

Pasadena Unified School District

**HAMILTON ELEMENTARY SCHOOL  
PROJECT NO. 2335**

**PROGRAMMING / SITE ASSESSMENT MEETING 02**

DATE: September 22, 2009  
LOCATION: Hamilton Elementary School  
TIME: 8:00 a.m. to 9:00 a.m.  
ATTENDEES: Frances Weissenberger, Principal (HES)  
David Mathison, Architect (F&M)  
Stephen Brinkman, Chief , Facilities (PUSD)  
Site Council Members, (SCM)

<b>Item</b>	<b>Description</b>	<b>Due</b>	<b>Action</b>
<b>1.00</b>	<b>GENERAL INFORMATION</b>		
1.01	A brief meeting was conducted to update the Site Council about the status of Measure TT projects.	Info	Info
<b>2.00</b>	<b>ITEMS DISCUSSED</b>		
2.01	Sit Council Members (SCM) voted to establish a sub-committee for Measure TT facilities issues. Committee members will be made up of teachers, parents and administrators and will be responsible to keep their respective representative group informed.	Info	Info
2.02	Project Overview: Mr. Brinkman distributed information from the project master plan with basic information about the project goals and budget for review of the committee.	Info	Info
2.03	Scope/Budget Worksheet: Flewelling & Moody distributed a scope and budget worksheet that updated the original program with priorities and budget information from the previous meetings (See Attachment).	Info	Info
2.04	Central Kitchen Budget: The overall project budget will be reduced for all sites in the District to contribute to the Central Kitchen rather than modernizing each individual Kitchen. PUSD to determine the budget impact for the Central Kitchen and provide the design criteria for the serving area.	10/20	PUSD
2.05	Science Classroom: F&M presented a site plan and classroom layout options for consideration of the site committee. F&M indicated that the room layout will be dependent upon the type of activities that will occur within the classroom and requested additional information about the structure of the curriculum. The Site Council deferred judgment to the Sub-Committee and recommended that they obtain input from the Science Teachers.	Info	Info

<b>Item</b>	<b>Description</b>	<b>Due</b>	<b>Action</b>
2.06	Next Meeting: Sub-Committee to contact PUSD and F&M in the near future to establish a meeting time to discuss measure TT projects and the Science Classroom in more detail. The program for the Science Classroom needs to be established for discussion/approval of the District.	TBD	SCM

These minutes were prepared from notes taken by David Mathison. If anyone present at the meeting has any changes or corrections, they are to notify Flewelling & Moody Architecture in writing, within seven days after receipt of these minutes. In the absence of such notice, these minutes will be considered a true and accurate record of the meeting.

*Items in italics represent topics or decisions made after the meeting.*

Sincerely,  
**Flewelling & Moody**

David Mathison,  
Architect

cc: Ara Zenobians, F&M  
Anna Petrossian, F&M