

February 17, 2010

MEETING MINUTES

Jackson Elementary School Modernization
Pasadena Unified School District
Project 0913800.01
District Master Agreement Number T-090615/0015T

MEETING DATE: January 25, 2010

MEMBERS PRESENT

Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Frazer G. Thompson, PE, LEED AP, Owner Representative, Facilities,
Pasadena Unified School District
Rose Ingber, Principal, Jackson Elementary School
Jacquelyn Wilson, Teacher, Jackson Elementary School
Janie Gallandat, CRT/LDRT, Jackson Elementary School
Kristin Forrest, Literacy Coach, Jackson Elementary School
Patrice Kinsey, Teacher, Jackson Elementary School
Liz Holle, Teacher, Jackson Elementary School
Fernando Heuyopa, Jackson Elementary School
Whitney Reese, Teacher, Jackson Elementary School
Rebecca Liao, Teacher, Jackson Elementary School
Linda Keavy, Teacher, Jackson Elementary School
Shanon Smith, Teacher, Jackson Elementary School
Blanca Gomez, Teacher, Jackson Elementary School
Jocelyn Strickland, Teacher, Jackson Elementary School
Monica Villegas, Teacher, Jackson Elementary School
José Vallarta, Senior Project Manager, WLC Architects, Inc.
Konni Wong, LEED™ AP, Project Manager, WLC Architects, Inc.
(See attached Meeting Registry)

PURPOSE OF MEETING:

The purpose of the meeting was to present the schematic design color renderings for the Auditorium, Kitchen, Cafeteria, and the redesign of the Administration (see attached color renderings).

ITEMS DISCUSSED

Auditorium:

1. Option 2 is preferred by the design committee. The Architect is to further develop this option.
2. The Architect noted the existing Platform area can be enhanced and be the focal point in the space by adding steps in front of the raised platform and providing a framework around it with the school mission statement quoted. The width of steps needs to be 15"-18".
3. The Architect presented the existing stage/platform area as an interchangeable word for design discussions. The Architect to provide storage area to compensate for the loss of storage space below the existing platform.
4. The Architect explained that framing out the proscenium opening and providing the name of the school to provide a sense of identity.
5. The Architect explained that the current lighting in the Auditorium space is inadequate and will be improved during the modernization project.
6. The Architect explained that there is currently an air conditioning system that was installed within the space of the Auditorium and this system will be reorganized and incorporated, and concealed into soffits at both sides of the Auditorium.
7. The Architect explained that there are existing architectural elements such as the brick veneer bandings and pilasters that were incorporated in both Options 1 and 2.
8. The District informed the Architect to review the sound system that was donated by local funds.
9. The District school staff likes the idea of incorporating a motorized movie screen.

10. The Architect explained that the doors for the main entry to the Auditorium will need to be removed and decreased in size since the code does not require as many doors. The District and Staff would like to maintain the same size doors on either side of the back of the Auditorium if possible. The idea of providing a fixed sand blasted window with grates is an acceptable solution for the center door opening.

Cafeteria/Kitchen:

1. Option 1 was preferred by the Design Committee. Include the following items:
 - a. The Architect is to provide color samples and material samples for the staff to review.
 - b. The Cafeteria will have new air conditioning.
 - c. The floor for the space will incorporate Altro flooring.
 - d. The windows will incorporate a wood blind system that is green/eco friendly.
 - e. The walls that currently have the maps can be painted over.
 - f. The District Standard paint is Dunn Edwards. The Architect will bring sample chips for the presentation.
 - g. The walls with painted maps to be tackable wall surface.
2. The Architect presented the modernization of the kitchen and the work that is currently ongoing with the kitchen consultant. The Architect explained that the kitchen modernization work will be incorporated to meet current code requirements.

Administration Area:

1. Option 2 was preferred by the design committee. The redesign of the Administration office will need to include the following items.
 - a. Provide walk-off mat at entry.

- b. Provide full height glazed lobby door to make the lobby more inviting while allowing improved supervision.
2. The Architect presented both schemes with photos from a previously complete project that illustrate what the reorganization of Administration might look like.
3. The staff requested the reorganization of the student entry to the Administration office be studied further. Consider a secondary student entry to the Administration Office to occur on the north side facing the courtyard.

Other:

1. The District explained that the energy conservation project will be incorporated as part of phase two for the project.
2. The District staff has a concern that the funding is being spent on enhancing the school but the needs in providing adequate storage space for the classroom at the main building need to be taken into consideration.
3. The Architect explained that the modernization project presented is based on the bond language and was generated by the bond committee in 2007. The project was then reviewed by the school. Out of those priority projects, the drainage and the acoustical projects were considered Quick Start projects.
4. The District explained that there were several assessments done prior to the bond which identified the projects for each campus and that the facilities master plan can be found at the District's web site. Within the Facilities Master Plan the public is able to go and see which Jackson Elementary School projects are being worked on.
5. The District has requested that the Architect provide a cost for providing casework for what the staff calls Plan A classroom configuration. The Plan A Room will need to include the removal of existing cabinets and the removal of the existing radiators. Plan A will also need to include costs for providing full height cabinets adjacent to the existing HVAC storage space/the back of the classroom.

6. The District requested that the Architect to provide the cost for providing casework for what the staff calls Plan B Room. The "Plan B" classroom configuration will need to include the removal of existing cabinets and the removal of the existing radiators. Plan B will also need to include costs for providing full height shelves/cabinets within the room that is located adjacent to the existing HVAC storage space/the back of the classroom.
7. The District stated that they are currently working on obtaining federal stimulus funds as a whole district and possibly some funds can be used for Jackson Elementary School as part of the energy conservation measure.
8. The Architect will provide an updated scope summary for the work presented on January 25, 2010 for the next meeting.
9. The District staff informed the committee that the campus has termites and will need to visit the issue as a whole.
10. The District and School staff requested that the Architect present to the School Site Council prior to final approval of the schemes presented on January 25, 2010.
11. The District Standard for the 12 x 12 ceiling tiles is USG and needs to be incorporated into the projects.

NEXT MEETING: To be determined

END OF MINUTES

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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:



KONNI WONG
Project Manager
LEED™ AP

KW:ms
P00913800x4-mm

Attachments: Meeting Registry
Schematic Design Review Color Renderings of Auditorium, Cafeteria, and
Reception Area at the Administration

cc: Members Present
Gerald Schober, President, SCMC, Inc.
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.

WJEC

Architects, Inc.

Larry Wolff, AIA • George M. Wiens, AIA • Robert J. Hensley, AIA • James P. DiCamillo, AIA
 Glenn Ueda, AIA • Max Medina, AIA • Kelley Needham, AIA • Kevin A. MacQuarrie, AIA

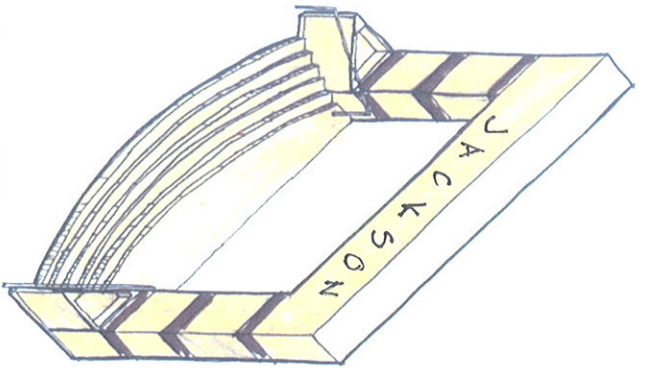
MEETING REGISTRY

Jackson Elementary School Modernization

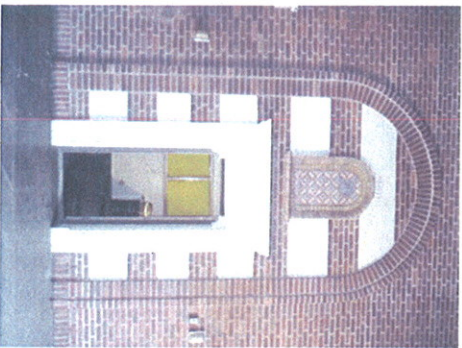
Pasadena Unified School District
 Contractor: N/A
 Construction Manager: N/A

Project No.: 0913800
 Meeting Date: January 25, 2010
 Meeting Time: 1:00 PM
 Meeting Number:

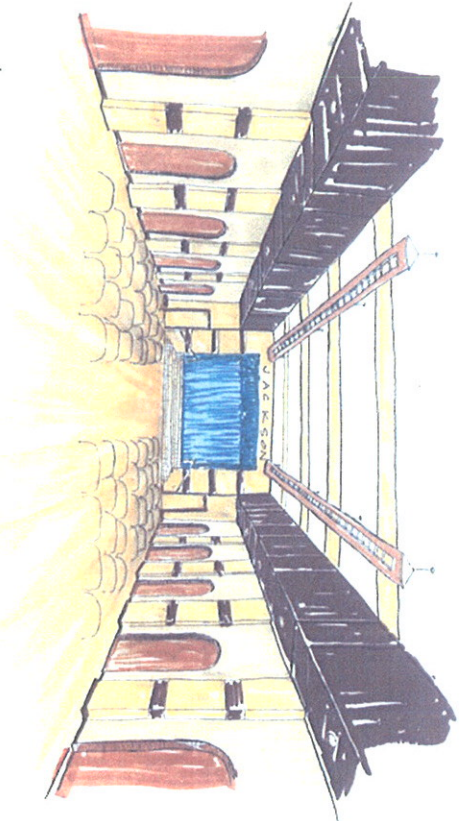
NAME (Please Print)	COMPANY	PHONE	TITLE	FAK	E-MAIL
Kenwi Wong	WJEC ARCHITECTS	(909) 987-0909	PROJECT MANAGER		kwong@wjecarchitects.com
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Patrice Kinney	Jackson	396-5788	Teacher		pkincey09@pusd.us
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Fernando Huergo	Jackson (Crews)	(66) 255-4750	Site Coordinator		fhuego@pusd.us
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Blanca Gomez	Jackson	(6) 303 0141	Teacher		egomez4@aol.com
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Monica Villegas	Jackson	(626) 396-5700	Teacher		mvillegas@pusd.us



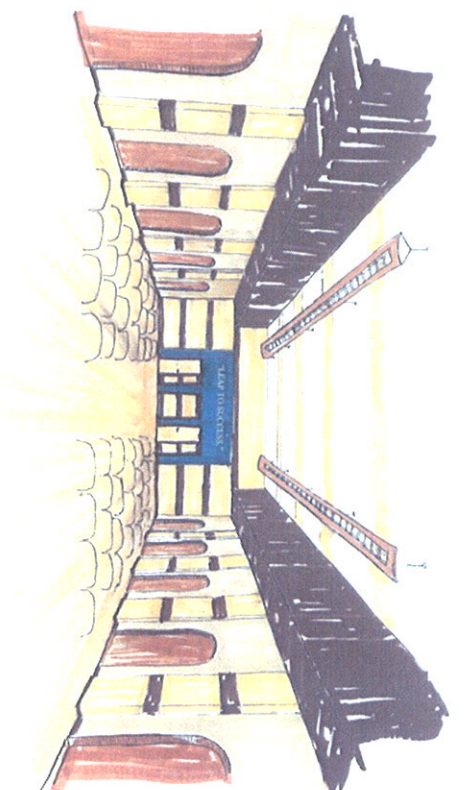
Proposed Platform



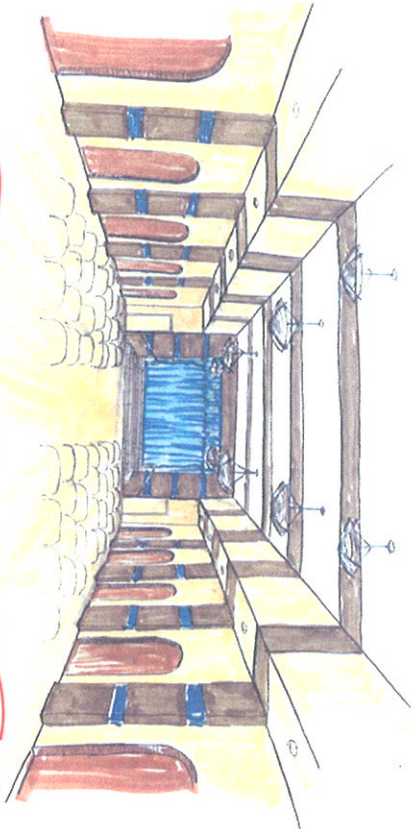
Existing Architectural Style and Character



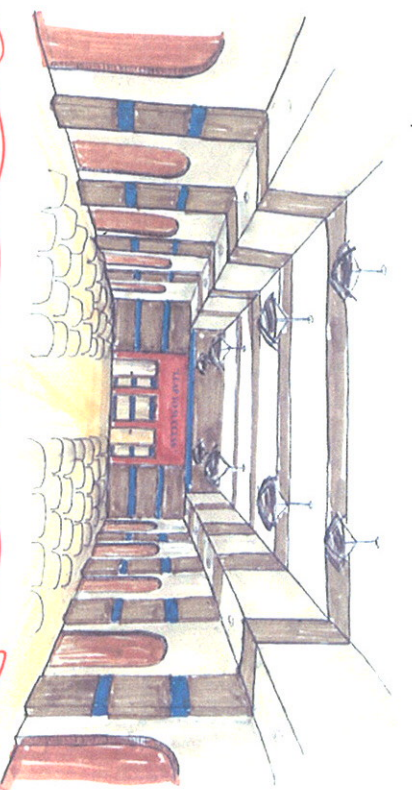
Proposed Auditorium View at Platform Area - Option 1



Proposed Auditorium View at Entry - Option 1



Proposed Auditorium View at Platform Area - Option 2



Proposed Auditorium View at Entry - Option 2



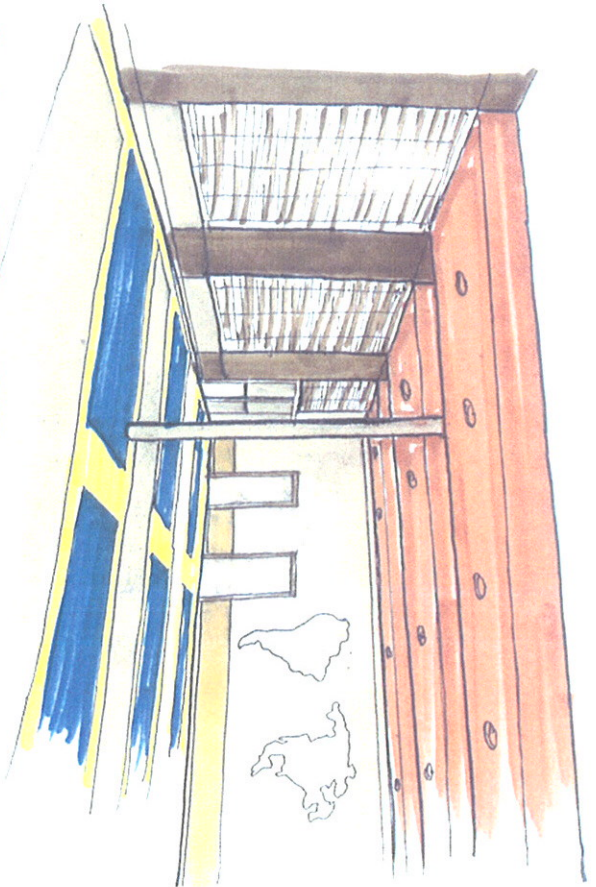
Existing Auditorium - View at Entry



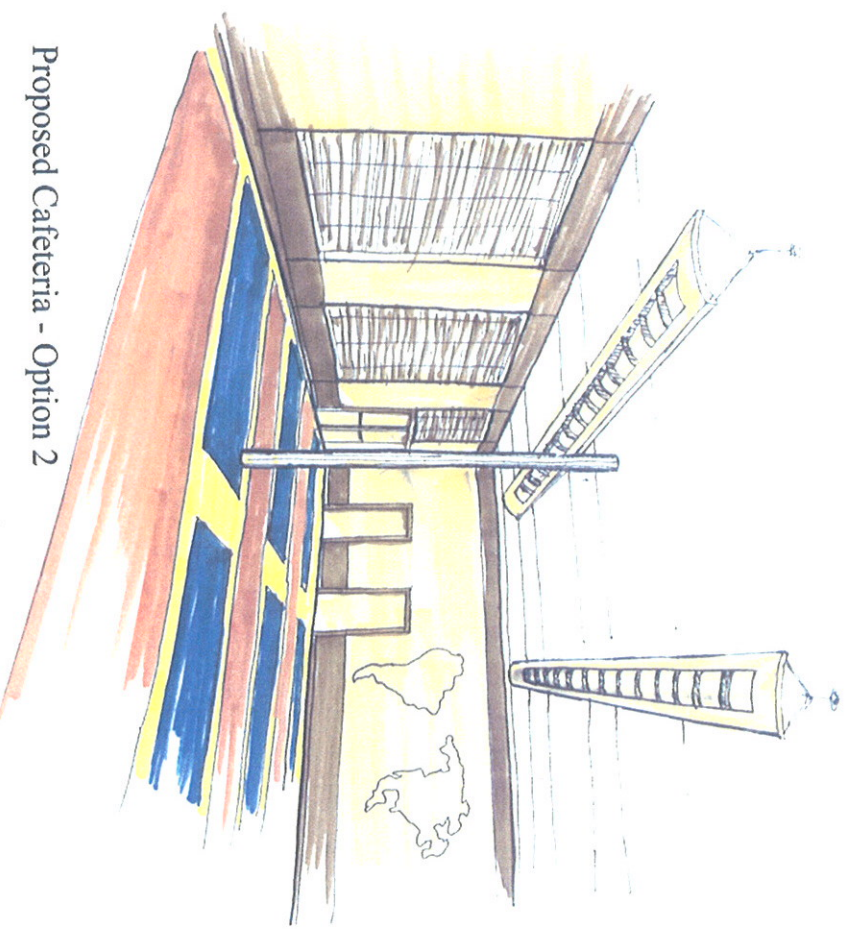
Existing Auditorium - View at Platform Area



Existing School Entry



Proposed Cafeteria - Option 1



Proposed Cafeteria - Option 2



Proposed Floor Pattern & Colors



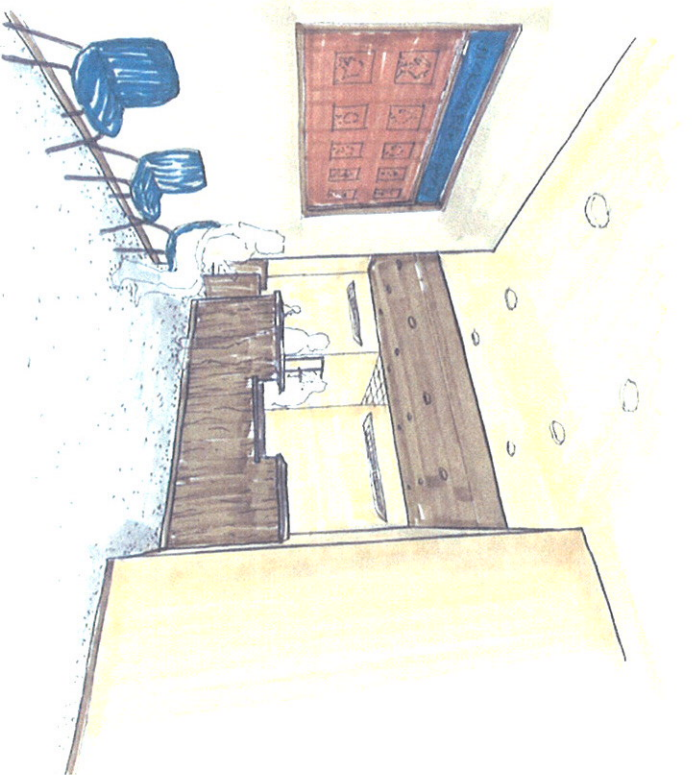
Existing Cafeteria



Existing Cafeteria



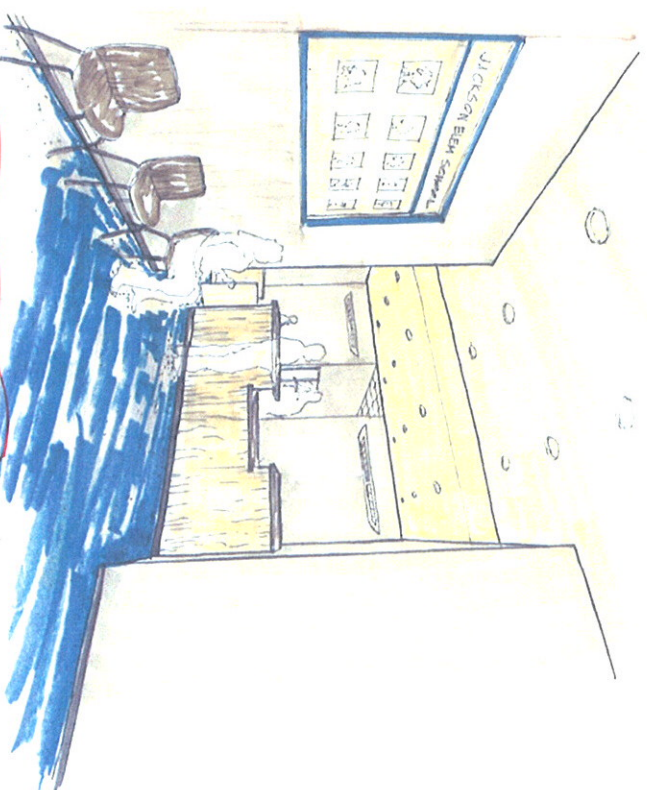
Previously Completed Project For Reference



Proposed Reception Area - Option 1



Proposed Floor Plan



Proposed Reception Area - Option 2



Existing Reception Area



Existing Reception Area