

Pasadena Unified School District

**JEFFERSON ELEMENTARY SCHOOL
PROJECT NO. 2333**

SITE COUNCIL MEETING 02

DATE: September 29, 2009 (Issued October 12, 2009)

LOCATION: Jefferson Elementary School

TIME: 2:30 p.m. to 3:30 p.m.

ATTENDEES: Hoori Chalian, Principal (JES)
Site Committee Members, (SCM)
Stephen Brinkman, Chief , Facilities (PUSD)
David Mathison, Architect (F&M)

Item	Description	Due	Action
1.00	GENERAL INFORMATION		
1.01	The meeting was conducted to update the Site Council about the status of Measure TT projects and confirm the direction of future projects.	Info	Info
2.00	SITE COMMITTEE MEETING		
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).	TBD	PUSD
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.	Info	Info
2.04	Project Priorities: The Site Council voted to accept the project priorities as discussed during the previous Site Council Meeting and presented on the Scope/Budget Worksheet presented by Flewelling & Moody.	Info	Info
2.05	Next Steps: F&M indicated that they would likely begin design work for some of the projects in November and would come back to the Council with specific solutions for discussion as the design progressed.	Info	Info

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.

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Meeting Minutes
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Items in italics represent topics or decisions made after the meeting.

Sincerely,
Flewelling & Moody

David Mathison,
Architect

cc: Attendees