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PASADENA UNIFIED SCHOOL DISTRICT
MADISON ELEMENTARY SCHOOL MODERNIZATION
D+D No. 20940 A2
MEETING NUMBER 1
April 22, 2009

MEETING HELD APRIL 21, 2009 AT 2:45 PM AT MADISON ELEMENTARY SCHOOL
Attending:

Stephen Brinkman	Pasadena USD	sbrinkman@pusd.us
Sandra Macis	Principal, Madison	smacis@pusd.us
	Teacher	
	Teacher	
	PTA President	
	Parent Volunteer	
	Parent Volunteer	
Mirsa Serrano	Healthy Start Program	
Brian Dougherty	Dougherty+Dougherty	briand@ddarchitecture.com
Joe LoBasso	Dougherty+Dougherty	joel@ddarchitecture.com

Author: Joe LoBasso

Item	Action	Description																
1.01	Info	The meeting was held to discuss the scope of work for the Madison Elementary Modernization project with the school's site council and the District Administration.																
1.02	Info	Steve Brinkman presented the following funding sources for Madison.																
		<table border="0"> <thead> <tr> <th>Source</th> <th>Included</th> </tr> </thead> <tbody> <tr> <td>1. Energy and Water Savings</td> <td>Air Conditioning, Lighting, Restroom fixtures.</td> </tr> <tr> <td>2. Technology Projects</td> <td>Phone, Data, Bell Systems.</td> </tr> <tr> <td>3. Deferred Maintenance</td> <td>Repair of damaged items, Roof leaks.</td> </tr> <tr> <td>4. Williams Money</td> <td>Repair of unsafe conditions.</td> </tr> <tr> <td>5. Portable Replacement</td> <td>Repair and replacement of portable buildings.</td> </tr> <tr> <td>6. Exterior Appearance</td> <td>Exterior painting, windows, glazing.</td> </tr> <tr> <td>7. Seismic Upgrades</td> <td>Seismic Upgrades of Buildings A and B.</td> </tr> </tbody> </table>	Source	Included	1. Energy and Water Savings	Air Conditioning, Lighting, Restroom fixtures.	2. Technology Projects	Phone, Data, Bell Systems.	3. Deferred Maintenance	Repair of damaged items, Roof leaks.	4. Williams Money	Repair of unsafe conditions.	5. Portable Replacement	Repair and replacement of portable buildings.	6. Exterior Appearance	Exterior painting, windows, glazing.	7. Seismic Upgrades	Seismic Upgrades of Buildings A and B.
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1.03	Info	The project construction budget was established at \$18,498,310. This includes contingencies through the end of construction.																
1.04	Info	The District will vote on a central kitchen concept at the April 28, 2009 board meeting. That decision will affect the scope of the work at the Madison kitchen.																
1.05	PUSD	The Architect's list of projects for the site included Item L, a new Kindergarten Building. The District will determine its status.																
1.06	Info	The school staff presented a list of items that they wanted to be addressed.																

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1. The existing wood windows are deteriorated, glazed with plastic, and in some cases boarded.
 2. The delivery area for trucks was not separated from the campus traffic.
 3. There are not enough parking stalls (40 with 2 being accessible stalls) for the 70 staff that works on the site daily.
 4. The public address system does not reach the Pre-Kindergarten or the Portable Buildings.
 5. The fence around the school is varying heights and is in poor condition. A uniform fence 10-foot high was requested.
 6. The flooring in the restrooms at the new building retains odors and is not hygienic.
 7. The bells, phone and clock system is in poor condition.
 8. There is no storage space in any of the classrooms. Tall cabinets with locks were requested.
 9. The emergency exit stairs at the west of Building A are steep and may not be safe in an emergency.
 10. The Kindergarten building's arched openings should be restored.
 11. A ramp at the front of the school would help mothers with strollers.
 12. City owned parkway landscaping is not maintained by the City and is constant need or replanting.
- 1.07 Info Steve Brinkman submitted a list of projects identified by GKK Works (attached).
- 1.08 Info The site council prioritized the scope of work as follows:
1. Provide shade structures for the lunch area, playgrounds and Kindergarten playground.
 2. Replace drinking fountains throughout the campus, add fountains where needed.
 3. Replace the plumbing fixtures in the kitchen and restrooms. Provide new flooring in the new building restrooms.
 4. Replace old electrical panels at the basement of Building A and provide exterior lighting throughout the campus.
 5. Provide a trash enclosure near the kitchen. Create a delivery area for trucks.
 6. Create a drop-off on the north side of the campus. Increase parking capacity.
 7. Restore the auditorium to its historical prominence and make accessible from Ashtabula Street.
 8. Provide ventilation to the library space.
- 1.09 Info The Healthy Start director presented a list of concerns (attached) with the building used for this program.
- 1.10 Info Project scope requested by the District includes:
1. Separation of the domestic water, fire water and irrigation water.



2. Seismic Upgrades to the Main Classroom Building and the Kitchen Building.

1.11 Info Scope suggested by the Architect is to irrigate the City owned parkway around the campus.

1.12 PUSD/DD The architect and the District will meet to finalize scope of work.

Please submit written notification of any errors or omissions to Dougherty + Dougherty Architects within five (5) working days of receipt of these construction Meeting Minutes, all matters stated above will be deemed correct as matters of record.

Distribution List: Steve Brinkman, PUSD
Sandra Macis, Madison Principal
File



SCHOOL: MADISON ES IMMEDIATE NEEDS:

- A. RESTORE AUDITORIUM TO ITS HISTORICAL PROMINENCE; MAKE IT ACCESSIBLE TO COMMUNITY BY REMODELING ITS MAIN ENTRANCE.
- B. MODERNIZE CAFETERIA AND KITCHEN. ~~AND~~ PROVIDE A LUNCH SHELTER NEAR CAFETERIA. PROVIDE VENTILATION OR AIR CONDITION TO KITCHEN, CAFETERIA AND M.P. ROOM AREAS.
- C. PROVIDE 2ND TRASH ENCLOSURE ON SITE IN PROXIMITY TO KITCHEN/CAFETERIA. CREATE NEW DELIVERY DRIVEWAY TO INCLUDE NEW TRASH BIN AREA AT MADISON AVE.
- D. SEPARATE DOMESTIC/FIRE/IRRIGATION METERS.
- E. PROVIDE SHADE SHELTERS IN PLAYGROUNDS.
- F. PROVIDE K PLAYGROUND ON SOUTH SIDE WITH SHADE STRUCTURE.
- G. SAFETY ISSUE: CREATE DRIVEWAY LOOP FOR DROP-OFF AND PICK-UP AT NORTH END OF CAMPUS.
- H. PROVIDE ADA DRINKING FOUNTAINS AT EXTERIOR AREAS.
- I. REPLACE OLD ELECTRIC PANELBOARDS AND LIGHTING AT THE BASEMENT OF BUILDING A WITH ADEQUATE BRANCH BREAKER WITH INCREASED CAPACITY.
- J. REPLACE PLUMBING FIXTURE AT KITCHEN AND MOST REST ROOMS.
- K. PROVIDE VENTILATION TO LIBRARY SPACE BETWEEN CEILING AND ROOF TO PREVENT BUILT-UP CONDENSATION AND EVENTUAL WATER LEAKS.

ESTIMATED COST OF IMMEDIATE NEEDS:

\$ 18,498,310

* From: Mirsa Serrano
* To: Stephen Brinkman
CC: Ann Rector; Eric Alvarez; Sandra Macis; Teresa De La Torre
Date: Friday - April 3, 2009 4:00 PM
Subject: Madison Healthy Start Needs :-)

Hello Mr. Brinkman,

I am sorry that took me some time to send you this list.

As we talked before, these are the areas where we think we need upgrades.

- Suspect of asbestos
- Upgraded lighting (specially meeting room)
- Central heating/Air Conditioning
- Upgrade Breaker switch
- Wheelchair access
- Disintegrating door (back)
- Modernize windows (weatherize)
- Change center locks
- change some detectors/fire sprinklers
- Alarm system
- Sprinkler (drip) system (outside)
- Re-open door in center
- Glass in Mirsa's office
- Extend Walls/cubicles to ceiling for confidentiality, including doors
- Remove shelves and sink in meeting room
- Level off floor
- Remove old heaters *or replace*
- New disposal in kitchen

Please let us know if you have any concerns or questions regarding this matter.

My coworkers (Teresa & Eric) and myself come up with list. Thank you very much for all your help and support.

Have a great Spring Break!