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PASADENA UNIFIED SCHOOL DISTRICT
LONGFELLOW ELEMENTARY SCHOOL AUDITORIUM RENOVATION & NEW KITCHEN BUILDING
D+D Project No. 20939.30 & 20939.40 File Code B2
SCHEMATIC DESIGN MEETING NUMBER 1
May 20, 2010

MEETING HELD May 19, 2010 AT 4:00 PM AT LONGFELLOW ELEMENTARY SCHOOL

Attendees:

Steve Brinkman	Pasadena USD	sbrinkman@pusd.us
Erica Ingber	Longfellow Elementary	eingber@pusd.us
Steve Park	Dougherty+Dougherty	stevep@ddarchitecture.com
Jeff Donati	Dougherty+Dougherty	jeffd@ddarchitecture.com
Longfellow Elementary Site Council Members & Guests		

Author: Jeff Donati

MINUTES:

Item	Action	Description
1.01	Info	The meeting was held to review the preliminary plans for the auditorium and kitchen projects for the Longfellow Elementary School.
1.02	Info	Schematic design documents were distributed for Site Council review.
1.03	Info	Fixed seating in the auditorium needs to be refinished. Many seats are damaged and in need of repair. This will be included in the scope of the auditorium renovation. No new fixed seating is planned to bring the audience closer to the stage. Folding chairs stored under the stage are currently used to fill the space between fixed seating and the stage and will continue to be used.
1.04	Info	The proscenium trim and front of stage will be refurbished.
1.05	d+D	The Auditorium lighting needs to be upgraded to provide a level of lighting similar to a classroom. The Auditorium is used for instruction as well as performances and students need to be able to read printed material while using this space. House lights will be dimmable. Additional house lighting will be provided to supplement the new hanging fixtures.
1.06	d+D	The staff would like exit doors to stay in the open position when desired.



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| 1.07 | Info | This work is considered a modernization project. Fire alarm must be altered to meet current building codes. |
| 1.08 | d+D | d+D presented three paint and curtain options. Green window curtains shall replace the existing red and gold curtains. Taupe paint (Option 3) was favored among the Site Council members keeping in mind that additional house lighting will brighten the space. White shaded light fixtures from option 1 were preferred for illumination purposes. |
| 1.09 | d+D | Refurbishing brass hardware elements in the ceiling/truss area will be investigated by the Architect for incorporation into the scope of work. |
| 1.10 | d+D | Additional curtains may be added to the back wall of the Auditorium for sound attenuation. |
| 1.11 | d+D | Speaker locations to be determined – It is usually preferred to locate speakers at sides of proscenium, but they may be located above or further to the sides for aesthetic reasons in a space of this size. |
| 1.12 | Info | Construction for the kitchen project is planned to start by the summer of 2011. |
| 1.13 | Info | By the end of summer 2011, the District will use a central kitchen with warming kitchens at the elementary schools. The District has established kitchen standards which have been incorporated into the Longfellow kitchen layout. The kitchen layouts for the rest of the schools will incorporate these standards as well. |
| 1.14 | Info | The new restroom in the kitchen will be for staff use only. |
| 1.15 | Info | Lee Johnson of the Measure TT Citizen's Bond Oversight Committee questioned the expense of new construction for a lunch facility and shelter that cannot be used during inclement weather. Renovation of the existing kitchen has been considered and found to be a more costly solution by the District and its consultants. |
| 1.16 | Info | The existing pergola is generally preferred to the cafeteria and is used for more than just a lunch shelter. The existing cafeteria will remain available for multi-purpose uses and rainy day dining. |
| 1.17 | Info | The existing pergola will be demolished and replaced with the new shelter to be used for a lunch area, shade during playground activities and any other functions the pergola provided. |
| 1.18 | Info | The lunch shelter design is conducive to easy supervision. |
| 1.19 | Info | One of the design goals of the kitchen project is to integrate the new construction with the existing architecture. This is being achieved by repeating existing elements such as window grouping and wall relief indentations in the new design. |



- 1.20 Info Site improvements will include the use of paving stones, seat walls and landscape to create a "gathering" zone between the classroom and playground zones.
- 1.21 Info The Site Council approved proceeding with the current design by a vote of 6 - 2.
- 1.22 d+D The lower level patio area north of the main building ("the pit") needs attention to make it a useful space. At one time it was being considered for an amphitheater. The Architect will discuss with the District the feasibility of expanding the project scope to include improvements to this area.
- 1.23 d+D There are plans in place for a PTA garden project for beautification of the landscape area north of the classroom building. Principal Ingber will provide information regarding the PTA project to Steve Brinkman to be forwarded to the Architect for coordination with the project.

These minutes are deemed an accurate account of the meeting. Please contact this office if you take any exception to the content.

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Distribution List: Attendees
Gerald Schober, PUSD
Brian Dougherty, d+D
Joe LoBasso, d+D
File