

Pasadena Unified School District

**JEFFERSON ELEMENTARY SCHOOL
PROJECT NO. 2333**

MEETING 06

DATE: March 9, 2010 (Issued March 12, 2010)
 LOCATION: Jefferson Elementary School
 TIME: 2:30 pm to 4:00 pm
 ATTENDEES: Hoori Chalian (JES)
 Vicky Greening (HC)
 Site Council Members (SCM)
 Steve Brinkman (PUSD)
 Utar Pollard, Architect (F&M)

Item	Description	Due	Action
1.00	GENERAL INFORMATION		
1.01	The meeting was conducted to discuss the Measure TT scope of work, the budget and the schedule.	Info	Info
2.00	Site Plan	Info	Info
2.01	<ol style="list-style-type: none"> 1. Bldg. U: proposed ceiling and high efficiency lighting. 2. Guardrails are to be placed across the back of the amphitheater to prevent kids from using the seating area as steps. <i>Guardrails are to be placed approximately 18" from nosing of first step to maintain first step as seating.</i> 3. A second set of stairs will be placed to the west of the orange wall of the small building to the underground room. The set of stairs on the east side of the building will be removed and replaced with railing. 4. A new hand ball wall will be placed west of the Cafeteria bldg. 5. A new fabric shade structure (approx. 20' x 30') will replace the small pergola. 6. The Cafeteria will be modernized with new finishes, a new speed line , new tables and chairs and a new HVAC system. 7. The Auditorium will get new accent paint to freshen up the room, new under stage pull out storage for instruments and a new HVAC system. 8. New drinking fountain at playground. SCM suggested it be under the fabric shade structure. 		District - Table/Chair spec

Item	Description	Due	Action
	<ul style="list-style-type: none"> 9. The existing lunch shelter will be replaced with a lunch shelter twice the size. SCM requested power and lighting. 10. The block wall outside of the restroom in bldg A will be removed and replaced with fencing to match adjacent fencing. This will allow visual supervision of the restroom area and the courtyard adjacent to the restrooms. 11. Replace the three After School Modular buildings. 12. SCM requested more lighting on playground for after school activities. 13. Principal Chalian requested speaker system at amphitheater so a microphone could be set up. Noise from the freeway makes it difficult to address the student body. <i>Possible locations for microphone connection in a weatherproof box off of room 8 with additional speakers.</i> 		
3.00	Kindergarten Area		
3.01	<ul style="list-style-type: none"> 1. Kindergarten option presented the exterior existing buildings configuration to remain. The interior wall between room 28 (Room Numbering based on Site Campus Map) and room 27B was removed to create one larger kindergarten classroom. Room 27A was combined with room 26 to create the second kindergarten classroom. Both of these classrooms have two existing to remain columns located in them. Architect is looking at options to integrate the columns aesthetically. Room 25 would need to be expanded. Bldg. E (rooms 31, 32, and 33) would be converted into two kindergarten classrooms. All kindergarten classrooms would have a teacher's workroom and toilet room facilities and would meet the minimum California Department of Education standard of 1350 sq. ft.. 2. Architect will need to meet with kindergarten staff to discuss cabinetry needs in the classrooms. 3. The play area will be resurfaced and reconfigured with new playstructures, surfacing, paving, sandbox, shade structures and new tricycle path. 4. A new garden area has been identified. SCM inquired if water is accessible to the garden area and could the turf be removed and tilled as part of the modernization. Architect to meet with the kindergarten staff to discuss the requirements of the garden area. 5. Infill wall at corridor from bldg E to kindergarten area will be removed to create direct access for the new kindergarten classrooms into the kindergarten playarea. 6. Room 24 will remain empty and not touched by this scope of work. 	Info	Info
4.00	Pre-school Area		

Item	Description	Due	Action
4.01	<ol style="list-style-type: none"> 1. Room 29 remains as a preschool classroom. As room 25 is to be converted into a kindergarten classroom, room 34 will be converted to a preschool classroom. This will create an area east of the corridor for a contained pre-school area with direct access from Sierra Bonita Avenue. 2. Ms. Vicki Greening indicated that the proposed third preschool classroom is not needed. 3. Preschool area will have it's own playstructure and covered sand box. 		
5.00	Child Care Center		
5.01	The Child Care Center will be replaced with new facilities . The existing ramps will be eliminated and the new bldg will be set at grade. The play yard will be regarded and new tricycle path repainted, with new playstructures.	Info	Info
6.00	Administration Building		
6.01	<ol style="list-style-type: none"> 1. A discussion was held on the presented staff lounge and workroom and resource room layout. SCM indicated a need for a Parent room. 2. Staff Lounge to remain in it's existing location and Staff workroom to move into the existing resource room with existing folding partition wall to remain. Room 21 to be converted into the new resource room. Room 23 to be converted into a Parent room. 3. Restrooms to be expanded in lieu of a modular restroom building on the playground. SCM request moving drinking fountain from the east side of the restrooms to south side for supervision. 4. Front office reception counter was presented with an counter extension. SCM indicated as the main building needs to be accessible after hours, the main counter needs to be secured. <i>Architects visited lobby area with Principal Chalian to discuss requirements on 3/11/2010.</i> 		
7.00	Budget and Schedule		
	Preliminary Budget dated 3/9/2010 was discussed. Based upon the scope presented, the preliminary budget was approximately \$95,000 over budget. During the meeting, Child Care removed requirement for one additional pre-school building. Additional scope of work was requested.	Info	Info
7.01	F&M will proceed with construction documents and Division of State Architect approval for summer 2010 work on the following items: Ball wall; fabric shade structure; railing; stairs; lunch shelter and drinking fountains. Scope and location has been accepted District and SCM.	Info	F&M

Item	Description	Due	Action
7.02	F&M will proceed with design development drawings for Kindergarten classroom at building D and E, preschool classroom conversion at room 34, ceiling and lighting at Bldg. U and Child Care Center, and After School Care facilities.	Info	F&M
7.03	F&M will proceed with Schematic Designs for the following: proposed parent room at room 23; proposed resource room at room 21; new layout for teacher's lounge at existing lounge; proposed teacher's workroom at existing resource room; proposed front office; <i>cabinetry restroom access reconfiguration at nurse's office.</i>	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
Ara Zenobians, AIA Flewelling & Moody
Matt Buchanan, AIA Flewelling & Moody
George Ellis, AIA Flewelling & Moody
Joselito Lacson Flewelling & Moody