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April 28, 2009

**MEETING MINUTES
(SSC/Leadership Team Meeting)**

Jackson Elementary School Modernization
Pasadena Unified School District
Project 0913800.01

MEETING DATE: April 21, 2009

MEMBERS PRESENT

Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Rose Ingber, Principal, Jackson Elementary School
Kristin Forrest, Staff, Jackson Elementary School
Kimly Terry, Parent, Pasadena Unified School District
Victor Saldana, Parent, Pasadena Unified School District
Leoncia Guerro, Parent, Pasadena Unified School District
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.
Jose Vallarta, Senior Project Manager, WLC Architects, Inc.

(See attached Sign-In Sheet)

PURPOSE OF MEETING:

The purpose of the meeting was to have the SSC/Leadership and staff team members prioritize the GKK Works immediate needs list and incorporate the school priority needs.

ITEMS DISCUSSED

1. There were several items incorporated into the immediate needs list. Refer to the attached immediate needs list updated April 21, 2009.
2. The District informed the committee about various upcoming projects District-wide; one of these projects may include removal and replacement of twenty-year-old portables.

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3. The District informed the committee about the April 28, 2009 proposal for a Central Kitchen going to the Board, which would allow the Jackson Elementary School kitchen to become a warm and serve kitchen.
4. The District will be implementing a District-wide deferred maintenance program based on campus needs. The deferred maintenance program includes some of the following categories of projects: Painting, energy savings, classroom lighting, HVAC, technology upgrades for clocks and bell systems.
5. School staff developed and provided a priority list based on the campus' immediate needs list. Refer to the attached school Staff Priority List dated April 21, 2009.
6. School staff provided a staff agenda for the meeting. Refer to Staff Agenda dated April 21, 2009.

NEXT MEETING: To be determined.

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:



JOSE VALLARTA
Senior Project Manager

JV:br/P00913800x1-mm

cc: Members Present

Attachments: Immediate Needs List
SSC/Leadership Team Meeting Agenda
SSC/Leadership Team Meeting Sign-In-Sheet
School Staff Priority List

IMMEDIATE NEEDS
LIST UPDATE 4/21/09

4/21/09 1st meeting

SCHOOL: JACKSON ES IMMEDIATE NEEDS:

- A. MODERNIZATION OF CAFETERIA AND KITCHEN.
- B. REPLACE OR UPGRADE THE FIRE SPRINKLER SYSTEM WHERE APPLICABLE.
- C. AT THE MAIN CLASSROOM, AUDITORIUM AND CAFETERIA BUILDINGS, REPLACE THE OLD ELECTRIC PANELBOARDS WITH ADEQUATE BRANCH BREAKERS WITH INCREASED CAPACITY.
- D. RENOVATION OF SEVERAL RESTROOMS, INCLUDING PLUMBING FIXTURES.
- E. SEPARATE DOMESTIC/FIRE/IRRIGATION METERS.
- F. REPLACE EXTERIOR DRINKING FOUNTAINS WITH ADA FIXTURES WHERE APPLICABLE.
- G. REPLACE WALL/WINDOW HVAC UNITS, AND EXISTING LIGHT FIXTURES WITH ENERGY EFFICIENT EQUIPMENT AND FIXTURES WHERE APPLICABLE. (cafeteria HVAC).
- H. EXTERIOR LIGHTING AT PLAYGROUND.
- I. DRAINAGE EXTERIOR OF "F" BUILDING

ESTIMATED COST OF IMMEDIATE NEEDS:

\$ 5,057,462

- J. Bulletin Boards (JACKBOARDS)
- K. Restroom Upgrades AT "B" BUILDING
- L. OFFICE AREA ORGANIZATION/updates.
- M. WINDOW REPLACEMENT BLDG "B" & "C"
- N. New Grass FIELDS.
- O. STORAGE IN CLASSROOMS,

- Jackson School
- ~ Drainage, flooring and bulletin boards in F building.
 - ~ Renovation of Restrooms/D
 - ~ Air conditioning Cafeteria/A
 - ~ Storage in classrooms
 - ~ Renovation of office
 - ~ E window
 - ~ Exterior lighting on playground
 - ~ Grass field
 - ~ F Drinking fountains
 - ~ E fire systems

- ~ C Electric panel
- ~ B Fire sprinkler
- ~

"SCHOOL STAFF PRIORITY LIST" 4/21/09

STAFF AGENDA

April 21, 2009

JACKSON ELEMENTARY

SSC/Leadership
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AGENDA

Welcome

District Plans
Architects

School wide Positive Behavior

Math field Day

Garden

1st meeting