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PASADENA UNIFIED SCHOOL DISTRICT  
**LONGFELLOW ELEMENTARY SCHOOL MODERNIZATION**

D+D No. 20940 A2  
MEETING NUMBER 2  
September 30, 2009

MEETING HELD September 23, 2009 AT 4:00 PM AT LONGFELLOW ELEMENTARY SCHOOL

Attendees:

Stephen Brinkman	Pasadena USD	sbrinkman@pusd.us
Gerald Schober	Pasadena USD	gschober@pusd.us
Erica Ingber	Principal, Longfellow	
Carolyn Brown	Teacher	
Sheila Miller	Teacher	
Marie Novelo	LEARNS	
Justin Radford	LEARNS	
Lee Johnson	Volunteer	
Kim Kenne	Volunteer	
Marisela Flores	Volunteer	
Joe LoBasso	Dougherty+Dougherty	joel@ddarchitecture.com

Author: Joe LoBasso

Item	Action	Description
1.01	Info	The meeting was held to review the scope of work for the Longfellow Elementary School Modernization project with the school's site council and the District Administration. The scope of work dated August 3, 2009 (attached) was presented.
1.02	Info	Based on the District's review of the condition of the windows on the campus, the District added window replacement to Architect's scope of work.
1.03	Info	Funding for the window replacement is undetermined. The District will look at several funding sources.
1.04	Info	The District would like the window project to start in February or March or 2010.
1.05	Info	There is a single project from Measure Y that has not been closed out at the Division of the State Architect. The District expects to close the project soon.
1.06	Info	The Centralized Kitchen project has been approved by the board to proceed. The Longfellow kitchen will be modernized to a warming kitchen.
1.07	Info	The Architect explained that the projects are scheduled for the year 2011 and 2012.
1.08	Info	The site council moved and seconded approval of the scope of work as presented in the Scope of Work letter dated August 3, 2009.

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- 1.09 PUSD There was discussions on the adequacy of the play equipment and the shade structures. There are no slides on the site. The issue will be revisited when the programming for the modernization is started.
- 1.10 PUSD An exhaust fan was removed from the Boys Bathroom on the first floor, east wing. The District to review and provide ventilation to the room.
- 1.11 PUSD A discussion was held on the use of sand versus engineered wood chips at the play equipment.
- 1.12 PUSD The site would like to use the emergency bins as ball walls. Plywood would have to be attached to the side of the bins.
- 1.13 PUSD The District will check on the lease with East Altadena Little League.

Distribution List: Steve Brinkman, PUSD  
Erica Ingber, Longfellow Principal  
Brian Dougherty, D+D  
File