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April 28, 2009

MEETING MINUTES
Site Council Meeting

Eliot Middle School Modernization
Pasadena Unified School District
Project 0913600.01

MEETING DATE: April 23, 2009

ATTENDEES:

Peter Pannell, Principal, Eliot Middle School
Laura Robinson, Community Member, Eliot Middle School
Bryant Duffy, Teacher, Eliot Middle School
Carolyn Koors, Counselor, Eliot Middle School
Michael Riley, Teacher, Eliot Middle School
Jan Reagan, Counselor, Eliot Middle School
Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.
(See enclosed Sign-In Sheet)

ITEMS DISCUSSED

1. The purpose of today's Site Council meeting was to establish a list of improvements, determine which of those improvements should be considered high priority, and to explain additional overall District funding sources and improvements such as HVAC and lighting, technology, exterior upgrades including paint, Lexan window replacement (with dual pane glazing), and replacement of modular buildings 20 years of age or older.

It was also explained that a new central kitchen concept is being developed. It is expected that consolidation will save substantially, both construction and operational costs, while creating career technical education (CTE) / regional occupation program (ROP) opportunities.

2. **CURRENT** needs list (enclosed) was expanded upon to include:
 - A. Modernization of cafeteria / auditorium and kitchen (Priority #2).
 1. Seating refinishing in Auditorium.
 2. Refinish / replace stage floor.
 3. Repair HVAC - not used due to noise disruption from drum fan bearing noise thus no cooling in theater house.
 4. Repair stage rigging.
 5. Install theater house lights dimmers.
 6. Restore decorative wrought iron.
 7. Repair stage lighting.
 8. Improve sound reinforcement system.
 9. Review need for smoke hatch above stage.
 - B. Install security measures throughout school including fencing and exterior lighting (Priority #1).
 1. Identify areas requiring fencing.
 2. Support nighttime events by providing exterior lighting at (16) existing camera locations.
 - C. Provide ADA access to the auditorium and main classroom building from Lake Avenue and field. (Priority #2)
 1. Identify potential construction area.
 - D. Separate domestic/fire/irrigation water meters (Priority #2)
 - E. Provide Structural Assessment for retrofitting of the school's landmark tower. (Priority #1)
 1. Direct structural engineer to prepare proposal to perform seismic evaluation.
 - F. Replace boarded up north facing windows on Buildings C and D (Priority #2)
3. **NEW** needs list items are:
 - A. Address water infiltration at the tower. (deferred maintenance will address)

- B. Replace field area bleachers. (Priority #1)
- C. Install synthetic track and artificial turf field - district explained that this is not feasible due to equity concerns.
- D. Tennis court resurfacing - District explained that this project could happen immediately as project had been bid previously but that the project was cancelled. (Priority #1)
- E. Addition of "Historic" lighting to enhance front of school. (Priority #2)
- F. Address acoustical problems in Science Labs. (Priority #1)
- G. Review reducing height and repair/reconditioning of Boys' PE Lockers. (Priority #2)
- H. Repair campus-wide PA system. (Priority #2)
- I. Repair campus-wide clock system (priority #2)
- J. Replace lunch shelter. (Priority #1)
- K. Fill tree wells or pave over. (Priority #2)

ACTION ITEMS:

1. **Architect** to submit needs assessment proposals for:
 - a. Theater consultant to review the auditorium.
 - b. Mechanical engineer to review the HVAC system serving the auditorium.
 - c. Electrical engineer to review the campus-wide public address and clock systems.

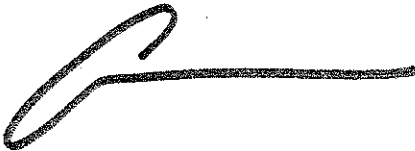
NEXT MEETING DATE: To be determined.

Meeting Minutes
Eliot Middle School Modernization
Pasadena Unified School District
Project 0913600.01
April 28, 2009
Page 4

END OF MINUTES

The above represents my best interpretation of the spirit and content of the discussions. Please let me know of any requested modifications or corrections as soon as possible.

Prepared by:

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line.

GLENN UEDA
Architect, AIA
Principal

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Enc: Project Needs List
Sign-In Sheet dated April 23, 2009

cc: Peter Pannell, Principal, Eliot Middle School
Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Jose Vallarta, Senior Project Manager, WLC Architects, Inc.



SCHOOL: ELIOT MS IMMEDIATE NEEDS:

- A. MODERNIZATION OF CAFETERIA/AUDITORIUM AND KITCHEN. UPGRADE AUDITORIUM TO MODERNIZE TECHNOLOGY AND LIGHTING. INCLUDE UPGRADE OF BACKSTAGE RIGGING AND PROVISION OF SMOKE HATCH FOR SAFETY.
- B. INSTALL SECURITY MEASURES THROUGHOUT SCHOOL, INCLUDING FENCING AND EXTERIOR LIGHTING.
- C. PROVIDE ADA ACCESS TO THE AUDITORIUM AND MAIN CLASSROOM BUILDING FROM LAKE AVE. AND FIELD.
- D. SEPARATE DOMESTIC/FIRE/IRRIGATION WATER METERS.
- E. PROVIDE STRUCTURAL ASSESSMENT FOR RETROFITTING OF THE SCHOOL'S LANDMARK TOWER.
- F. REPLACE BOARDED-UP, NORTH FACING WINDOWS IN ART CLASSROOMS 'C' AND 'D' WITH SECURED GLAZING.

ESTIMATED COST OF IMMEDIATE NEEDS:

\$ 7,865,008