



CARMICHAEL-KEMP, ARCHITECTS

302 W. FOOTHILL BLVD.
MONROVIA, CA 91016

Tel: 626-357-9880 Fax: 626-357-9480

MEETING NOTES

DATE: 4/22/09
PN: 0910-1

TO:	PASADENA UNIFIED SCHOOL DISTRICT 740 West Woodbury Road Pasadena, CA 91103	PROJECT:	SAN RAFAEL MODERNIZATION
		MEETING TYPE:	Meeting with Site Council
ATTN:	MR. STEVE BRINKMAN	MEETING DATE:	April 20, 2009
		PREPARED BY:	TAMMY SCHAEFFER
THOSE PRESENT:	<p>Dr. Jennifer Yure (Principal) Sandy Holden William Harris Matt Roper – Kind. Teacher Connie Edwards – Healthy Start Arthur Anderson – Custodian Gloria Bonner Lila Schob</p> <p>Steve Brinkman (District Chief of Facilities) sbrinkman@pusd.us</p> <p>Mark Kemp (Principal Architect) mkemp@ckarch.net Tammy Schaeffer (Principal Architect) tammy@ckarch.net Larry Butkus (Project Architect) larry.butkus@ckarch.net</p>		

1.0 SUMMER PROJECT – LAUP PRE-SCHOOL

- 1.01 Up until the time of this meeting, there was an agreed upon plan to convert the two Kindergartens into Pre-K and to convert two standard classrooms into Kindergartens.
- 1.02 This plan was based on the requirement that the restrooms for Pre-K must be immediately be accessible from the Pre-K rooms. The Kindergartens would use the Boys and Girls restrooms, nearby, down the main covered walkway. An aide or staff member would be provided to escort students to these restrooms during classroom, so that the teacher does not have to leave the classroom.
- 1.03 This plan also was based on a shared use of the existing Kindergarten play yard, by both Pre-K and K. Various upgrades in the yard are included in the plans such as:
 - Removal and replacement of cracked asphalt paving
 - Removal and replacement of swing with one age-appropriate for Pre-K
 - Removal of sand under swing and replacement with wood chips
 - Add another climber to the existing play structure
 - Create a defined sandbox with concrete curbing
 - Fence off the gutter by the stairs – safety issue
 - Enclose the fire sprinkler riser – safety issue

- Revise gates and gate hardware
 - Create accessible path of travel out of yard to the north, to HDCP parking in front of the school
- 1.04 Also included in the plans is the enclosure of the fire sprinkler risers along the main covered walkway path. Steve Brinkman stated that these will be done this summer, regardless of any other work that may or may not be done.
- 1.05 As of today, LAUP has indicated that their funding cannot be used to convert the typical classrooms into Kindergartens. It can only be used for the conversions needed to house the Pre-K. Because of this, there is now discussion that the Kindergarten should remain in their current location, and two typical classrooms would be converted to Pre-K. A waiver would be obtained to allow for temporary use of remote restrooms by Pre-K, until such time as permanent restrooms could be constructed that would be immediately adjacent to the Pre-K classrooms. These restrooms would most likely be constructed in the patio area north of the classrooms.
- 1.06 The plans have been developed based on conversion of the Kinder to Pre-K and they are almost ready to issue for bidding. There is not much time left to make changes, and still be able to bid the work and get it completed during the summer. No final decision has been made to change the plans at this point. A meeting is being scheduled to discuss the changes for tomorrow. Theresa Hawke is scheduled to take the project to the Board for approval at the April 28th meeting. This has already been submitted to the Facilities Subcommittee, and they did not vote to recommend to the Board approval of this project.
- 1.07 There is a strong concern that constructing new toilets will cost nearly \$250,000 in construction cost. The entire grant amount is \$750,000, but this includes all costs – both construction and project costs. If new toilets have to be constructed, the costs may exceed the \$750,000 grant amount. The Board has made it pretty clear that they are not able to augment the \$750,000 with additional funds.
- 1.08 The LAUP Pre-K spec. ed. program is a key factor in keeping Loma Alta school from potentially being closed down, so it is important.

2.0 MEASURE “TT” PROJECT

- 2.01 Priorities established during the Facilities Master Plan phase included:
- Modernize the Cafeteria/MP Bldg.
 - Path of travel upgrades and protection of fire sprinkler risers in path of travel.
 - Replace classroom sinks with accessible features.
 - Repair defective fire alarm system
 - Separate domestic/fire/irrigation meters.
- 2.02 Dr. Yure stated that she had additional items to add to the priority list:
- Widen the gate entrance to the lower bus drop off
 - Work with Antonovich’s office to add sidewalk along Loma Alta Drive.
 - Provide additional pedestrian access (stairs) from bus drop off area down to added sidewalk at Loma Alta Drive - as recommended during review for disaster preparedness
 - Create safe walkway from sidewalk on Canon Blvd. up to the buildings, along the edge of the north parking lot.

- 2.03 Steve Brinkman related that there is a district project in the works to create a central kitchen, which will impact the types of upgrades needed at Loma Alta's kitchen. The school's kitchen will become serving only.

3.0 DISCUSSION REGARDING MODERNIZATION PROJECT LIST

- 3.01 Schedule: Dr. Yure feels strongly that the enlarged gate entry at the bus drop off, the sidewalk along Loma Alta Drive, and the creation of the path of travel from Canon needs to be done this summer, as these are big safety concerns. Tammy stated that the offsite work, such as the sidewalk, which has to go through the County for approval, will not be able to be approved in time to be constructed this summer. Since the enlargement of the gate at the bus drop off ties into this other off site work, that needs to be done at the same time.

It might be possible to create the walkway from Canon to on-site as a part of this summer's project. If not, at least a temporary, safer path of travel might be created, as suggested by Steve Brinkman.

Tammy stated that she understands that Dr. Yure has had conversations with Mike Antonovich's office which would indicate that he is highly motivated to support the LAUP Pre-K project, however, it has been Tammy's experience that no matter what the politician promises, when it comes to actually going through the process and getting the approvals, rarely have the various departments of the county been cooperative in processing approvals faster than they normally would. Tammy stated the off site work is very involved – requiring approvals from grading, street improvement section, striping and signage, storm drain approval, traffic, environmental / planning, etc. In her estimation, it will take many months and many submittals to get this work approved, after it is designed.

- 3.02 Tammy Schaeffer questioned if the existing fire alarm system is working or not, since this was one of the items on the list of projects in the Facilities Master Plan. It was reported that the fire alarm system is not continuously working.
- 3.03 Dr. Yure also stated that when the fire sprinkler system was installed, the old fire sprinklers were not removed, and she has been told that this is not legal - to have a non-functional system beside the new system.
- 3.04 Someone in the group indicated that there are storm drain issues and a "sewer" smell at the covered walkway, at the west end of the newer classroom building. This area floods even though there is a trench drain.
- 3.05 Tammy Schaeffer questioned how high a priority the replacement of the sinks in the classrooms are, since this is also listed in the Facilities Master Plan. The teachers present seemed to agree that replacement of the classroom sinks would be a lower priority than the other items discussed at this meeting. Tammy stated that if the sinks and cabinets are not touched by modernization, the plancheck agency (Division of the State Architect, or DSA) would not require them to be upgraded for disabled access, however the District still has a responsibility to provide accessible features per the American with Disabilities Act.
- 3.06 The group feels that the modernization of the Cafeteria/MP Bldg. is also not a high priority for the school, although it may be a priority for the District. Lighting and the HVAC systems are the two issues that the group did feel are a priority. A wheelchair lift was installed at the stage during the last modernization project, and someone stated they believed the doors and door hardware were also changed out during the last modernization.
- 3.07 Dr. Yure asked each person to state their priority:

- 3.07.1 Two individuals stated that getting the conversions needed for Pre-K, adding the sidewalk from Canon Blvd to on site, and enlarging the gate for buses at the drop off were their priorities.
- 3.07.2 Two stated that resurfacing of the playground, conversions needed for Pre-K, and a safe entrance for Pre-K and K were their priorities
- 3.07.3 One stated the gate enlargement at the drop off
- 3.07.4 One stated the fire sprinkler enclosures and the gate enlargement at the drop off
- 3.07.5 One stated that the priority would be to do whatever we had time to do right, so that it did not have to be redone.
- 3.07.6 One stated the conversions needed for Pre-K and whatever work could be done this summer to minimize construction impact to the school during school hours
- 3.07.7 One stated the priorities should be those related to safety – anything that can be accomplished this summer that makes the school safer.

Distribution of Meeting Notes:

- Dr. Jennifer Yure – Principal
- Steve Brinkman – District Facilities
- Gerald Schober – SCMC, Project/Construction Manager

SITE Council Sign In Sheet

Loma Alta Elementary School
April 20, 2009

SITE Council

Name	Childs/Grade/Room	Signature
1. Peter Holden	Robert Julie Cannon	Peter Holden STT
2. Jill Moon		
3. Oscar Mendez		
4. Priscila Leon		
5. Jacquetta Moore		
6. Rocio Iida		
7. Jennifer Yuré	JENNIFER YURE	Jennifer Yurer
8. Deborah Kostich		
9. William Harris	Shawn Harris and Mr An	William Harris
10. Lila Schob		
11. Matt Roper		Wooden
12. Tammy Schaeffer architect		Tammy Schaeffer
13. MARK KEMP	"	Mark Kemp
14. Steve Brinkman PLUSD		
15. Carrene Butkus Arch.		Carrene Butkus
16. Connie Edwards	IT/Health Start	Connie Edwards
17. Arthur Anderson	Head Custodian	Arthur Anderson
18. GLORIA BONNER	LSHS	Gloria Bonner
19. Lida Schob	PUSD	Lida Schob
20.		

PASADENA UNIFIED SCHOOL DISTRICT SITE COUNCIL MEETING

Library

Meeting Time 2:30-3:30 PM

Monday April 20, 2009

AGENDA

1. Call to Order-Peter Holden-2:30
2. Minutes- Oscar Mendez- 2:35
3. Roll Call attendance-2:40
 - a. Report from Principal –Introduce the Architects for Loma Alta
 - b. Review the plans for summer
4. Other issues:
Discussion-

Goals for the year for SITE Council-

1. More involvement of the parent community- Suggestion to have at least 3 parents per classroom attend the meetings to get information to all classrooms.
 2. Provide additional enrichment (GATE) opportunities for proficient and advanced students so that the basic students can have more time with the teacher for re-teaching activities.
 3. Work with community volunteers to create our "Garden" with the garden grant funds, Herman Englehart / Lila Schob
 4. Work with budget to get an assistant for the computer lab so we can have students take advantage of the technology in lessons
 5. Use some of the funds to provide a music teacher for one day at Loma Alta for all students
 6. Continue with Odyssey of the Mind, but extend to include Leadership opportunities such as Jr. docents, Jr. Achievement, and Leadership conf.
- Ajournment-3:30pm

Next Agenda items:

Please mail any information to:

Peter Holden-Co president **and or**

Email peterholden@sbcglobal.net

Phone 626 354-4732

Jill Moon- Co president

E-mail welcomed, send to:4moons2u@att.net

phone # (626) 798-5610