

Pasadena Unified School District

**JEFFERSON ELEMENTARY SCHOOL  
PROJECT NO. 2333**

**MEETING 04**

DATE: February 11, 2010 (Issued March 1, 2010)  
 LOCATION: Jefferson Elementary School  
 TIME: 1:15 pm to 2:15 pm  
 ATTENDEES: Vicky Greening, Program Coordinator (Hodges Center)  
 Gerald Schober , Owner Representative, Facilities (PUSD)  
 Utar Pollard, Architect (F&M)

Item	Description	Due	Action
<b>1.00</b>	<b>GENERAL INFORMATION</b>		
1.01	The meeting was conducted to discuss the status of Measure TT projects identified for the Child Care Center and to discuss specific project scope of work.	Info	Info
<b>2.00</b>	<b>Child Care Center</b>		
2.01	Currently, the Child Care Center has 4 classrooms housing 3 to 4 year olds. Discussion on Measure TT dollars for the replacement of Child Care Center, the Child Care Center's Playground, replacement of the three relocatables (2 are being used for Child Care – older kids) adjacent to the Child Care Center and create a separate Pre-School area (area east of the campus, along Sierra Bonita Avenue).	Info	Info
2.02	Child Care Center needs an upgrade the kitchen area. A stove is needed to replace the one that was broken and removed. Additional shelving / storage is required.	Info	F&M
2.03	Child Care Center: Re-configure one of the 4 classrooms for Infant / Toddler usage. Mr. Schober can forward a similar plan to Architect for design layout consideration.	Info	PUSD
2.04	Child Care Center: Re-design / layout the playground area with a raised and covered sand box area, new play structures (age-appropriate), new play surfacing and asphalt / concrete surfacing (for tricycle) throughout the play area and at gate entry.	Info	F&M
2.05	Noise: The Child Care Center is adjacent to the 210 Fwy and the noise inside the classroom creates a very difficult learning environment.	Info	F&M

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2.06	Child Care Center is currently occupying 2 of the 3 classrooms (Classrooms B22, B23, and B24) outside of the Child Care Center. If funding was available, Ms. Greening would like to replace these three classrooms and remove the fencing in front of these classrooms to open them on to the playground directly. The new layout for classrooms B22, B23 and B24 should eliminate the 10' wasted space behind the classrooms which accumulates trash and used for dumping of trash as it is accessible from the street.	Info	F&M
<b>3.00</b>	<b>Pre-school</b>		
3.01	Architect discussed creating the area, north of campus, north of the last covered walkway, to be designated as pre-school. Room 29 (School site map) is utilized for Pre-school. Area adjacent to this classroom has a fire riser and a meter that would need to be relocated for proposed structure. Location adjacent to Room 34 (School site map) is better suited for a new proposed classroom and extending the covered walkway out to the sidewalk at Sierra Bonita Avenue. The proposed Pre-school classroom needs to be designed for 24 students (@35 sq.ft per child). Classrooms requires 2 water closets and 2 sinks and a third sink in the classrooms (all at Kindergarten height). Flooring to be a combination of carpet and linoleum.	Info	F&M
3.02	Room 29 and proposed new preschool classroom at Room 34 would house 18 students. Room 34's closet would need to be converted to a toilet room similar to Room 29. Adjacent alcove would need to be updated with casework and teacher's desk area.	Info	F&M
3.03	Pre-school playground and fencing/ access would need to be designed to contain the Pre-school area. Mr. Schober can forward a similar playground for design / layout consideration.	Info	PUSD / F&M
<b>4.00</b>	<b>Scheduling</b>		
4.01	Ms. Greening indicated Child Care runs year round and she would need 6 months advance notification of any construction work.	Info	F&M

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

Hoori Chalian	Jefferson Elementary School
Steve Brinkman	Pasadena Unified School District
Ara Zenobians, AIA	Flewelling & Moody
Matt Buchanan, AIA	Flewelling & Moody
George Ellis, AIA	Flewelling & Moody
Joselito Lacson	Flewelling & Moody