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PASADENA UNIFIED SCHOOL DISTRICT  
**MARSHAL FUNDAMENTAL SECONDARY SCHOOL MODERNIZATION**  
D+D No. 20941 B2  
MEETING NUMBER 1  
February 3, 2010

MEETING HELD February 3, 2010 AT 1:30 PM AT MARSHALL FUNDAMENTAL SECONDARY SCHOOL

**Attending:**

Stephen Brinkman  
Gerald Schober  
Keith Derrick  
Nancy King  
Krista Goguen  
Joe LoBasso  
Steve Park  
Bertha Cerda

Pasadena USD  
Pasadena USD  
Principal, Marshall FSS  
Librarian, Marshall FSS  
Parent Volunteer (Librarian)  
Dougherty+Dougherty  
Dougherty + Dougherty  
Dougherty+Dougherty

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Author: Bertha Cerda

Item	Action	Description
1.01	Info	The meeting was held to discuss design options for the remodel of the Marshall Fundamental Secondary School library, site improvements and a new digital marquee at the main entry.
1.02	Info	Dougherty + Dougherty presented a design concept for the development of the site adjacent to the library. A diagram was provided showing minor site improvements that including the following: <ol style="list-style-type: none"><li>1. A defined pedestrian corridor providing a connection between the main building and the library. Paving options such as brick or concrete pavers were discussed.</li><li>2. A new ramp at the existing music building.</li><li>3. A new ADA compliant ramp at the main entrance to the library with a decorative glass railing. Entrance to the library cannot be provided without the use of a ramp</li><li>4. Minor landscaping which will be part of the overall site improvements.</li></ol>
1.03	Info	One of major design constraints preventing further development of the exterior site adjacent to library is maintaining the required Fire Department access, 20'-0" wide clear.
1.04	Info	Elevations of the building exterior were presented showing new design elements. The proposed elements include the following: <ol style="list-style-type: none"><li>1. A large glazed opening creating transparency between the courtyard and the library will replace one bay of existing windows on the north elevation.</li><li>2. New building signage will be provided.</li><li>3. The existing skylights will be restored and accented so that they are visible and a feature of the library.</li></ol>



4. The existing steel windows will not be replaced but rather refurbished to their original design, re-introducing operable panels.
  5. The idea of creating an opportunity for student participation in the design of the glazing above the main entry was suggested. It could be stained glass or etched glass.
  6. The District Standard paint colors will be incorporated in the color scheme and one accent color will be introduced.
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| 1.05 | Info | Two design options were presented for the digital marquee. Option 2 was the preferred choice. It incorporates a monumental scroll, similar to the scrolls at the main entry stairs, seating and landscaping.  |
| 1.06 | Info | Dougherty + Dougherty reviewed 3 floor plan options for the interior remodel of the library.  |
| 1.07 | Info | Option 2A provides the separation of the teaching space and study space while maintaining a visual connection from the circulation desk.  |
| 1.08 | Info | Soft seating will be provided near the books stacks.  |
| 1.09 | Info | Low shelving is preferred in order to provide an unobstructed view from the circulation desk. Low shelving was also introduced along the walls.   |
| 1.10 | D+D  | Dougherty + Dougherty will provide a lecture/teaching station in the general study area for meetings or other functions.  |
| 1.11 | Info | It was requested that 3 self-check-out stations be provided.  |
| 1.12 | Info | Computer stations for research will be provided at a few locations.   |
| 1.13 | Info | <p>The computer lab should accommodate the following:</p> <ol style="list-style-type: none"> <li>1. Space for 30 computers, the school has purchased 30 new MACs.</li> <li>2. 1 Teaching station.</li> <li>3. 1 Visual display board.</li> <li>4. Wireless internet access.</li> <li>5. Low voltage systems.</li> </ol> |
| 1.14 | Info | Security cameras need to be provided, the District agreed.  |
| 1.15 | Info | The possibility of providing a security system and connecting to the existing was discussed.  |
| 1.16 | Info | Two big screen televisions will be provided, the District agreed.   |
| 1.17 | Info | The existing wood trusses and wood ceiling will remain exposed.   |



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| 1.18 | Info | Acoustical treatment will be provided throughout the interior. Light shelves will be introduced to help break up the flat elevations, provide acoustics and an opportunity to illuminate the ceiling. Window shades will be provided in lieu of the existing blinds.   |
| 1.19 | Info | Acoustics and security remain a concern.   |
| 1.20 | Info | An exterior book drop will not be required, the school campus is not accessible to students after hours.   |
| 1.21 | Info | Text book storage should provide both compact and traditional storage. There is an opportunity to separate textbook check-in and check-out from the main area of the library.  |
| 1.22 | D+D  | The preferred layout was Option 2A with revisions to the computer lab, similar to option 3A or 3B.   |
| 1.23 | D+D  | Dougherty + Dougherty will revise option 2A to include revisions noted above.  |
| 1.24 | D+D  | Dougherty + Dougherty will investigate the possibility of using glass walls to separate the computer lab from the library to address security and noise concerns.  |
| 1.25 | D+D  | Floor finishes were briefly discussed, including the use of commercial grade carpet with acoustical properties, vinyl composition tile in text book storage. Ms King inquired about the potential to use cork flooring in lieu of carpet. Dougherty + Dougherty will review cork flooring for durability, expense and maintenance. |

Please submit written notification of any errors or omissions to Dougherty + Dougherty Architects within five (5) working days of receipt of these construction Meeting Minutes, all matters stated above will be deemed correct as matters of record.

Distribution List: Steve Brinkman, PUSD  
Gerald Schober, PUSD  
Keith Derrick, Principal (Marshall Fundamental Secondary School)  
Nancy King, Librarian (Marshall Fundamental Secondary School)  
Krista Goguen, Parent Volunteer (Librarian)  
Brian Dougherty, FAIA, D+D  
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