



# CARMICHAEL-KEMP, ARCHITECTS

302 W. FOOTHILL BLVD.  
MONROVIA, CA 91016

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

# MEETING NOTES

DATE: 9-14-10  
PN: 0911-1

<b>TO:</b>	<b>PASADENA UNIFIED SCHOOL DISTRICT</b> 740 West Woodbury Road Pasadena, CA 91103	<b>PROJECT:</b>	<b>WILLARD ELEMENTARY MODERNIZATION PROJECT</b>
		<b>MEETING TYPE:</b>	Meeting with Site Council
<b>ATTN:</b>	<b>MR. STEVE BRINKMAN</b>	<b>MEETING DATE:</b>	September 10, 2010
		<b>PREPARED BY:</b>	<b>LARRY BUTKUS</b>
<b>THOSE PRESENT:</b>	<p>Debra De Bose (Principal) Site Council: See attached list.</p> <p>Renatta Cooper (Board Member)</p> <p>Steve Brinkman (District Chief of Facilities) <a href="mailto:sbrinkman@pusd.us">sbrinkman@pusd.us</a> Gerald Schober (District Facilities) <a href="mailto:gschober@pusd.us">gschober@pusd.us</a></p> <p>Eric Nelson (Early Childhood Consultant to District) <a href="mailto:cec@cco.caltech.edu">cec@cco.caltech.edu</a></p> <p>Tammy Schaeffer (architect) <a href="mailto:tammy@ckarch.net">tammy@ckarch.net</a></p>		

## 1.0 PURPOSE OF MEETING

- 1.01 At the direction of the Facilities Subcommittee, review proposed change in design to accommodate recommendations of Eric Nelson relative to early childhood development concepts.

## 2.0 OVERVIEW

- 2.01 Eric Nelson provided a summary of his background and discussed briefly how he was brought into the process of reviewing the design.
- 2.02 Basically, the goal is to find a way to improve the outdoor environment for early childhood learners, encouraging more time outside, with a better connection to nature.
- 2.03 In order to accomplish this goal, it is very important for each classroom to have direct access to the yard areas. The current approved design includes 4 Kindergartens, 2 of which have direct access to the yard, and 2 of which do not. A single line diagram of a revised design that would line up the 4 Kindergartens and the 1 Childcare classroom in one long building was presented and discussed at the last Facilities Subcommittee Meeting. Recognizing that there are some added design costs and a loss of some time to the schedule, the Facilities Subcommittee requested that the design be presented at the site level, specifically to representatives of the Kindergarten teaching staff, to obtain their input, and then to report back to the Facilities Subcommittee with the findings.

### 3.0 DISCUSSION

- 3.01 Debra DeBose was in attendance at the last Facilities Subcommittee Meeting, at which the new single line diagram was presented. Extra copies of the presentation were provided to her teachers prior to this meeting, so that they had time to review the proposed changes.
- 3.02 The following comments were made by some of the teachers:
- A connection between the Kindergarten building and the main school is felt to be very important from the parents point of view – the Kindergartens are a transition into elementary school and the facilities need to reinforce that transition and connection.
  - A physical connection, a covered walkway or path of travel from the new kindergarten complex to the existing building is important for rainy days.
  - Child care and Kindergarten need to have separate playgrounds (both current and proposed design support separate playgrounds or yard areas).
  - The size of the Kindergarten yard is very important, as up to 125 children might be utilizing the yard at one time (5 kindergarten classes). While morning recesses are staggered, the use of the yard at lunch time is not. The teachers expressed concern that the revised design does not allow adequate space for swings and play structures, which are very important.
- 3.03 Eric Nelson asked for the teachers to accept the premise that the yard configuration could be such that it did provide the required swing and play apparatus components, along with other features. If this was the case, Eric questioned if the teachers were supportive of the revised building configuration (one long building, classrooms all in a row, each having direct access to the yard area).
- There was still the concern that there would need to be a covered walkway between the existing building and the new building. Tammy indicated a covered walkway could be added, or perhaps even an outdoor shelter could provide the covered connection while also providing the needed outdoor covered play/activity area.
  - There was some discussion as to whether or not it would be too noisy and distracting to have windows between the classrooms and the kindergarten yard – however, some teachers indicated that they currently teach in classrooms that face the playground and do not find it distracting or noisy.
  - The teaching staff explained that there is curriculum requirements that must be met for Kindergartens, which are best suited for the indoor learning environment. When there is time for outdoor activities, the outdoor time is more for play time and a release of energy for students, rather than for increased learning in the outdoor setting. The design needs to reflect that the curriculum for kindergarten is not “developmental”.
- 3.04 Tammy stated that it seemed that if the yard design could incorporate the required play equipment and swings, then the teachers were in agreement that the new building layout would be fine. She suggested that she look at the new building layout in more detail, making the required modifications to the toilet access, prep room, etc, required so that the prior room layout/configuration now makes sense relative to the new site location and orientation. After she has done that, then perhaps Eric can work on the design of the yard to incorporate the input provided today at this meeting, and the revised building and yard

designs can then be brought back to this committee for review once again, prior to reporting back to the Facilities Subcommittee.

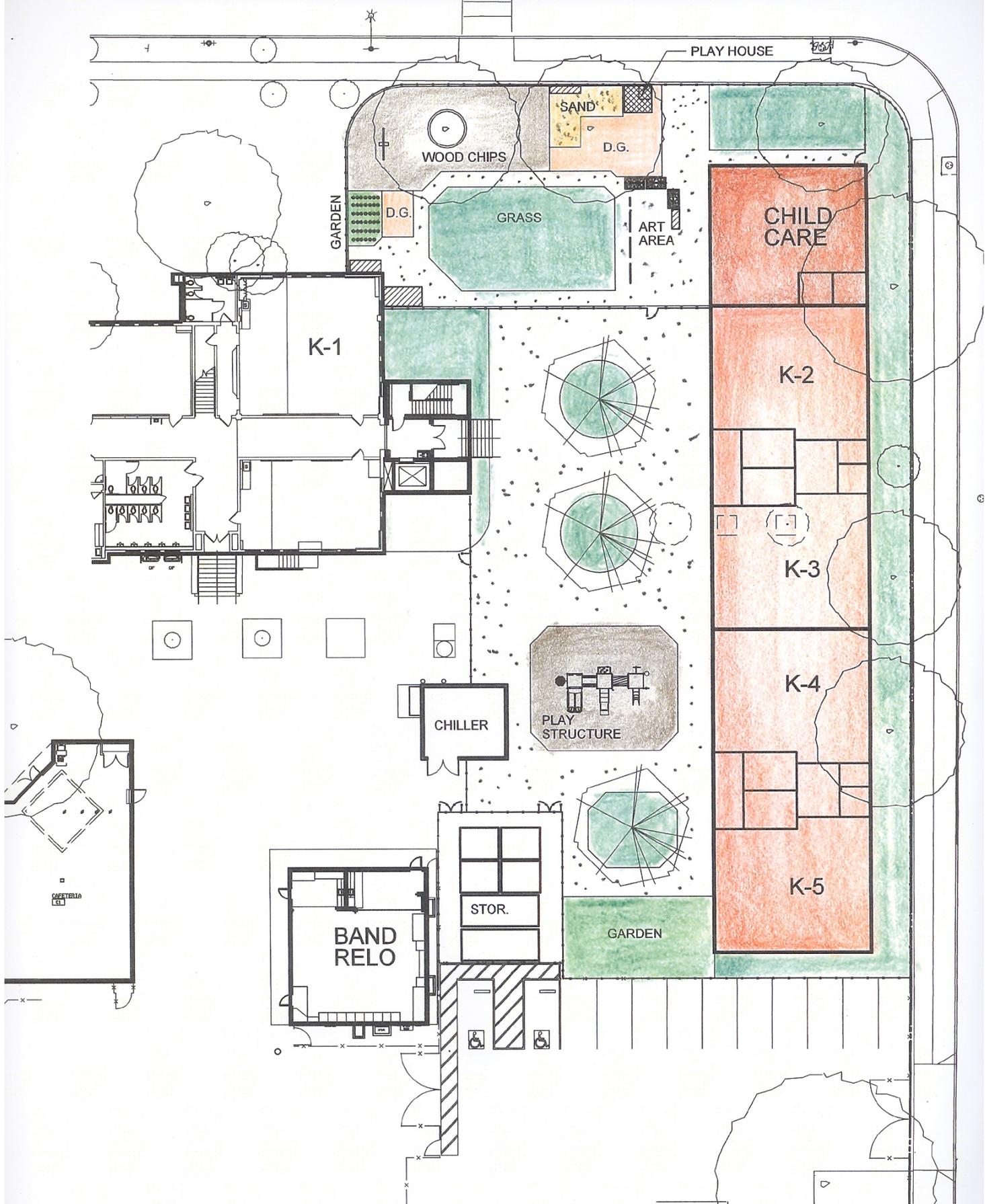
- 3.05 Someone asked if Tammy had a classroom/building with similar layouts to what is being proposed. Eric commented that actually the childcare facility at JPL was very similar. Renata Cooper suggested that the teachers visit the JPL facility so that they could see the arrangement first hand. It was agreed a field trip would be scheduled.

#### **4.0 NEXT STEPS**

- 4.01 Field trip to visit JPL Childcare Facility: Monday, Sept. 20<sup>th</sup> at 2:30 pm.
- 4.02 Tammy to revise and finalize new building layout – provide drawing to Eric Nelson so Eric can then make design recommendations/layout for Kindergarten yard. Once this is completed, then the committee will reconvene to review the proposed yard and building layout one last time, prior to presenting this to the Facilities Subcommittee.
- 4.03 Make presentation of revised design, including impact on schedule and budget, to the Facilities Subcommittee for approval to proceed – shoot for the Sept. 29<sup>th</sup> meeting.

#### Distribution of Meeting Notes:

- Debra DeBose, Principal
- Steve Brinkman
- Gerald Schober



# OPTION #2

## WILLARD ELEMENTARY



1" = 30'



9/10/10

NAME

DEPT

Tammy Schaeffer

CK Architects

ERIC NELSON

CHILD CARE PLANNING ASSOC

BSchofer

PUSD

Dianne Capir  
Dianne Capir

KD Teacher

THEONI KATSAFADOS

KD Teacher

Theoni Katsafados

Tashia Vagenas

KD Teacher

Wagner

Aika Romero

KD Teacher

Debra J. DeBose

Debra J. DeBose

PRINCIPAL

Stephen Brinkman

Renata Cooper