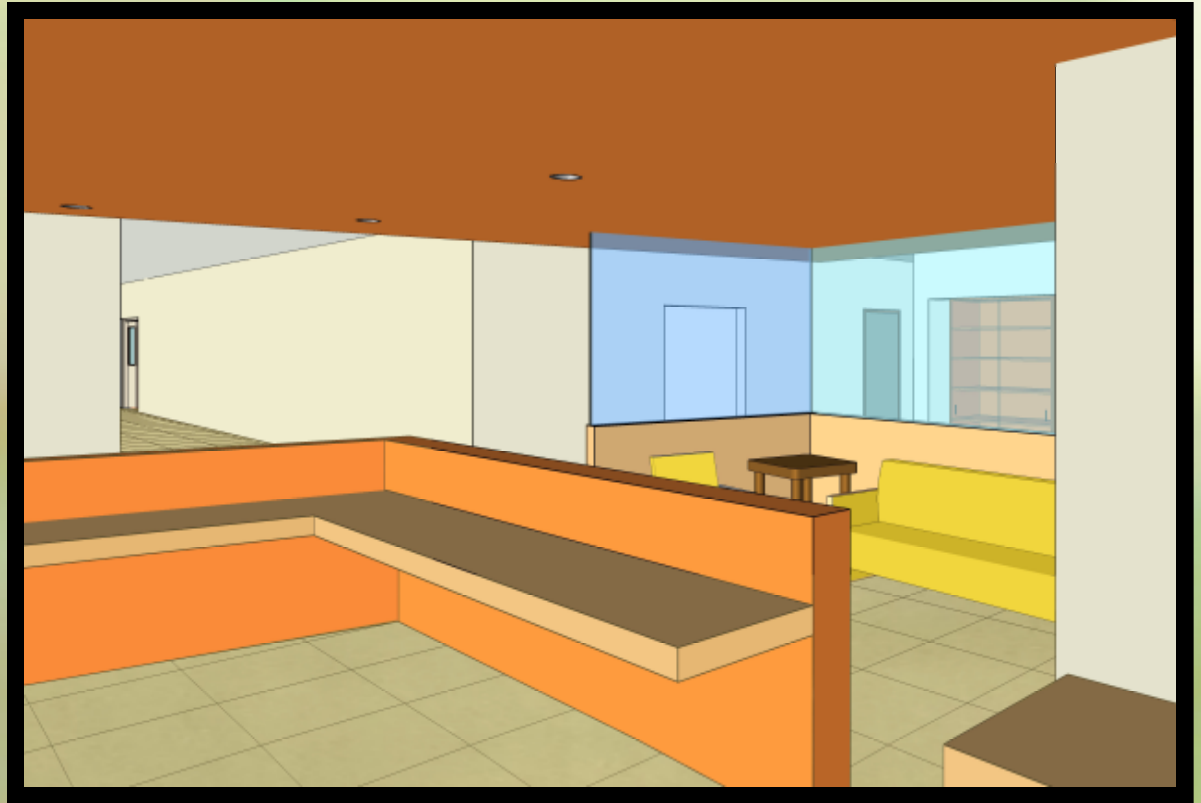
**View to entry doors from  
Reception Desk**



**View from Reception Desk**



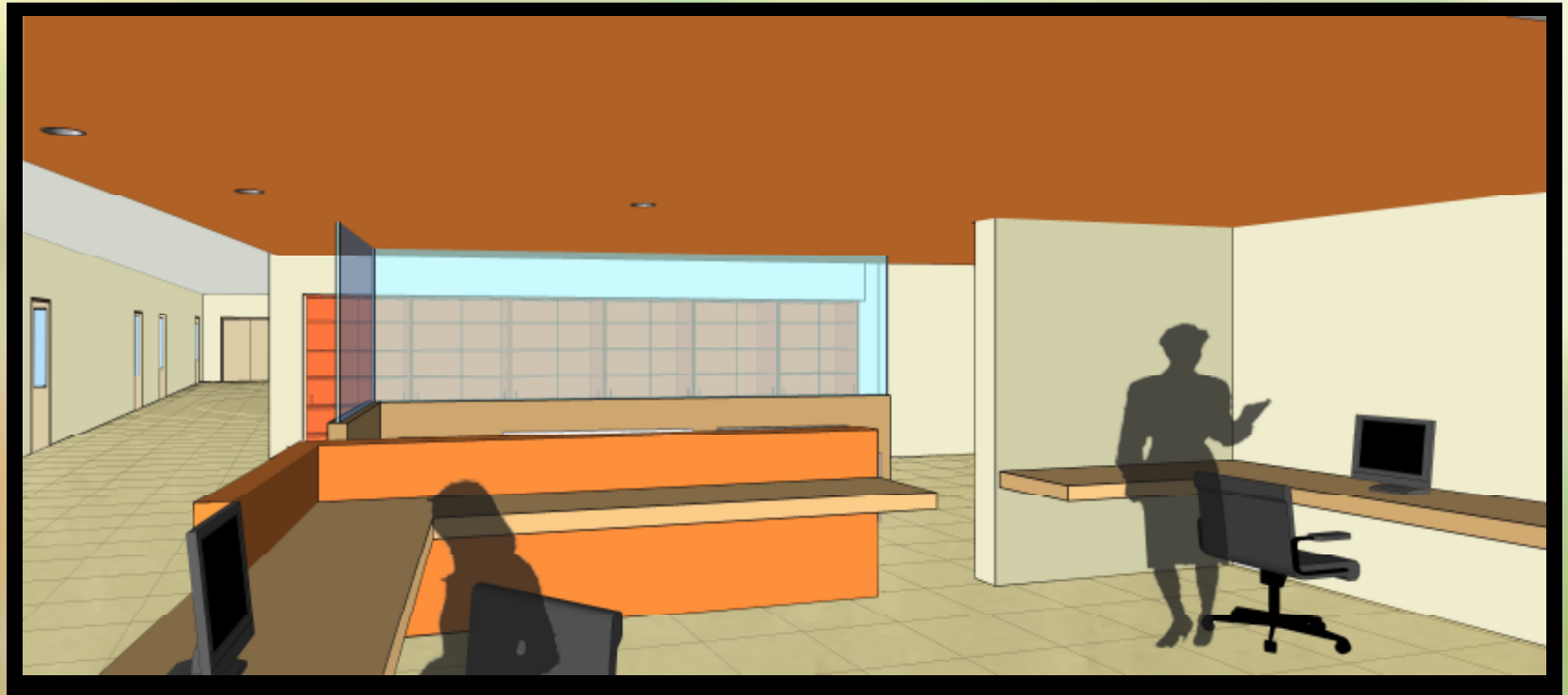
**View from Office  
Manager's Desk**



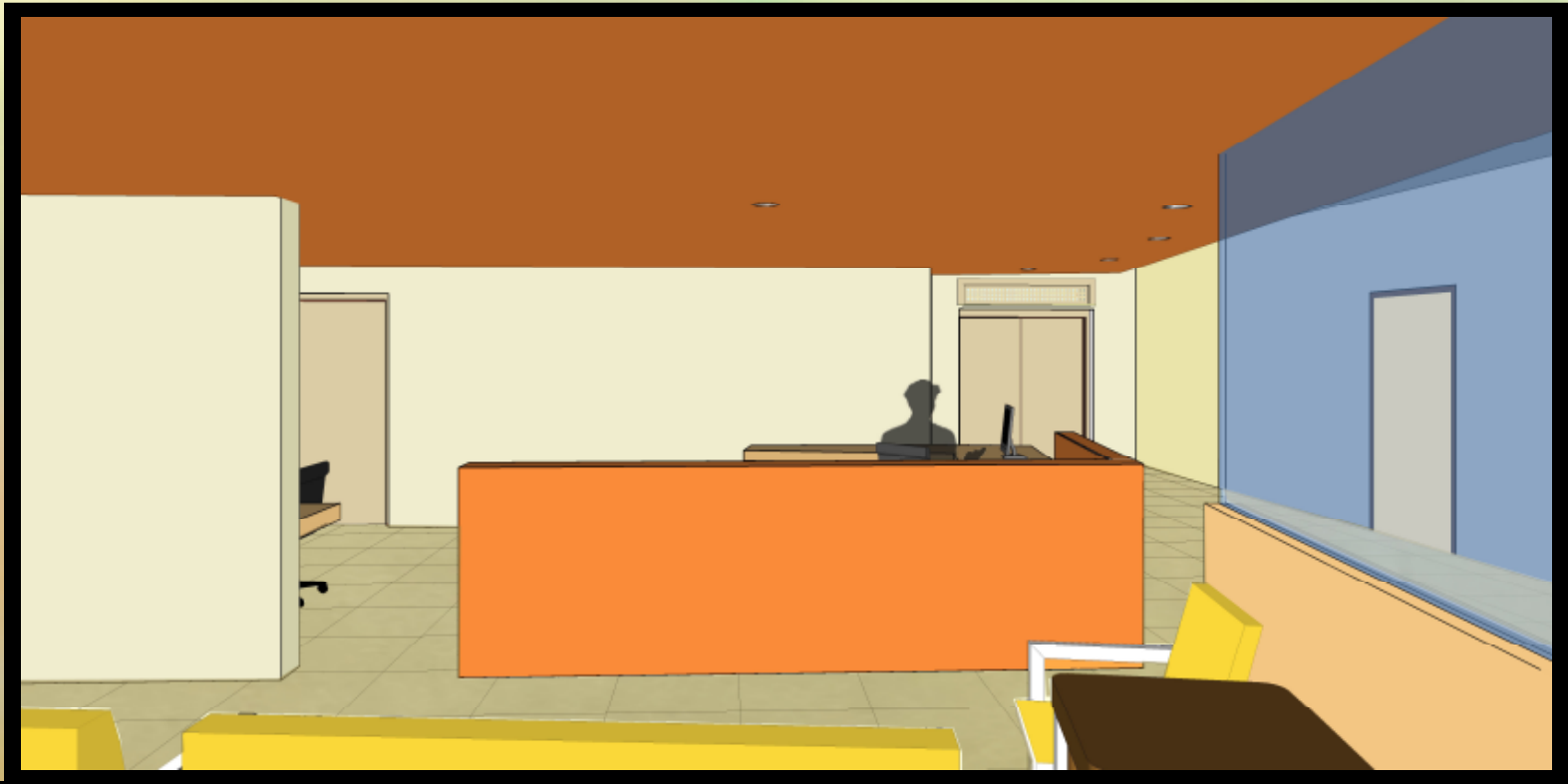
**View from Office  
Manager's Desk**



**View from Principal's Office**

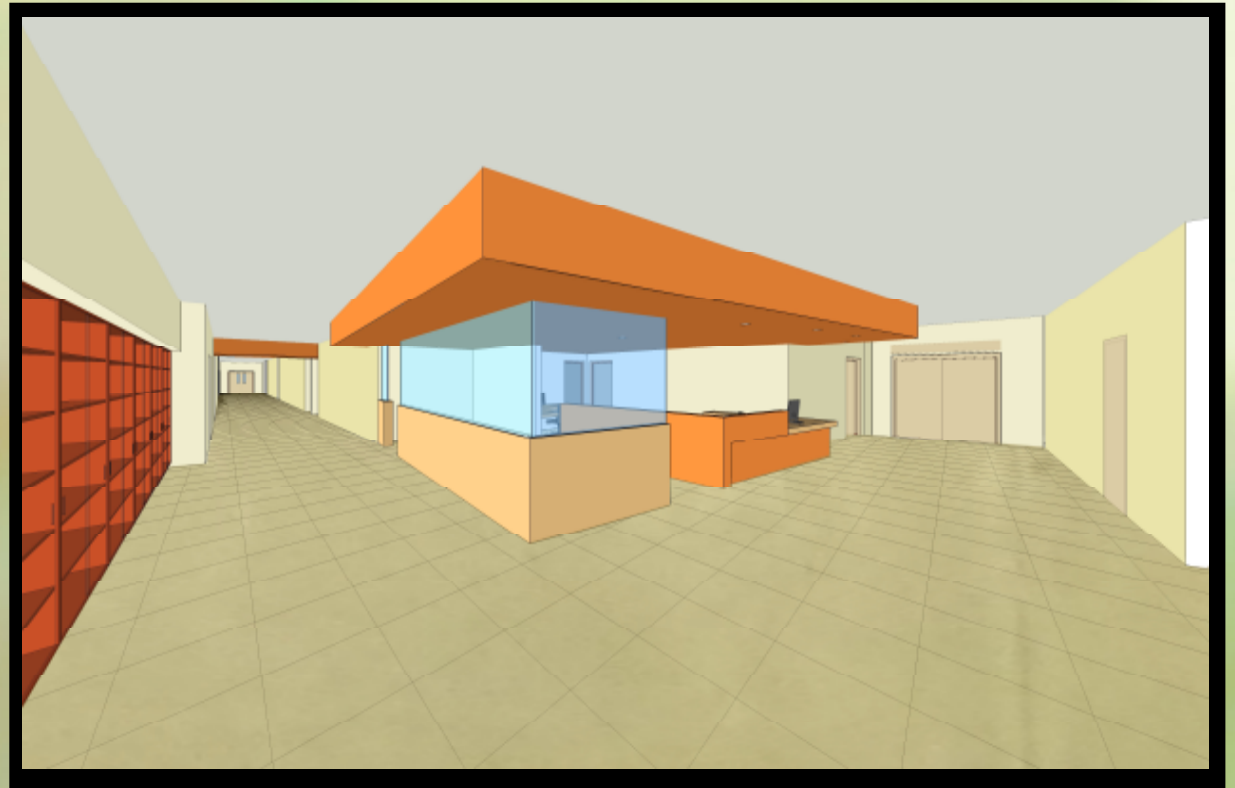


**View from Principal's Office**

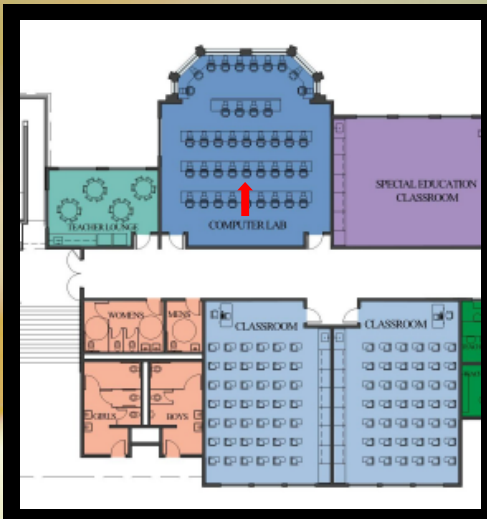


**View from Waiting Area**





**View of Waiting Area and  
New West Wing**



# New Computer Lab



# New Staff Lounge



**Typical Classroom**

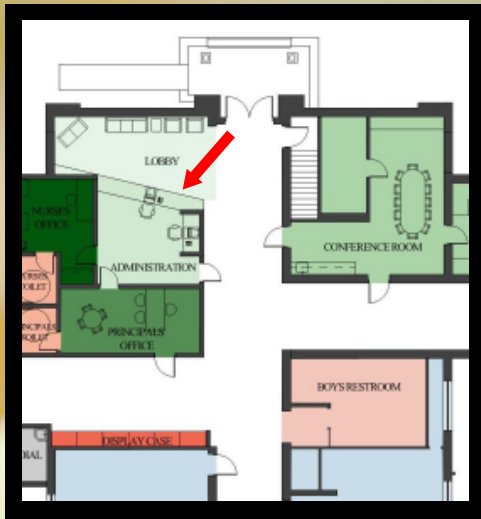
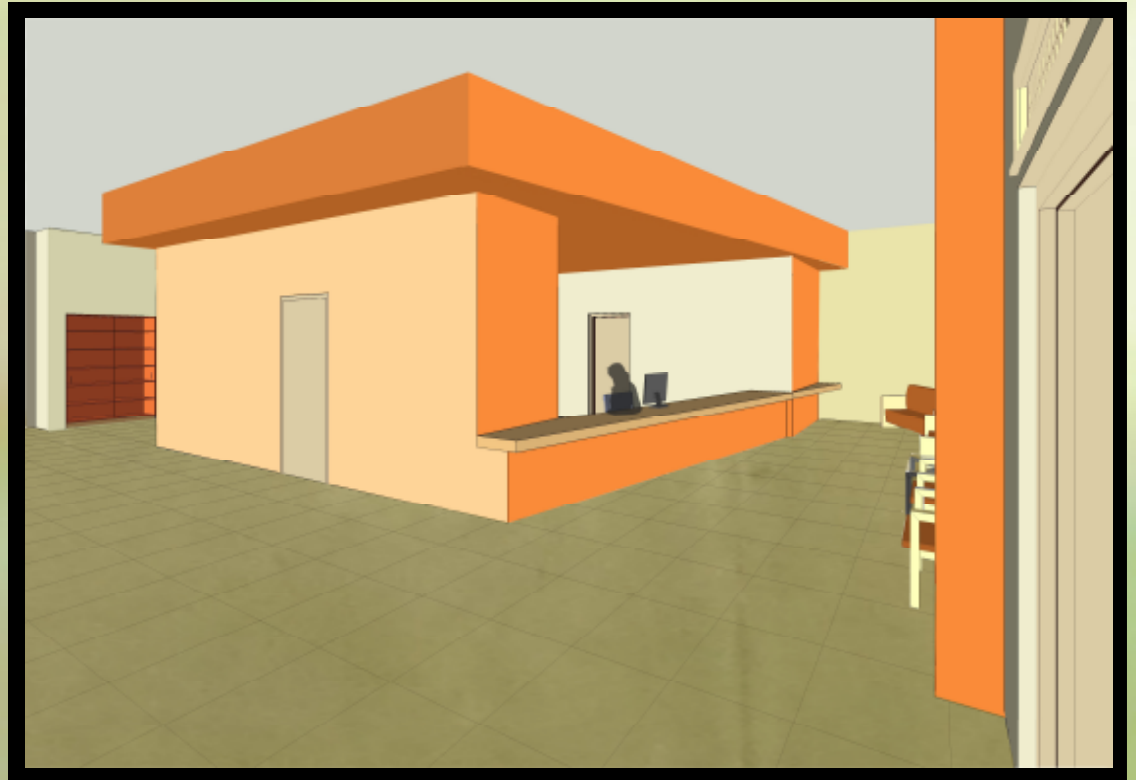


1/16" = 1'-0" 

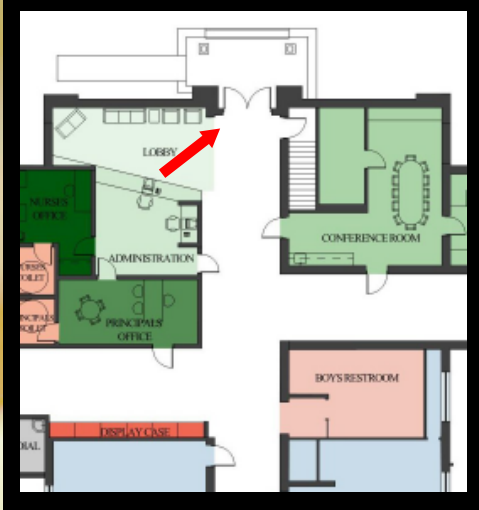
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GROVER CLEVELAND ELEMENTARY SCHOOL K-6  
BUILDING "A" PLAN - OPTION B

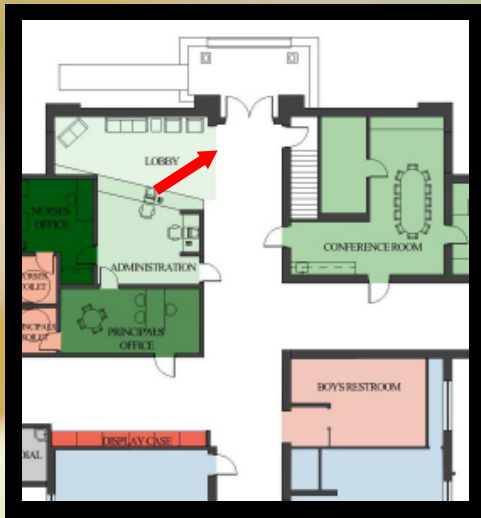
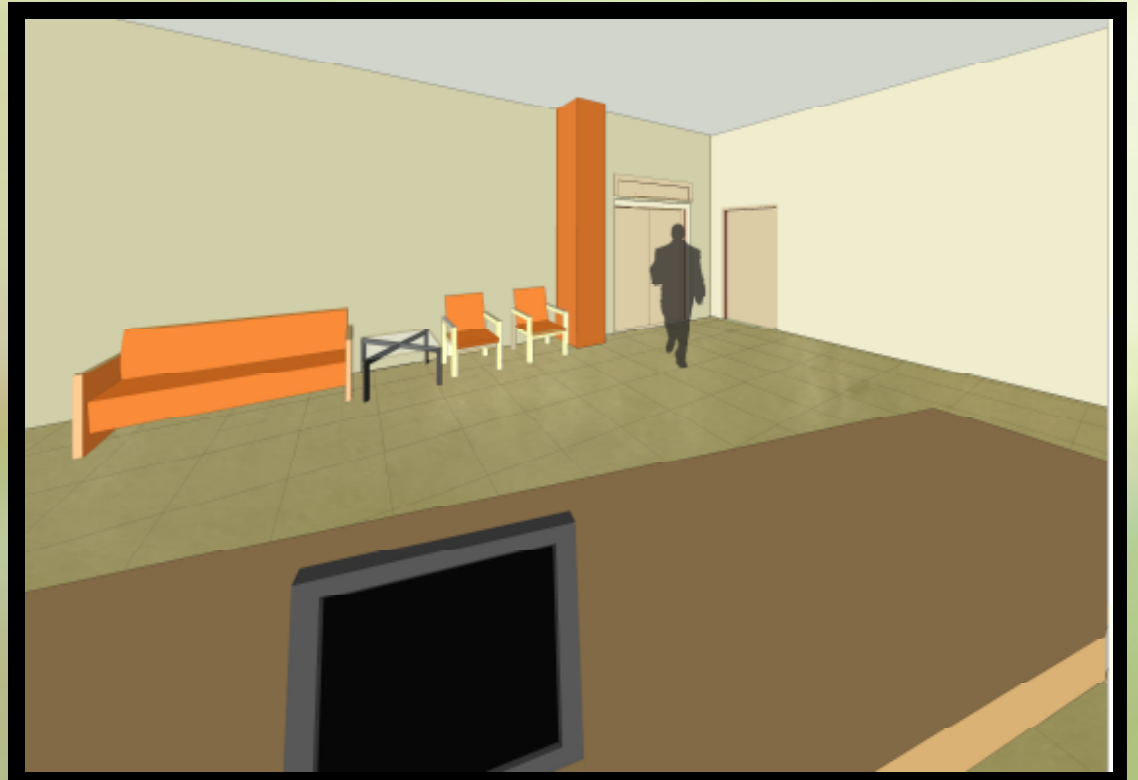
 **PUSD**  
Pasadena Unified School District



**Entry view to Reception Desk**

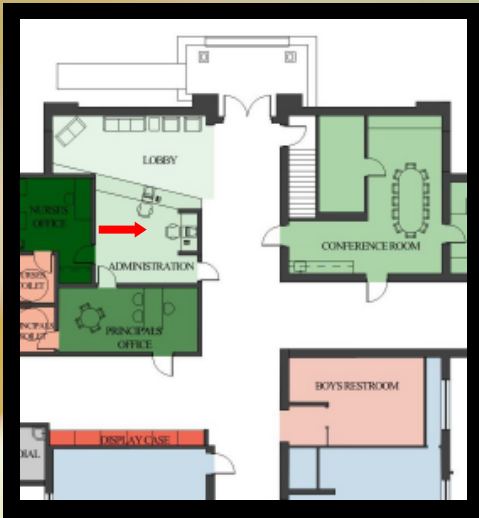


**View to Reception Desk  
from Waiting Area**

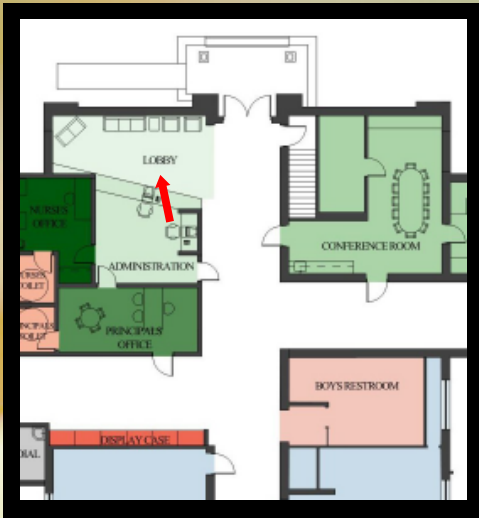


**Reception Desk view to Entry**

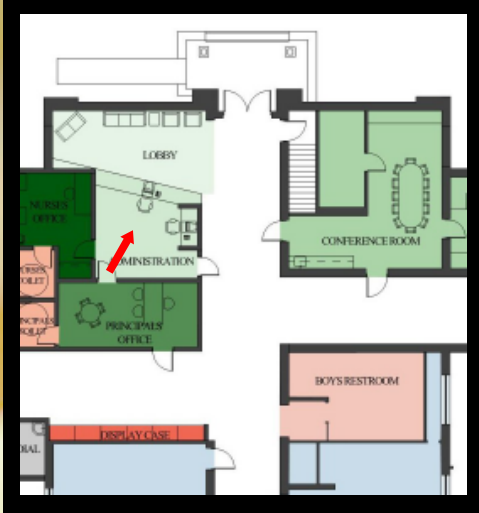




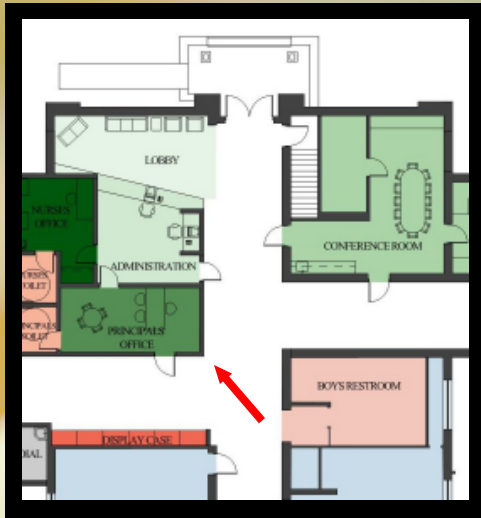
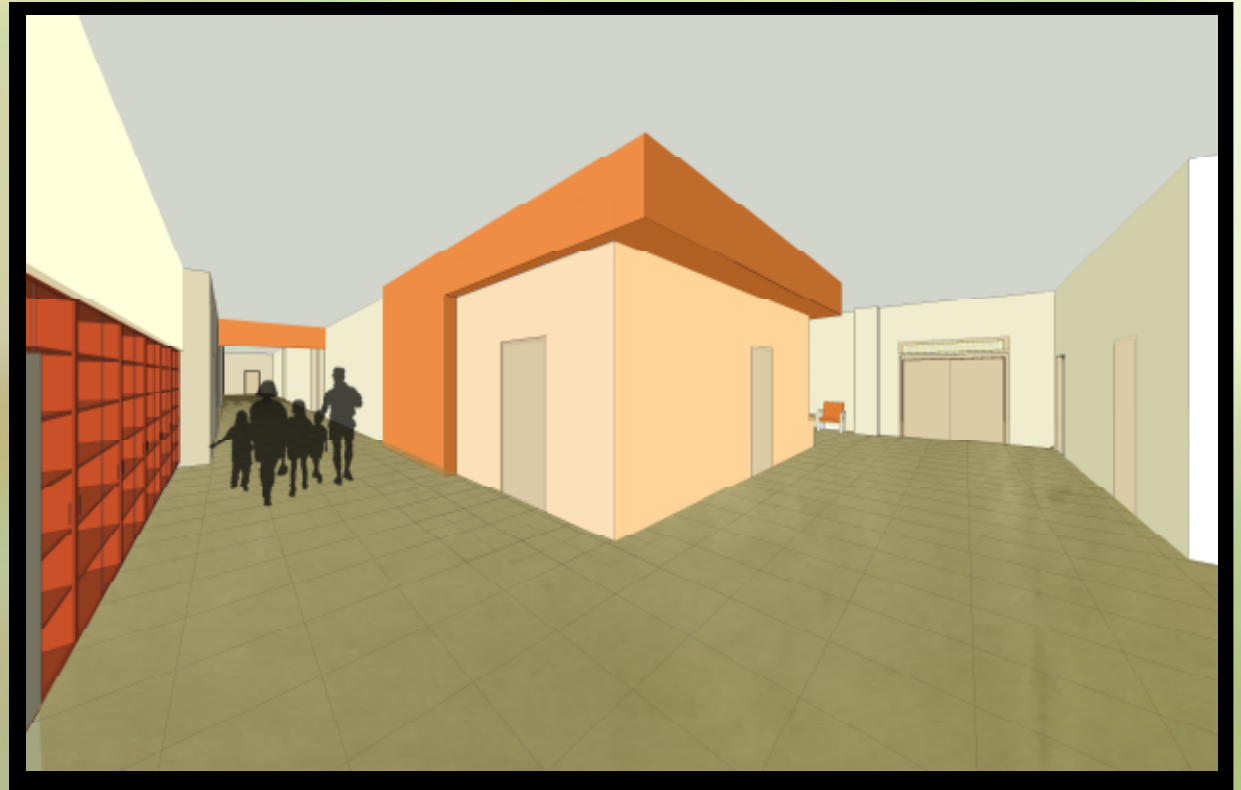
## Overview of Office Area



**View from Office  
Manager's Desk**



**View from Principal's Office**



**View of Waiting Area and  
New West Wing**