

**NORMA COOMBS ALTERNATIVE SCHOOL
PROJECT NO. 2332**

SITE MEETING 01

DATE: May 18, 2009 (Issued May 19)
 LOCATION: Norma Coombs Alternative School
 TIME: 3:15 p.m. to 5:00 p.m.
 ATTENDEES: Dr. Vanessa Watkins, Principal (NC)
 Stephen Brinkman, Chief , Facilities (PUSD)
 David Mathison, Architect (F&M)
 Ara Zenobians, Vice President (F&M)
 Site Committee Members, (SCM)

Item	Description	Due	Action
1.00	GENERAL INFORMATION		
1.01	The meeting was conducted to introduce the architectural team for the school and prioritize the facilities needs identified in the master plan.	Info	Info
2.00	SITE COMMITTEE MEETING		
2.01	District Master Plan: Steve invited all members of the committee to review the Facilities Master Plan on the District Web Site. The master plan has a list of District Wide Projects that will be completed with funds that are in addition to the site modernization budget. Projects include but are not limited to the following: <ol style="list-style-type: none"> 1. Water and energy savings 2. Technology Systems 3. Deferred maintenance 4. Remove and replace old portable buildings 5. Exterior painting and aesthetic improvements 6. Seismic upgrades 	Info	Info
2.02	Enrollment Changes: Since the time that the original assessment and master plan was generated it has been decided that there will no longer be a middle school at the site. Seven classrooms will be vacated by the middle school grades but ten classrooms will be needed for the expansion of the elementary school grades.	Info	Info
2.03	Schedule: Major projects that require DSA approval can be completed in 18-24 months. Small projects with limited scope and no requirement for DSA approval are often called "Quick Start" and may begin as early as this summer.	Info	Info

Item	Description	Due	Action
2.04	Campus Vision: Steve needs to work with the Superintendent and the School Board to confirm their vision is for the campus. It is clear that old modular buildings on the east side of the site need to be replaced; a new administration area needs to be developed; campus visual identity needs to be addressed and campus security/access needs to be better defined if the elementary grade levels are to be expanded on the site. Steve to confirm future utilization of the site.	TBD	PUSD
3.00	PROJECT PRIORITIES (Listing in descending order of priority)		
3.01	Modernize the Auditorium, including HVAC system. Auditorium has cooling but no heat. There was some discussion about HVAC problems at the Cafeteria but it was determined that this was likely due to recent work on the system by Emcore.	Info	Info
3.02	Replace old electric panel boards and lighting at the Cafeteria and Auditorium with adequate branch breaker with increased capacity and new energy efficiency light fixtures. This is a high priority for the District and could be included with work indicated in item 3.01. Asse	Info	Info
3.03	Replace existing chair lifts at the exterior hallway. There needs to be an assessment to determine what is wrong with the existing lifts. F&M recommended that at least one of the lifts may be eliminated by the construction of a ramp if desired.	Info	Info
3.04	Replace exterior drinking fountains with accessible fixtures: F&M recommended that this project be submitted to DSA so that site accessibility features are documented and can be referenced for future projects.	Info	Info
3.05	Make East Side of Campus ADA Compliant: This item needs to be coordinated with the campus vision. See item 2.04 above.	Info	Info
3.06	New ramps and accessible paths to the school buildings at the lower playground: This item needs to be coordinated with the campus vision. See item 2.04 above.	Info	Info
3.07	Provide Restroom to K building on the north side of the school: This item needs to be coordinated with the campus vision. See item 2.04 above.	Info	Info
4.00	QUICK START PROJECTS:		
4.01	Provide additional shade structure at the playground area: There may be funds available for this project outside of the construction budget through a child development fund. A DSA pre-approved structure could be specified and installed in a short time. The proposed location is between two groupings of play structures in the tot-turf area.	Info	Info
4.02	Replace Plumbing Fixtures at Restroom: There needs to be some assessment for this item to determine the extent of the problem but this could easily be provided as either a quick-start or maintenance project.	Info	Info
5.00	MAINTENANCE PROJECTS / DISTRICT WIDE PROJECTS		

Item	Description	Due	Action
5.01	Upgrade the EMS controls for the heating and cooling systems on the campus: This item is currently in progress by the District.	In Progress	PUSD
5.02	Plumbing Problems: The site committee drainage and plumbing problems for the toilet rooms in the Kindergarten and the drinking fountain near the Kindergarten.	TBD	PUSD
5.03	Replace controls for exterior lighting.	Info	Info
5.04	Provide PA system throughout the school	Info	Info
5.05	Separate domestic/fire/irrigation meters	Info	Info

These minutes were prepared from notes taken by David Mathison. 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

David Mathison,
Architect

cc: Attendees