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PASADENA UNIFIED SCHOOL DISTRICT
MADISON ELEMENTARY SCHOOL KITCHEN & LUNCH SHELTER.

D+D Project No. 20940.30 File Code B2
MEETING NUMBER 1
April 21, 2010

MEETING HELD April 20, 2010 AT 3:00 PM AT MADISON ELEMENTARY SCHOOL

Attendees:

Gerald Schober	Pasadena USD	gschober@pusd.us
Steve Brinkman	Pasadena USD	sbrinkman@pusd.us
Brian Dougherty	Dougherty+Dougherty	briand@ddarchitecture.com
Joe Lobasso	Dougherty+Dougherty	joel@ddarchitecture.com
Chris Dobosz	Dougherty+Dougherty	chrisd@ddarchitecture.com
Gabriela Soriano	Dougherty+Dougherty	gabrielas@ddarchitecture.com
Madison Site Council Members		

Author: Gaby Soriano

Item	Action	Description
1.01	Info	General - The meeting was held to update the Site Council on progress, and solicit feedback as appropriate, on the following campus improvements: Family Center; Playground and Kindergarten Shade Structures; Drop Off Area; Kitchen & Multipurpose Room renovation; Lunch (Courtyard) Shade Structures; Auditorium Restoration; Building A Modernization; and Window Replacement.
1.02	Info	General – The Site Council members mentioned that irrigation should be incorporated to new landscape areas being added to the site.
1.03	Info	General – The Site Council members mentioned that drainage must be reworked in the lunch shelter area.
1.04	Info	General - Portables on the north side of the site will eventually be demolished.
1.05	Info	General – The Site Council would like to get rid of the large elm trees located in proximity to the relocatables and locate the new shade structures in this area. Removing the existing trees in the wells and replacing them with better shade trees was also discussed.
1.06	Info	General – The Site Council would like to paint the trim on the exterior of the buildings “cocoa” color.
1.07	Info	General - Next meeting with the Site Council is scheduled for May.
1.08	Info	Kitchen - Construction for the kitchen projects is planned to start by the summer of 2011.

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- 1.09 Info Kitchen - By the end of summer 2011, the District will use a central kitchen with warming kitchens at the elementary schools. The District has established kitchen standards which have been incorporated into the Madison kitchen layout. The kitchen layouts for the rest of the schools will incorporate these standards as well.
- 1.10 d+D Kitchen - The new restroom in the kitchen will be for staff use only.
- 1.11 d+D Kitchen - The scope of work in the kitchens will include new kitchen equipment.
- 1.12 d+D Kitchen – Speed lines have already been purchased by the district and they will serve the pre kindergarten, kindergarten and elementary students.
- 1.13 d+D Kitchen – It was suggested that the speed line be rotated 90 degrees to alleviate congestion. d+D will verify whether this can be achieved.
- 1.14 d+D Kitchen – The Site Council would like to add a trash enclosure in the kitchen delivery area. d+D will contact Valley Vista services to see whether two pick up points can be achieved.
- 1.15 d+D Kitchen – A fence will be added to divide the kitchen delivery from the kindergarten playground area.
- 1.16 d+D Lunch Shelter - A weatherproof cover will be added to the to the lunch shelter.
- 1.17 d+D Lunch Shelter – The Site Council wants the lunch shelter to accommodate 160 students.

These minutes are deemed an accurate account of the meeting. Please contact this office in writing within ten (10) days if you take any exception to the content.

:GS

Distribution List: Attendees
Slavko Vukich
Eric Quintana

File