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PASADENA UNIFIED SCHOOL DISTRICT  
**WEBSTER ELEMENTARY SCHOOL MODERNIZATION**  
D+D No. 20942 A2  
MEETING NUMBER 1  
May 7, 2009

MEETING HELD MAY 6, 2009 AT 2:30 PM AT WEBSTER ELEMENTARY SCHOOL

Attending:

Stephen Brinkman	Pasadena USD	sbrinkman@pusd.us
Sharon Lefler	Principal, Webster	slefler@pusd.us
Christine McLaughlin	Teacher	
Amy Froeschle	Teacher	
Sue Kilber	Teacher	
Sylvia Ellison	Teacher	
Donald MacBath	Teacher	
Tina Corsello	Librarian	
Roger Kiesel	Parent	
Lorraine Sanchez	Parent	
Elizabeth Solis	Parent	
Augustin Zuniga	Parent	
Julie Ward	Parent	
Karen Kutcka	Parent	
Brian Dougherty	Dougherty+Dougherty	briand@ddarchitecture.com
Jeff Donati	Dougherty+Dougherty	jeffd@ddarchitecture.com

Author: Jeff Donati

Item	Action	Description
1.01	Info	The meeting was held to discuss and prioritize the scope of work for the Webster Elementary Modernization project with the school's site council and the District Administration.
1.02	Info	<p>At a previous meeting, the Principal discussed the upgrade of the computer lab with the District Information Technology Manager. The District's understood course of action was to add a T-1 line and provide laptops by the end of summer 2009. Steve Brinkman clarified the following points:</p> <ol style="list-style-type: none"><li>1. Money left over from the Microsoft settlement will be used to buy laptops. The District can get a better price if they purchase all computes for a District wide upgrade at one time</li><li>2. The Interim District I T Manager, Gee Kin Chou Is investigating The T-1 fiber optics line that has been approved by the Board for all campuses contingent upon E-Rate funding. Confirmation of E-Rate funding is expected by the end of May. If no E-Rate funding is available, the project will proceed without it.</li><li>3. Webster staff to set up meeting with Mr. Chou to discuss the summer computer lab upgrade, teacher laptops and the T-1 line.</li></ol>

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|------|------|---|
| 1.03 | Info | All school projects must be approved by the Division of the State Architect (DSA) to ensure student safety.   |
| 1.04 | PUSD | Steve Brinkman presented a list of funding sources for Webster (see attached). The information is available on the District website under "Facilities Master Plan".   |
| 1.05 | Info | The project construction budget has been established at \$3,934,730. This includes contingencies through the end of construction.   |
| 1.06 | Info | The District approved a central kitchen concept at the April 28, 2009 board meeting. That decision will affect the scope of the work at all school site kitchens. School site kitchens (including Webster) will be converted to a warming kitchen with serving lines by fall of 2011. The inclusion of this work into the Architect's scope is to be determined.  |
| 1.07 | Info | <p>Steve Brinkman presented a list of projects identified by GKK Works (attached). Prioritization of the scope of work was discussed as follows:</p> <ol style="list-style-type: none"><li>1. Item "E" regarding ventilation of the electrical (MDF) closet in room 111 is scheduled to be air conditioned by District Maintenance within the next few weeks</li><li>2. Item "F" regarding the replacement of panelboards in the main classroom building will be addressed by District Maintenance.</li><li>3. Item "A" regarding modernization of the main building to be included in Architects scope of work.</li><li>4. Item "D" regarding hallway and exterior drinking fountains to be included in the Architect's scope of work. Two additional drinking fountains are needed in the playfield area</li><li>5. Item "B:" regarding new HVAC to be included in the Architect's scope of work.</li><li>6. Item "C" regarding water meters will be addressed by District Maintenance.</li><li>7. Items "A &amp; B" on the second page regarding corridor acoustics and ceiling treatment will be included in the architect's scope of work.</li></ol> |
| 1.08 | Info | <p>Additional needs were discussed as follows:</p> <ol style="list-style-type: none"><li>1. Second floor closets need shelves.</li><li>2. Outside the Library irrigation was installed under Measure K. There is a traffic/mud problem that needs to be addressed.</li><li>3. Interior and exterior paint will be addressed by District Maintenance.</li><li>4. New windows are needed in most areas. The District is discussing funding for this scope.</li><li>5. Seismic upgrades to be determined will be included in the Architect's scope of work.</li></ol>  |



The meeting was adjourned at this point , followed by a site walk to observe additional needs. Steve Brinkman, Sharon Lefler, several staff and parents, and Jeff donati discussed the following:

1. The stage needs a new curtain. There is a District task force currently preparing needs assessments for all of the District Auditoriums, which will be forwarded to the Architect for inclusion in the scope of work. The possibility of restoring the projection box with updated technology will be investigated.
2. Corridors, auditorium and cafeteria need acoustic treatment to attenuate ambient noise. The auditorium's current architecture shall be considered in the design of acoustic treatment.
3. The possibility of Asbestos Containing Material in the suspended ceiling tiles was suggested. Steve Brinkman to investigate.
4. Kitchen hoods are not in the Architect's scope and will be addressed by the District.
5. A shade structure similar to the existing ones on campus is needed at the kindergarten playground.
6. Exterior lighting on the end of the main building at the parking area is inadequate and controlled by a switch. It was suggested that these should be upgraded and controlled by motion sensors.
7. Grass playing field installed under Measure Y has developed traffic patterns and is in poor condition.

1.09 PUSD/DD The Architect, the District and the Webster staff will meet to review the final scope of work.

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  
Sharon Lefler, Webster Principal  
File

## Funding Plan (2008-2018)

Note: All date columns on the following table are setup in a format facilitating annual review

SOURCE OF FUNDS	PLANNED FUNDS (\$ in Millions)		COMMENTS
	Oct. 2008	Oct. 2008	
1. General Obligation Bond - (Measure TT)	350	350	November 4, 2008 ballot
2. Developer Fees	20	20	Uncertain whether these can be justified in the future
3. Williams Settlement Funding	15	15	
4. Deferred Maintenance (State Funding)	13	13	80% State match with District 100%
5. State Modernization and other grants	25	25	Includes urban impacted site
6. State/Joint Use Partnership Grants	6	6	2 Gymnasiums
Joint Use/Partnership grants – Athletic Fields – 50%	4	4	4 artificial surface fields at high schools
8. State Funding – Seismic	5	5	Will vary based on projects undertaken
9. Career Technical Match (1/2)	15	15	15 academies at \$1 Million – all sources public and private
10. Asset sales Account	12	12	Balance at 10-01-08
<b>Total Funds</b>	<b>465</b>	<b>465</b>	

(Figure 1-7)

## Priority Needs and Cost

### Overview

The priority facility projects (Fig. 1-9) are based on extensive studies of existing needs from the four sources identified earlier and prioritization by the FMP Committee and District Staff. This list reflects only the projects remaining after the prioritization process. Detail site plans and further projects are contained in a separate document entitled “Facilities Master Plan Detail.” The cost estimate numbers are based on an assessment of the items on the project list and include the following adders:

Cost Adder Category	Cost Adder Percent
Design Contingency	15
Escalation @5%/year through 2013	28
Construction Contingency	10
Soft Cost Fees	20
Total Adders to <i>Construction</i> Estimate*	94*

*\*Total is a result of the progression of applying the adders to the construction cost*



SCHOOL: WEBSTER ES IMMEDIATE NEEDS:

- ③ A. MODERNIZE MAIN BUILDING'S ADMIN. AREA, CAFETERIA, KITCHEN, AND AUDITORIUM TO CURRENT ELECTRICAL, MECHANICAL, LIGHTING, ACOUSTICAL, TECHNOLOGICAL, AND INTERIOR FINISH STANDARDS.
- ⑤ B. REPAIR BOILERS FOR HEATING OR PROVIDE NEW SYSTEM.
- ⑥ C. SEPARATE DOMESTIC, FIRE AND IRRIGATION WATER METERS.
- ④ D. REPLACE HALLWAY AND EXTERIOR DRINKING FOUNTAINS WITH ADA COMPLIANT FIXTURES.
- ① E. PROVIDE VENTILATION TO ELECTRICAL CLOSET IN ROOM 111.
- ② F. AT THE MAIN CLASSROOM BUILDING, REPLACE OLD ELECTRIC PANEL BOARDS WITH ADEQUATE BRANCH BREAKERS WITH INCREASED CAPACITY.

ESTIMATED COST OF IMMEDIATE NEEDS:

**\$ 3,934,730**

# gkkworks

SCHOOL: \_\_\_\_\_ IMMEDIATE NEEDS:

**WEBSTER ES**

**PRIORITY 2**

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A. IMPROVE ACOUSTICS AT CORRIDORS.

B. REMOVE <sup>done</sup>GLUED-ON CEILING TILES AND REPLACE  
WITH NEW SYSTEM.

And same  
issue