

Pasadena Unified School District

**FIELD ELEMENTARY SCHOOL  
PROJECT NO. 2334**

**SITE COUNCIL MEETING 02**

DATE: September 22, 2009 (Distributed September 23, 2009)

LOCATION: Field Elementary School

TIME: 3:30 p.m. to 4:00 p.m.

ATTENDEES: Ana Maria Apodaca, Principal (HES)  
David Mathison, Architect (F&M)  
Stephen Brinkman, Chief , Facilities (PUSD)  
Site Council 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>ITEMS DISCUSSED</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.	10/20	PUSD
2.04	Project Priorities: The committee accepted the published list of priorities with the following modifications (these have been updated on the worksheet – see attachment): <ol style="list-style-type: none"><li>1. Add Kindergarten Playground to the Playground Improvement Project.</li><li>2. Add a large clock to the Playground Improvement project outside Building 'B' where there used to be a clock.</li><li>3. Playground Project to include lighting at the existing Pergola.</li><li>4. Include Pre-K data connection to network with priority 4, connection of PA system to the Pre-K.</li></ol>	Info	Info

Item	Description	Due	Action
2.05	Traffic Barrier at Drop-Off: PUSD proposed installation of bollards as a traffic barrier at the drop-off area. The committee expressed concern about the aesthetic quality of the bollards and some members expressed a need for lighted bollards. F&M to provide cut sheets for potential bollards at the drop-off for next meeting.	Next Mtg.	F&M
2.06	Schedule: Fire Sprinklers can likely be installed next summer along with the planned playground improvements. The Multi-Purpose modernization can begin during the summer of 2011. (See attachment for updated schedules)	Info	Info
2.07	Fire Sprinkler System: PUSD to determine if F&M or other Fire Protection Consultant will provide design and DSA approval for the Fire Sprinkler System.	TBD	PUSD

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: Ara Zenobians, F&M  
Anna Petrossian, F&M