



CARMICHAEL-KEMP, ARCHITECTS

302 W. FOOTHILL BLVD.
MONROVIA, CA 91016

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

MEETING NOTES

DATE: 5/6/09
PN: 0902-1

TO:	PASADENA UNIFIED SCHOOL DISTRICT 740 West Woodbury Road Pasadena, CA 91103	PROJECT:	SAN RAFAEL MODERNIZATION
		MEETING TYPE:	<u>Small Group Sessions:</u> Office/Health Primary Grades & Kinder Upper Grades
ATTN:	MR. STEVE BRINKMAN	MEETING DATE:	May 4, 2009
		PREPARED BY:	TAMMY SCHAEFFER
THOSE PRESENT:	<u>Office/ Health Meeting:</u> Alyson Beecher (Principal) abeecher@pusd.us Lorraine Camarena, Office Manager Gail Chernich, Nurse <u>Primary Grades Meeting:</u> Sylvia Torres, 2 nd grade, Bungalow B3 Lynn Maloney, 1 st grade, Rm. 3 Melissa McClintock, 1 st grade, Rm. 6 Valerie Bishop, 3 rd grade, Rm. 8 Leslie Warburton, Kindergarte, Rm. 4 Dan Beam, 2 nd grade, Bungalow B2 <u>Upper Grades Meeting:</u> Christopher Reagan, Rm. 9 Mark Kemp (Principal Architect) mkemp@ckarch.net Tammy Schaeffer (Principal Architect) tammy@ckarch.net Syrus Mobayen (Project Architect) syrus@ckarch.net		

1.0 HEALTH OFFICE - The following needs or concerns were discussed:

1.01 Privacy:

- Gail indicated that privacy is needed to isolate this room from rest of office. Tammy stated that the partition wall can be increased in height to be full height to ceiling. Gail suggested that upper part of wall be windows to allow daylight to flow from exterior windows into rest of office area.
- Gail indicated that there needs to be some place, either in nurse's office, or some other location, to catherize a student. This could be done in nurse's office if all sick children

are asked to leave the room. Might also be possible to add a cubicle curtain to separate off the cot area from the rest of the nurses' office.

- 1.02 **Location:** Nurse is on site 4 days a week. The office staff provide supervision when nurse is not on site, thus proximity to the front office clerical area is important.
- 1.03 **Restroom:** Current restroom has access from Principal's office and Nurse's office and is not ADA compliant. Tammy stated this restroom should be made ADA compliant, which will result in a need to be make it bigger, and might also result in one door that opens toward the front clerical waiting area. This would allow others to use this restroom without going through the Nurse's office, but would also require sick children to go out of the Nurse's office to get to the toilet, event though it is just next door. Gail did not think this would be an issue, and liked the idea of others being able to access the restroom without going through another office.
- 1.04 **Ventilation:** Gail indicated that ventilation is critical – to eliminate odors, germs, etc. She would like operable windows or exhaust fan in restroom and nurse's office, in addition to HVAC system is needed to quickly disperse odors. Tammy explained that typically the District's policy seems to be no operable windows if the rooms have a HVAC system providing heat and air conditioning, in order to minimize long term energy usage. Tammy will discuss with Steve Brinkman to see if District will allow operable windows in Nurses' Office and restroom.
- 1.05 **Counter / Cabinets:**
- Gail indicated that she would like for refrigerator to be able to be mounted under the counter – currently sits on table as it will not fit under counter or on counter.
 - Tammy stated that the existing counter & sink cabinet will need to be reworked to provide wheelchair accessibility to sink, in order to be ADA compliant. It is possible to remove and replace the entire base cabinet and sink and provide the needed space for the under the counter refrigerator
 - Refrigerator is not that old, so if possible, try and design around their refrigerator. If not possible, then provide space for new refrigerator to be purchased by the PTA. Refrigerator does not need ice maker, but must have freezer compartment.
 - Need hot water to the sink. They have hot water, but it comes out rusty, which would indicate that pipes are old galvanized pipes that need to be replaced.
 - Need locks on cabinets to lock up meds.
- 1.01 **Flooring:** Gail is OK with just refinishing existing wood floor, rather than installing new flooring.
- 1.02 **Furniture:**
- Nurse's office has a desk/workstation with printer – current data, power, phone is OK as is.
 - Two tall file cabinets – one is for records and is letter size and one is for materials and is legal size. A
 - Two book cases.

- Existing Cot: 26" x 74"
- Scale: 20"d x 18" w, mechanical type
- There is a small nebulizer (120 v) that sits on the counter that requires power.

2.0 MAIN OFFICE - The following needs or concerns were discussed:

- 2.01 **Security:** Lorraine stated that it would be very beneficial to be able to see who is coming into the building and going down the hall and to have control of the entry.
- 2.02 **Access to Principal's Office:** Alyson stated previously that she would prefer that access directly into her office, without going through the main reception area, be more limited than it currently is.
- 2.03 **Clerical Area:** Would like more natural light and would like more wall shelving or storage in order to free up space on the counter top work area.
- 2.04 **Lounge:** Original sink, stove, kitchenette area was removed at one point when lounge was being converted to small classroom. Now that this space is back to being utilized as a lounge, staff would like to have the sink (with garbage disposal), counter, stove/oven area back. The lounge currently has the following equipment:
- Refrigerator: 30'w x 32" d x 67" h (ice maker?)
 - Microwaves – 3 total
 - Toaster Oven – 1
 - Laminator
 - Vending Machine - 36" w x 34" d x 61" high; 115v, 5 amp
 - Coffee Makers – 1
 - Lockers for Aide's personal items – have 8 lockers, only using 4 (48" wide section of lockers)
 - Desk with computer workstation
 - Markerboard and tackboard
- 2.05 **Workroom Equipment:**
- Oce 6020 Copier: 66"l x 38"w x 62" high (with lid up) 120 v, 20 amp
 - Duplicator, Terminator: 54"l x 30"w x 58"h (with lid up) 230/120 v, 2.5 amp
 - Paper Rolls – two mobile racks, 40"l x 24" w x 53" h
 - Laminator on shelf – 24" w x 20"d x 36" high cart
 - Acco binder on counter
 - Two electric pencil sharpeners
 - Two paper cutters – each 20" wide and will fit on 24" deep counter
 - Two paper punchers
 - 2 trash cans – 1 large, 1 small
- 2.06 **Mailboxes:**
- Mailboxes occur at two locations – one in the interior corridor of the office and a group in the workroom
 - At the corridor: 4 rows of 9 high, 3 ½" h x 9 ½" wide x 12" deep (clear dims)

- At the workroom: There are boxes sitting on the counter – about 30 additional slots for Aides and then another 30 slots being utilized for forms

2.07 **Clerical Area:**

- There are two workstations in this area.
- There are two under counter lateral files: 36”w x 25.5”h x 18.5”d and 36”w x 19.5”d x 28”h
- There is one tall lateral file for cums – 36”w x 18”d x 64.5”h, 4 section
- One large counter top HP printer – 20”x20” x 30”h (with lid up)
- There is a typewriter on a small table, but it is rarely used and could be stored elsewhere if needed.

2.08 **Proposed Plan by Tammy:** Tammy prepare a very rough sketch of some proposed changes to the administration/office area.

- **New Lobby in Corridor:** Plan proposes to create an enclosed lobby/waiting area at the end of the corridor by the main entry doors. A reception window/opening can be punched through the wall between the clerical area and the new lobby to allow for control at the point of entry.
- **Enlarge RR at Health Office to be ADA Compliant:** Toilet would be enlarged to be ADA compliant, with door opening directly towards the existing waiting area. The enlargement of the toilet will take space away from the existing Nurse’s office, which is already very small
- **Eliminate Interior Corridor – Enlarge Health Office:** In order to enlarge the Nurse’s office, which is being impacted by the increase in the toilet, suggest eliminating the walk-thru corridor into the workroom, and incorporating this space into the Nurse’s office. This would mean that the Principal and clerical staff would have to go out into the main corridor to enter the workroom.
- **Consolidate Storage:** Tammy suggested that there are several small storage rooms that may not be utilized efficiently – perhaps some storage can be cleaned out to make more space in the work room.

2.09 **Comments Regarding Tammy’s Proposed Reconfiguration:**

- The idea of creating a new Lobby in the corridor was well received.
- The idea of enlarging the toilet and having one door to the old waiting area was well received. This would allow access to this toilets by Principal, clerical, and visitors without going through another office.
- Staff was OK with the idea of having to walk out into the corridor to get the Workroom, but there is a need for the Lorraine to be closer to the large copy machines while still being within “ear shot” of the front clerical area and the Principal’s office. The suggestion was that the Workroom does not need to be as big as it is – teachers use the copiers, the two mobile roll paper racks, and the paper cutters, but there is very little storage in the cabinets at all. Perhaps the workroom could be down-sized and moved closer to the main clerical area. Maybe the Community Asst. Office could be relocated to allow that to occur. The Nurse’s office can slide a little farther away from the main clerical area, but still needs to be close, as the clerical staff must supervise or control this office when the Nurse is not on site (at least one day a week).

- After looking at the various storage rooms and what is currently being stored in these, the consensus seems to be:
 - The storage room opposite the staff restrooms is full of mostly paper supplies, which are needed.
 - The storage room next to the one opposite the staff restrooms does have a section of uniform storage that is necessary, and there is a portable PA system stored in the middle of this room, but otherwise, the remaining items maybe old collected items that could be sorted through and discarded. The PA system is used for outside areas on a regular basis, and is needed to be stored somewhere, but it doesn't have to be in this room.
 - The other storage room with the double doors is full of supplies and looks like this room is being utilized pretty efficiently for current storage needs.
 - It should be noted that the room right next to the existing waiting area is no longer storage – it has been converted to the Community Asst's Office.
- Staff noted that it would be nice if the Workroom was smaller to allow more space to create a small meeting room, as there really is no place to meet within the office area, other than at the table in the Principal's office.
- The two paper rolls (40"l x 24"w x 53" h) and laminator on cart: 48"w x 30"d (120v, 13.4 amp) in the Workroom could be relocated to the Lounge.
- The mailboxes can all be relocated to the Lounge
- Still need to retain some seating area in the existing waiting area, for students waiting to see the Principal – in addition to seating area in the new proposed lobby.

3.0 PRIMARY GRADES & KINDERGARTENS

- 3.01 **Flooring:** There was discussion as to whether or not tile was preferred over carpet. Consensus was to have tile with large, bound, area rugs in order to allow flexibility. Where wood floors occur, these will be refinished. Any asbestos tile will be abated.
- 3.02 **Ceilings:** Acoustic tile will be replaced as part of the modernization.
- 3.03 **Lighting:** District has a separate energy project that will be dealing with lighting upgrades. Tammy will need to find out what specific work is being done at this site.
- 3.04 **Window Coverings:** The windows in Bldgs. D & E have cheap mini blinds, that are damaged and do not work well, and which tend to collect dust and cause indoor air quality issues. The main two story building has old, dated 2" horizontal blinds, many of which do not work. One teacher said her room had curtains. Some rooms at Bldg. B do not have any window coverings at all. Teachers would like new window coverings. Tammy explained that this may not fit within the budget, but could be an alternate bid. Tammy also suggested that perhaps roller shades might be a solution that does not require dusting. Teachers liked the idea of roller shades – not complete black out, but with some light transmission.
- 3.05 **Whiteboards:** As part of the modernization, replacement of chalkboards with white boards is included for any room that has chalkboards. At Bldg. B, there are sliding assemblies of chalkboards and tackboards. Teachers like these sliding assemblies and like the amount of

- 3.06 **Tackboards:** Teachers in the primary grades are utilizing almost every available walls space for display. In addition, the District or someone has hung up wires to allow for more display. Teachers use these wires and would want to keep them. They would like full height tackable walls if possible. Tammy stated that this was not within the scope of the modernization, but could be provided as an alternate bid, and might be funded if the bids came in lower than anticipated.
- 3.07 **Sinks:** Every classrooms needs to have a sink with a bubbler. Rms. 14, 16 & 18 do not have sinks and the relocatable classrooms do not have sinks.
- 3.08 **Storage:** The classrooms in the various buildings differ on the amount and type of built in storage. The rooms in Bldg. B have the most storage, and that amount seems to be very adequate, even for Kindergarten. The rooms in Bldgs. D & E and the main Bldg. A have lesser amounts of built-in cabinets, but also have either storage alcoves or closets. The relocatables have no storage what-so-ever. Each class has many added movable shelves and tubs to store things such as curricular materials and sets of texts and books, because there is not enough shelving to do so, or the shelving is not of the correct size for some of the larger curricular materials. Tammy stated that replacement of the cabinetry is not within the master plan budget, and cabinetry is very expensive. It might be that certain key pieces could be replaced, but most will just be painted with refurbished hardware as necessary. Typically, the base cabinets at the sinks will be new, since the sinks will be replaced. We might be able to add flat paper storage drawers at these new base cabinets, for those rooms that do not have any.
- 3.09 **Backpacks:** There was much discussion as to what to do with backpacks. Some teachers have kids drop them on the floor, along the wall. Others have them put them on the back of their chairs. Some teachers hang them outside the classroom on hooks. Movable cubicle cabinets would be a good solution, but these would be sizeable and expensive. Tammy suggested that hooks might be installed along the lower section of the walls, since this area is not usually used for display. Teachers seemed to like that idea. Hooks would be the plastic type, safety hooks. Figure enough space for at least 24 backpacks.
- 3.10 **Computers:** Typically, classrooms have about 3-5 computer stations lined up along a wall space. Teachers would like overhead projectors tied to their teacher workstations. Tammy stated that the district was including provisions for mounting of and pathway to overhead projector locations. Teachers would like to have internet access.
- 3.11 **Classroom Arrangement:** Classrooms are basically set up already as to which wall is the front of the classroom – based on TV location, pull down screens, whiteboards, etc. No need to change this. Teacher workstations should be near the phone. Teacher workstation and desk locations may not always have the same relationship to the front of the class – may vary from building to building as classroom layouts change. Teachers said they prefer wall phones as to desk phones, if phones are going to be changed.

4.0 UPPER GRADES

- 4.01 Issues discussed with Primary Grades seem to be applicable to upper grade classrooms.
- 4.02 Upper grade classrooms may have need fo r4- 6 computers minimum.
- 4.03 Upper grades may not require quite as much tackable wall as primary grades – depends on the teacher.

5.0 OTHER MISC ISSUES

- 5.01 **Back Stage Area:** This area is being used by Hillside's program. Tammy questioned if toilets and built-in cabinets are really being utilized, and was suggesting if they were not, to have them removed so that there would be two ample-sized offices or storage rooms. Alyson did not believe the toilets were being utilized and she would not necessarily use these toilets if the school was occupying these backstage rooms. If the school were to be using these rooms, the idea of removing the cabinets and toilets to create two open rooms would be good.
- 5.02 **Auditorium Lobby Area:** This area is also being utilized by Hillside's program. Alyson would really like to recapture this space for school use. Toilets in this area are needed for after-hours events, and they should be ADA compliant. Storage rooms that open into the Auditorium are being utilized, but storage could be located in one large room on one side or the other of the lobby, if the other side is to be designed to accommodate two ADA-compliant toilets. There is no custodial in this area, and none is needed, because there is a custodial room in Bldg. B, by the Boys Toilet. The other issue with Hillside's using the lobby is that access to this area from inside the campus is via the tube steel security gate. Alyson is concerned that this gate is not closed each time someone goes through, and she is concerned about security. Mark Kemp suggested that a drop-down grille, that would be tied to the fire alarm and would retract during an emergency, could be installed right at the top of these stairs, as long as this entry stair does not have to be open to the public for entry during school hours. Alyson said she really likes the idea of forcing all during-school visitors to enter at the main entrance, and thus likes the idea of the grille.
- 5.03 **Bldg. B Toilets:** The Girls toilet has had the fixtures removed and is being utilized as office space by Hillside's. This toilet really needs to be recaptured for Girls, as these Boys and Girls toilets are the only toilets for this side of the campus. The entrance to the Girls is also outside of the security gate, which is a security issue that could be solved with the drop-down grille.
- 5.04 **Hillside's:** Alyson said she would like to try and eliminate some of the use of her school space by Hillside's. She is just not clear as to what the District's commitment is to the Hillside's program – relative to how much space they should be given at the school sites.
- 5.05 **Set/Prop Storage:** Tammy stated that it would be possible to enclose the West end of the balcony outside of the Auditorium lobby, in order to create a large storage room for Halloween sets/props.
- 5.06 **Kindergartens:** Alyson stated that District has elected to go to full-day kindergarten, which is resulting in the need to provide 2 more kinder classrooms. In order to get all 4 grouped together, near toilets and outdoor play yard, Tammy suggested converting Pre-K to Kindergarten and locating other 3 Kindergartens in the 3 classrooms in Bldgs. D & E. Additional toilet facilities would have to be added if kindergartens require direct access to toilets from kinder classrooms, otherwise aides would be needed to escort students to toilets. The Kindergarten in the main Bldg. A would be converted to Pre-K. Alyson was OK with this, as long as the Kindergarten in A would meet state licensing requirements. Tammy to check with District to see how this need fits with the priorities of the facilities master plan and the master plan budget.

5.07 **Loading:** Tammy asked Alyson what the typical number of classrooms at each grade level is supposed to be.

- **For Current Enrollment, with 3 Full Time Kinders:**

K thru 3rd = 3 classrooms per grade level
4th thru 6th = 2 classrooms per grade level
Pre-K classroom
Currently have 2 SDC but eliminating 1

Total CR's = 20

For Expanded Enrollment, with 4 Full Time kinders:

K thru 3rd = 4 classrooms per grade level
4th thru 5th = 2 classrooms per grade level plus 1 combo
Pre-K classroom
1 SDC

Total CR's = 23

Distribution of Meeting Notes:

- Gerald Schober – SCMC, Project/Construction Manager
- Alyson Beecher – Principal