



# CARMICHAEL-KEMP, ARCHITECTS

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# MEETING NOTES

DATE: 10/9/09  
PN: 0902-0001

<b>TO:</b> <b>PASADENA UNIFIED SCHOOL DISTRICT</b> 740 West Woodbury Road Pasadena, CA 91103	<b>PROJECT:</b> <b>SAN RAFAEL MODERNIZATION</b>
	<b>MEETING TYPE:</b> Meeting with Primary Teachers
	<b>MEETING DATE:</b> October 8, 2009
<b>ATTN:</b> <b>MR. STEVE BRINKMAN</b>	<b>PREPARED BY:</b> TAMMY SCHAEFFER
<b>THOSE PRESENT:</b> Alyson Beecher (Principal) <a href="mailto:abeecher@pusd.us">abeecher@pusd.us</a> Angelica Topia – Pre K, CR 5 Sylvia Torres – Kindergarten, CR 12 Melissa McClintock – 1 <sup>st</sup> grade, CR 6  Gerald Schober (District Facilities) <a href="mailto:gschober@pusd.us">gschober@pusd.us</a>  Tammy Schaeffer (Principal Architect) <a href="mailto:tammy@ckarch.net">tammy@ckarch.net</a> Syrus Mobayen (Project Architect) <a href="mailto:syrus@ckarch.net">syrus@ckarch.net</a>	

## 1.0 PURPOSE OF MEETING

- 1.01 To take detailed input regarding the design of the Alternate Bid Kindergarten Conversion – relative to needed changes to convert CR’s 5,6,7 & 8 to Kindergarten use and to convert the existing Kindergarten CR 12 to Pre-K.
- 1.02 To review interior classroom modifications for conversions.
- 1.03 To review layout of new toilet building.
- 1.04 To review modifications needed to outdoor yard or patio areas.

## 2.0 INTERIORS OF CLASSROOMS – 5, 6, 7, 8

- 2.01 **CR’s 6,7 and 8:** The only thing that really needs to be addressed so that these classrooms can be used as Kindergartens would be to find a wall space in these rooms to hang 22 hooks for students to store their backpacks, lunches, and jackets.
- 2.02 **CR 5 (existing Pre-K):** This classroom needs a sink cabinet somewhere in the classroom space. The first preference would be for the sink to be added where the existing base cabinets are on the South wall. Syrus will need to confirm how close the existing plumbing (water and sewer) connections are to this location. If a significant amount of trenching is required, then maybe a better location for the new sink would be on the wall between the Workroom and the CR (NE corner of the classroom).
- 2.03 **Workroom at CR 5:** The layout will not be changed except that the existing sink and base cabinet will be replaced with a new ADA compliant sink and cabinet.

- 2.04 **Toilets at CR 5:** The new layout, which shows two single accommodation toilets (one for each sex) and a custodian room was reviewed and approved. Toilets do not need to be the very low type (12" high) like currently exists for Pre-K.
- 2.05 **Sinks in CR's:** All sinks should have bubblers for drinking.

### 3.0 EXTERIOR YARD AREAS FOR CR'S 5, 6, 7, & 8

- 3.01 **General:** Kindergartens currently go down to the equipment at the turf field for their outdoor play time. Staff does not allow other students down there during that time. This seems to be working very well and so the plan would be to continue to utilize the lower field equipment in that manner. Given this concept, then the yards at each of the classrooms should be designed to be more of an extension of the classroom, not as play yards.

Activities would include gardening, maybe playing in sand/water table, doing outdoor activities under a shade shelter.

Discussed if there was a need to create more of an enclosure of the yard areas by installing fencing on top of the low patio walls. The teachers did not think this was necessary, nor did they feel it was necessary to add a gate in the existing low yard walls.

#### 3.02 **Yard for CR 5 (existing Pre-K):**

- Existing shade structure to remain.
- Existing concrete is generally in good condition under the shelter and at the existing tricycle path and will not be replaced, except maybe up near the drinking fountain and by the gate, where the existing colored concrete is cracked.
- The planter area between the trike path and the yard fence can be used for student gardening.
- The small play apparatus in the sand area needs to be removed and this sand area should be filled in with concrete, since Kindergarteners will use the play equipment on the lower field area.

#### 3.03 **Yard for CR's 6 & 7:**

- Existing planter areas are being used for gardening and should continue to be used for gardening.
- Add shade shelter if possible – may not be possible due to issues with fire and life safety and the allowed building area – Syrus to research.

#### 3.04 **Yard for CR 8:**

- The long skinny raised planter area could be used for gardening.
- While this patio area does get more shade, the teachers would still like to have a shade shelter added if possible – may not be possible due to issues with fire and life safety and the allowed building area – Syrus to research

### 4.0 NEW TOILET BLDG. FOR CR'S 6, 7 & 8

- 4.01 Reviewed the proposed location and layout of the new toilet building. Also reviewed the enclosure of the area under the overhang, between the building columns, with new tube steel fencing and gates so that Kindergarteners leaving classrooms to go to new toilet building will do so within a fenced in area.

- 4.02 Staff liked the layout of the building and proposed fences/gates.
- 4.03 Staff believes that there needs to be 3 stalls per each sex, rather than the 2 shown, since these restrooms will be shared between 3 kindergartens. Add 3<sup>rd</sup> stall will be added to each toilet.
- 4.04 There needs to be a drinking fountain in the vestibule between the buildings, even though the classrooms do have bubblers on the sinks.
- 4.05 Tammy noted during walk of this area after the meeting, that the existing concrete under the overhang, between the buildings, looks old and is cracked. CK to consider some sort of topping surface to improve the aesthetics, if this concrete is not going to be pulled out to install any new underground utilities. Also, at the North side of the new toilet building, there should be designed into the new building exterior wall, a higher concrete curb and a wide, shallow concrete swale that acts also as a concrete walk – in order to address the water coming down the asphalt paved slope north of the new toilet building towards the new building, and into the existing swale pattern.

## 5.0 CONVERSION OF KINDER #12 TO PRE-K

### 5.01 Interior:

- **Classroom:** Like the Kindergartens, there needs to be a wall space to hang 20 hooks for students to hang jackets and lunches, etc. Also need to remove the drinking fountain in the NW corner of the classroom and replace with new ADA sink and cabinet with bubbler for sink.
- **Toilets and Workroom:** A new layout was reviewed and approved. The new layout provides for two single accommodation toilets (one for each sex) and a larger workroom for staff. It was later confirmed, after the meeting, that the 12" high, smaller toilets will be needed to be installed for Pre-K use.

### 5.02 Outdoor Yard Area:

- Tammy to verify that sf area of yard meets licensing requirement.
- Drinking fountain to be removed and replaced.
- Existing play apparatus structure & swings in sand pit to be removed and replaced with new equipment – preference would be for rubber surfacing rather than wood chips or sand. Confirm with Vicky Greening. May want to keep one small sand area for sand box play.
- Remove and replace existing cracked paving. Mark new tricycle path on new paving.
- Install shade shelter as required for licensing.
- Tammy and Syrus to assess the yard to make sure there are no exposed conduits or equipment that need to be enclosed for safety in order to meet licensing requirements.
- Existing fencing is painted chain link fence and probably does not need to be replaced. Gate needs to be able to be latched and must be ADA accessible – confirm exact hardware requirement with Vicky Greening.
- Access to yard from Pre-K CR 12 will be via stairs for non-disabled, but will be via new elevator for the disabled students.

## 6.0 OTHER MISC. ISSUES DISCUSSED WITH THE PRINCIPAL

- 6.01 **Play Equipment at Lower Turfed Field:** Alyson believes that the existing play equipment needs to be removed and replaced. The new equipment has to be suitable for all grades,

including Kindergarten. There was some discussion whether new equipment would be one structure or two structures.

Gerald said he could drop of some catalogues from play equipment manufacturers for Alyson to look through so that she could give the architects some idea of what the school would like to have.

Tammy said that it would be nicer if the new play apparatus could be installed more in the NW corner area, thus increasing the size of the grass field area.

There was some discussion at the last meeting of installing a play apparatus area at the upper hardcourt, but Alyson feels that it is best to keep that upper area all asphalt, especially if the goal is to use it for overflow parking.

Tammy mentioned that there currently are no swings. Alyson said she felt that the available play area is so limited, and swings require such a large safety zone but only accommodate a small number of students, that it was better utilization to include equipment that more children can play on at one time.

6.02 **Hardcourt Area:** Alyson is still working on getting the site's list of activities and equipment together so that CK can use it to do a layout.

6.03 **Electrical:** Alyson said that since there was \$80,000 allocated to a new security system in the estimate, and it was decided that the new security system is not required or desired, perhaps that money could be used to install new interactive whiteboards in each classroom, along with the ceiling mounted projector. Tammy agreed this was a good idea. There should be enough money to do that, given the deletion of the security system. There may not necessarily be enough money to include the Pole Vault (switching/infrastructure) system, but at a minimum there should be enough to get one 4x8 interactive white board with the ceiling mounted projector included.

#### Distribution of Meeting Notes:

- Steve Brinkman
- Gerald Schober
- Alyson Beecher, Principal