

Pasadena Unified School District

**JEFFERSON ELEMENTARY SCHOOL
PROJECT NO. 2333**

MEETING 03

DATE: January 29, 2010 (re-Issued February 11, 2010)
LOCATION: Jefferson Elementary School
TIME: 9 am to 11 am
ATTENDEES: Hoori Chalian, Principal (JES)
Stephen Brinkman, Chief , Facilities (PUSD)
Ara Zenobians, Vice President (F&M)
Utar Pollard, Architect (F&M)

Item	Description	Due	Action
1.00	GENERAL INFORMATION		
1.01	The meeting was conducted to discuss the status of Measure TT projects and to discuss specific project scope of work. Items discussed below will be designed and located and submitted for Principal's approval prior to proceeding. Some items will be prepared as quick start projects and other items will be prepared for separate Division of State Architect submittal package.	Info	Info
2.00	SITE PROJECTS		
2.01	Ball Wall: Principal Chalian selected Steelcraft DSA Pre-Checked double sided ball wall. Architect to indicate location as discussed.	Info	F&M
2.02	Pergola / Lunch Shelter: Principal Chalian requested larger permanent structure with shade protection to east door of existing cafeteria (Bldg. C). Architect to show demolition of existing wood lunch shelter and indicate location of new metal shade structure, doubling the size of the previous lunch shelter. Replace existing drinking fountain under existing lunch shelter to meet ADA standards.	Info	F&M
2.03	Shade Structure: Architect to show demolition of existing shade structure (west of the cafeteria – Bldg. C) and to show replacement with new DSA Pre-Checked Fabric Shade Structure. Approximate size 20' x 30', to fit in between existing trees.	Info	F&M
2.04	Restroom: New Modular toilet room to fit east of basement access stairs. Restroom to face playground area. Two existing basketball pole and backstop to be removed at this location.	Info	F&M
2.05	Drinking Fountains: Add 1 new free standing drinking fountain near new modular restroom.	Info	F&M
2.06	Sidewalk and blockwall from the existing Administration to the playground needs to be revised. Suggested to remove the blockwall and redo the sidewalk to eliminate the trip hazard.	Info	F&M

Item	Description	Due	Action
2.07	Raised Planter: Architect to suggest /design some raised planter in courtyard of Bldg. U and at area outside of main lobby towards the amphitheater.	Info	F&M
2.08	Amphitheater: Architect to show a new set of stairs at the amphitheater adjacent to the basement access. Principal requested guard rail to match existing railing against the back of the amphitheater to prevent stepping accidents through the amphitheater.	Info	F&M
3.00	BUILDING PROJECTS		
3.01	Main Office	Info	F&M
	<ol style="list-style-type: none"> 1. Extend counter and access at front office to create a barrier to prevent visitors from walking into campus without checking in. 2. Teachers lounge / workroom needs to be reviewed for a better layout. 3. Teacher lounge/workroom and the resource room needs a permanent wall to replace the partition wall. More data and power on both sides. The Resource room has 3 positions and requires data and power to support the three positions. 		
3.02	Auditorium	Info	F&M
	<ol style="list-style-type: none"> 1. Under stage storage: Need to revise the use under the stage for music equipment storage. Mr. Brinkman suggested pull out sliding trays under the stage. 2. District will renovate auditorium seating and add more seats. 3. Mr. Brinkman suggested paint accents to dress up the interior Auditorium space. Also paint accents on the grilles. 4. Light Fixtures are by District scope under the Federal Stimulus Grant. 		
3.03	Pre-School	Info	F&M
	<ol style="list-style-type: none"> 1. Need to meet with Vicki Green from Child Care to discuss needs / requirement of Child Care. 2. District's intent is to identify an area to separate Preschool from Kindergarten. From the school classroom numbering, room 29 and 34 would be for Preschool and the area in between would be turned into a playground and fenced in for preschool use with direct parent drop off/pick up access from N. Sierra Bonita Avenue. 3. Preschool requires 3 classrooms, will need to add an addition. 		

3.04 Kindergarten

Info

District / FM

1. Principal Chalian stated last year there were 6 kindergarten classes and this year they had 4 kindergarten classes. They are requesting planning for 5 kindergarten classrooms. All 5 classrooms should meet California State Standards of 1350 sq.ft. (including restroom facilities and support spaces).
2. Next year, Principal Chalian stated it may be possible to move 3rd Grade (rooms 31, 32, and 33) up to the main building depending on District's policy on class size and projected enrollment. District to advise Architect's direction on converting 31, 32 and 33 into kindergarten spaces. High walls at covered breezeway will need to be opened up to the kindergarten playground.
3. Kindergarten playground needs to be re-designed and re-graded to create better circulation with some poured in place rubberized surfacing.

These minutes were prepared from notes taken by Utar Pollard. 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

Utar Pollard,
Architect

cc: Attendees
Matt Buchanan, AIA F&M
George Ellis, AIA F&M
Joselito Lacson F&M