

**JEFFERSON ELEMENTARY SCHOOL
PROJECT NO. 2333**

MEETING 05

DATE: February 18, 2010 (Issued March 1, 2010)
 LOCATION: Jefferson Elementary School
 TIME: 1:00 pm to 1:45 pm
 ATTENDEES: Hoori Chalian, Principal (JES)
 Utar Pollard, Architect (F&M)

Item	Description	Due	Action
1.00	GENERAL INFORMATION		
1.01	The meeting was conducted to discuss the status of sketches presented.	Info	Info
2.00	Main Office		
2.01	Front Office: A sketch was presented with extending the counter from the existing handicap counter to the wall of the conference room. A new swing door and a new handicap counter. Principal Chalian indicated the handicap counter was too far from the main counter. Principal Chalian inquired if it would be possible to close off the front office area while leaving the lobby open after hours. Architect indicated other schools have utilized rolling coiling gates. Principal Chalian was concerned with the aesthetics, but indicated their records needed to be secured. Architect to provide additional options for consideration of reconfiguring a new front office counter area (including fixing the two drawers banging into each other when opened).	Info	F&M to present new lobby counter area.
2.02	Principal Chalian indicated the doors to the classrooms required the teacher to lock down the classroom from outside the classroom. District to determine if this is to be added to Architect's scope of work.	Info	PUSD
2.03	Principal Chalian indicated that while sinks were placed in each classroom, there were no paper towel or soap dispensers. District to determine if this is to be added to Architect's scope of work.	Info	PUSD
3.00	Site		
3.01	Location of handball wall, drinking fountain shade structure and lunch shelter was discussed. Modular toilet buildings is located approx. 10' from planter area to avoid utility lines running to gas meter. Architect inquired if existing toilet rooms in Bldg A would still be utilized after modular toilet building is installed. Principal Chalian indicated existing toilet building in Bldg. A does not have appropriate capacity to fill the needs during recess.	Info	Info

Item	Description	Due	Action
4.00	Kindergarten Area		
4.01	Architect presented 3 options for consideration. <ol style="list-style-type: none"> 1. Option 1: Least expensive option, relocates the restrooms facilities from room 26 – 28 (Room Numbers based on School Site’s Campus Map) and builds new restroom and workroom at exterior courtyard between rooms 26 and 28. Rooms sizes meet California Department of Education standard room size. This options creates 3 Kindergarten classrooms from room 26-28. Option 1 also includes converting the three classrooms in Bldg. E into two kindergarten classrooms. 2. Option 2: Relocates the restroom facilities from one corner of rooms 26-28 and creates two new kindergarten classrooms. This options has two columns in the center of each classroom. Third kindergarten classroom is created by adding an addition onto room 25 to create a new restroom facility and workroom. Option 2 also includes converting the three classrooms in Bldg. E into two kindergarten classrooms. 3. Option 3: Converts room 26 – 28 as in Option 2. In lieu of converting Bldg. E, two Kindergarten classrooms are created by expanding room 24 and building one additional kindergarten classroom. 	Info	Info
4.02	Preschool area east of the Kindergarten area was briefly discussed with the addition of one classroom to accommodate 24 students. This classroom will be adjacent to room 34. Rooms 29, 34 and the proposed classroom would make up the new pre-school area.	Info	Info
5.00	Budget		
5.01	Preliminary Estimated Cost of Construction Budget for the entire scope of work, excluded the reconfiguration of the lobby, door hardware at Bldg. U and paper towel and soap dispenser is approximately \$800K over budget. Jefferson’s portion of the budget is approximately \$600K over and Children’s Center is approximately \$200K over.	Info	Info
6.00	Site Council Meeting		
6.01	Principal Chalian requested Architect o present Scope of Work at next Site Council Meeting. Site Council Meetings are scheduled for the last Tuesday of each month, March 30. Principal Chalian will schedule a special Site Council Meeting earlier (on March 9 th) to discuss all the options presented today with budgetary cost associated with each decision.	Info	Info

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.

Jefferson Elementary School
Meeting Minutes
February 18, 2010
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Sincerely,
Flewelling & Moody

Utar Pollard,
Architect

cc: Attendees

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