

Pasadena Unified School District

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

**SITE MEETING 02**

DATE: November 19, 2009  
LOCATION: Norma Coombs Alternative School  
TIME: 3:30 p.m. to 4:00 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
<b>1.00</b>	<b>GENERAL INFORMATION</b>		
1.01	A brief meeting was conducted to update the Site Council about the status of Measure TT projects.	Info	Info
<b>2.00</b>	<b>SITE COMMITTEE MEETING</b>		
2.01	Project Overview: Mr. Brinkman distributed information from the project master plan with basic information about the project goals and budget for review of the committee.	Info	Info
2.02	Scope/Budget Worksheet: Flewelling & Moody distributed a scope and budget worksheet that updated the original program with priorities and budget information from the previous meetings (See Attachment).	Info	Info
2.03	Central Kitchen Budget: The overall project budget will be reduced for all sites in the District to contribute to the Central Kitchen rather than modernizing each individual Kitchen. PUSD to determine the budget impact for the Central Kitchen and provide the design criteria for the serving area.	Info	Info
2.04	Project Priorities: The Site Council accepted the project priorities as discussed during the previous Site Council Meeting and presented on the Scope/Budget Worksheet presented by Flewelling & Moody. The site council requested that F&M look into providing a new marquee as part of one of the future projects.	TBD	PUSD

Item	Description	Due	Action
2.05	Enrollment Changes: Seven classrooms will be vacated by the middle school at the site but up to ten classrooms will be needed for the expansion of the elementary school grades. The current budget allotment only provides for ADA improvements at the east side of the campus so if additional classroom space or administrative space is required at the east side of the campus then additional funds may need to be allocated from the District. Steve to confirm future plans for the site/enrollment and facilities at the east side.		

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