

**JEFFERSON ELEMENTARY SCHOOL  
PROJECT NO. 2333**

**SITE ASSESSMENT MEETING 01**

DATE: April 28, 2009 Facilities Assessment Meeting (Issued May 4)

LOCATION: Jefferson Elementary School

TIME: 2:30 p.m. to 3:30 p.m.

ATTENDEES: Hoori Chalian, Principal (JES)  
David Mathison, Architect (F&M)  
Stephen Brinkman, Chief , Facilities (PUSD)  
Ara Zenobians, Vice President (F&M)  
Site Committee Members, (SCM)

Item	Description	Due	Action
<b>1.00</b>	<b>GENERAL INFORMATION</b>		
1.01	The meeting was conducted to introduce the architectural team for the school and prioritize the facilities needs identified in the master plan.	Info	Info
<b>2.00</b>	<b>SITE COMMITTEE MEETING</b>		
2.01	District Master Plan: Steve invited all members of the committee to review the Facilities Master Plan on the District Web Site. The master plan has a list of District Wide Projects that will be completed with funds that are in addition to the site modernization budget. Projects include but are not limited to the following: <ul style="list-style-type: none"> <li>1. Water and energy savings</li> <li>2. Technology Systems</li> <li>3. Deferred maintenance</li> <li>4. Remove and replace old portable buildings</li> <li>5. Exterior painting and aesthetic improvements</li> <li>6. Seismic upgrades</li> </ul>	Info	Info
2.02	District Central Kitchen: Steve indicated that if the District moves forward with plans to provide a central kitchen that the site kitchen area will be modified for standardized serving lines only and much of the kitchen work will not need to be completed. Some of the money allocated to the site for the kitchen will need to be re-allocated to the central kitchen but there will likely be some budgetary dollars returned to the site because the central kitchen will cost less on a per site basis than the modernization of individual kitchen spaces. It is the goal of PUSD to maintain the dollars allocated to each site. PUSD to confirm central kitchen concept with the school board.	TBD	PUSD

Item	Description	Due	Action
2.03	<p>Immediate Needs Based on the Facilities Master Plan (Items 12-15 added by the site committee):</p> <ol style="list-style-type: none"> <li>1. Modernize Auditorium</li> <li>2. Replace Ventilation/Exhaust at Bldg. B and C with a new central air system.</li> <li>3. Replace old electric panels at bldg. C, D, E and U with adequate branch breaker with increased capacity.</li> <li>4. Replace exterior drinking fountains (provide ADA features)</li> <li>5. Replace Children's Center portable buildings with new or permanent buildings. Re-grade Center's Playground and provide shade structure.</li> <li>6. Provide a railing at the top of the amphitheater between stair wells, allowing separation for sitting at top tier.</li> <li>7. Separate Domestic/Fire/Irrigation Meters</li> <li>8. Redistribute space allocation to accommodate minimum K-grade standards with adequate restrooms.</li> <li>9. Connect wireless access to internet; change classroom hardware to be able to lock doors from inside.</li> <li>10. Replace lighting at buildings C, E and U with high-efficiency lighting.</li> <li>11. Connect PA system to all buildings on campus, including portables.</li> <li>12. Provide additional student restrooms on the playground. (Locate at the back of the Kitchen)</li> <li>13. Provide grading at the Kindergarten Playground.</li> <li>14. Add Shade to Playground with some combination of a shade structure and/or trees.</li> <li>15. Add Ball Wall at Playground</li> <li>16. Add Acoustical Ceiling to Classrooms.</li> </ol>	Info	Info
2.04	<p>Establishing Priorities: Steve asked the committee to prioritize the list of needs and provide a list of two or three projects that can be started right away. The list of needs was divided into two types of projects, tasks and projects. Tasks are small or localized needs that could be accomplished by the District at any time and will likely not need DSA approval. Tasks were identified as item #6, #7, #9 and #11.</p>	Info	Info
2.05	<p>Project Priority One: Playground improvements including the addition of toilet rooms and shade structure. Includes items #4, #12, #14 and #15 above.</p>	Info	Info
2.06	<p>Project Priority Two: Kindergarten renovation including items #8 and #13 above. The rooms are too small but any reallocation of space cannot leave the school with less classrooms than they already have so it is assumed that there will be a building addition.</p>	Info	Info

Item	Description	Due	Action
2.07	Project Priority Three: Ceiling and Lighting per items #10 and #16 above.	Info	Info
2.08	Project Priority Four: Auditorium Modernization per item #1 and #2 above. Steve mentioned that the District was considering providing HVAC improvements as a separate District-Wide project. This work would need to be closely coordinated with any modernization effort at the auditorium.	Info	Info
2.09	F&M to schedule a meeting with Hoori to walk the site and review the high priority project areas.	TBD	F&M

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: Attendees