

June 15, 2009

MEETING MINUTES

Site Committee Meetings

Jackson Elementary School Modernization
Pasadena Unified School District
Project 0913800.01

MEETING DATE: June 11, 2009

MEMBERS PRESENT

Rose Ingber, Principal, Jackson Elementary School
Richard Canady, Consultant, School Facilities Planning & Management, Inc.
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.
Jose Vallarta, Senior Project Manager, WLC Architects, Inc.

PURPOSE OF MEETING:

The purpose of the meeting was to review tackboard locations (Quick Start Project), drainage issues at the two-story building, and to develop a revised administration office floor plan.

ITEMS DISCUSSED

1. Principal directed the Architect to rooms requiring tackable wallboard. One wall in each classroom in Building F shall receive full height tackboard.
2. Principal explained drainage concerns to the Civil Engineer. It appears that concerns are two-fold with nuisance irrigation water creating muddy conditions in planters and rain flooding in classrooms.
3. Principal and Architect developed a new office floor plan that reorganizes the office by placing the lobby entry accessible from the arched foyer facing onto Woodbury Avenue. A glazed lobby door would make the lobby more inviting while allowing improved supervision. The reception area, private offices, and staff workroom are organized to allow a gradual transition from public (lobby) to private (staff workroom).

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4. Everyone observed an excessive amount of sand on the asphalt play surface as well as in Building F. It appears that this sand could be from the north play equipment area. To alleviate this problem, the District may want to consider an alternate material such as manufactured wood or rubberized surfacing. The Principal mentioned that she would be concerned with the wood chips being thrown by students.

ACTION ITEMS

1. **Architect** shall prepare fee proposal to prepare construction documents for bidding and construction.
2. **Civil Engineer** shall prepare a needs assessment for the problem drainage area.
3. **Architect** shall prepare a revised scaled floor plan that includes permanent walls, office equipment such as copiers, desk / chair / table placement, and data / communication / audio / video equipment.

NEXT MEETING: Thursday, June 18, 2009.

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:



GLENN UEDA
Architect, AIA
Principal

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cc: Members Present
Steve Brinkman, Chief of Facilities, Pasadena Unified School District