



CARMICHAEL-KEMP, ARCHITECTS

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MEETING NOTES

DATE: 2-9-10
PN: 0912-1

TO: PASADENA UNIFIED SCHOOL DISTRICT 740 West Woodbury Road Pasadena, CA 91103	PROJECT: ROOSEVELT ELEMENTARY MODERNIZATION PROJECT
	MEETING TYPE: Design Meeting
	MEETING DATE: 1:30 PM / February 2, 2010
ATTN: MR. STEVE BRINKMAN	PREPARED BY: Tammy Schaeffer
THOSE PRESENT: Juan Ruelas (Principal) Dr. Thaovi To (School Psychologist) Wendy Parry (APE) Ernesto Reynosa (CRT/LDRT) Jose Trejo (Custodian) Alejandra Jauregui (Community Asst) Gerald Schober (District Facilities) gschober@pusd.us Tammy Schaeffer (Principal Architect) tammy@ckarch.net Jessica Morley (Project Architect) Jessica.morley@ckarch.net	

1.0 PURPOSE OF MEETING

- 1.01 Begin specific design of new building and reconfiguration of outdoor hardcourt and field area.

2.0 GENERAL INPUT

- 2.01 Mr. Ruelas reported that staff had been given time to review the conceptual site plan prepared by the architect for the last Site Council meeting, and each staff member initialled that drawing to indicate their review. There were a few who preferred the new building be located in another location – such as out in the field area, but the consensus was in favour of the location proposed by the architect.
- 2.02 The design of the new building should be complimentary to the design of the existing buildings.
- 2.03 The design of the new building should be such that it takes into account the drainage issues in the quad area so that the new building does not flood and so that the current problem of flooding of the existing buildings is resolved.
- 2.04 The new building shall house the following functions:
- Adaptive PE (APE) with office space in corner of room for 4 staff members, with restroom facilities with direct access and for specific use of APE students and staff
 - Psychologist Office
 - Community Asst. Office
 - Speech
 - Custodian Office and Storage

- LEARNS office
- Replacement CR for relocatable CR being demolished or removed – initial discussion was that this needed to be an RSP classroom, but if RSP is housed in existing dining area which is to be a new room when kitchen is reconfigured, then a replacement classroom is not needed in the new building.
- Space for indoor dining
- Multi-purpose room, as proposed, with stage and basketball court
- Restrooms for students to use during lunch hour; restrooms for kitchen staff to use; restrooms for after hours events in MP room – may be one set of restrooms for all of these uses
- Parent Room – a parent room currently does not exist, but is needed. This would be a small conference type room for PTA use and ELAC (English Language Advisory Committee) use.

3.0 ADAPTIVE PE

3.01 **General:** At this meeting, a list of needs that was provided at the last Site Council meeting was reviewed in detail. **See attached list.** It was noted that the size of the Reg. Ed. Room at 60 x60 and the APE area at 40 x 60 seemed bigger than necessary. Ms. Parry left the meeting to measure the existing spaces, which are adequate, and wrote down her findings – **see attached sketch.** Based on her measurements, the existing facilities are:

- Office Space – approx. 16 x 13
- Storage – approx 12 x 20
- Main room – approx 48 x 32

3.02 Main Space:

- Should not be any smaller than what space they currently have – current space is adequate and so do not need to allocate more space than existing when designing new building
- Refer to attached list of needs for specific information about shelving, etc.
- There was discussion as to whether or not APE would utilize the MP Room for their PE activities, so as to determine if the wall between APE and the MP Room should be a movable wall (Won Door), or a pair of doors as shown, or a door with windows, etc. APE uses the current main room 5 days a week, not all the time, but all hours throughout the week. It would not be feasible to share the MP room space with the rest of the school and still meet the needs of APE. A separate APE room is needed. APE indicated that they would prefer a door with a window in the door rather than a full movable wall or even a pair of doors.
- Special backing at walls and ceiling will be required for some of the wall mounted equipment and some ceiling mounted equipment

3.03 **Offices:** Space in the corner of the room is required for 4 staff workstations/desks with phone, data, power, etc at each. All 4 workstations can be in a single room, as currently located – with windows to main classroom space.

3.04 **Storage:** There was discussion of the need for storage of equipment that is currently stored in the showers of the APE building. These items are needed to be housed on site somewhere, and need to be able to be accessed by the APE teacher, but access is only needed a few times a year. Mr. Ruelas and the APE staff will review the equipment stored in this area to see if all of it needs to be retained at the site and to see if there is an alternate location for storage, other than in the new building.

3.05 **Restrooms:** Provide hot water; provide restrooms for both student and staff use; 2 separate sinks is OK in lieu of large double sink; 2 stalls for girls min.; 1 stall and 1 urinal for boys min. Discussed waterless urinals and pros and cons. Maintenance (changing of cartridges) is critical to avoid odours from waterless urinals.

4.0 OFFICES

- 4.01 **Psychologist:** Space required for 1 teacher workstation with small table for grouping of teacher and 3 others. Size of existing room is quite adequate
- 4.02 **Speech:** Same requirements at psychologist office. It was noted that a separate office for Pacific Clinics is not needed.
- 4.03 **Community Asst:** Same requirements at psychologist office.
- 4.04 All offices would like to have window to exterior and some storage cabinets.
- 4.05 All offices would like to have access to restroom facilities within the building.
- 4.06 No need for waiting reception area as indicated on architect's layout.
- 4.07 There was discussion as to whether or not a sink was needed in the Psych, Speech and Comm. Asst. offices. The final decision was that if the restrooms are nearby, then a sink is not needed in these offices.

5.0 LEARNS

- 5.01 LEARNS needs an office space that is about the size of the existing conference room in the Admin. Bldg. They will utilize other classroom spaces, but do not need a dedicated classroom space.

6.0 CUSTODIAN

- 6.01 Need space for desk area for site custodian.
- 6.02 Needs space for storage of cleaning equipment – buffer, extractor, scrubber, etc. – and for storage of supplies
- 6.03 Would like floor mop sink
- 6.04 Needs more space than currently exists.

7.0 MULTI-PURPOSE ROOM

- 7.01 The proposed design layout with bleachers on one side and stage on the opposite side was well received. Bleachers may be pull out type – manual operation, not motorized, since there are not many rows. No floor tracks are required for movable bleachers. Seating is approximately 300 on bleachers, which was acceptable to the committee.
- 7.02 Tammy suggested that there needs to be chair and/or table storage, depending on the use of the MP room. If there is going to be indoor dining, there should be storage for tables and chairs. If the MP room is just going to be used for assembly, then chair storage only is needed. Tammy proposed that chair storage can be accommodated on racks that slide in under the stage. The committee liked that idea. The question was asked as to where funding to purchase new chairs comes from? Tammy stated that she believed that the funding of new furnishings, for spaces that are new spaces that currently do not exist, would come out of the bond monies.
- 7.03 There was discussion of what type of flooring material was desired for the MP floor. Wood floors are generally the best for basketball, however there many resilient sports floors that work well for multi-purpose activities, including indoor dining. Mr. Ruelas stated that he did not feel he wanted students dining in the MP Room, but would want a separate indoor dining space – similar to how other schools throughout the district have a cafeteria space, separate from the MP or auditorium rooms.

- 7.04 It was suggested that the overhang space for outdoor dining might decreased, since students currently dine only indoors, and the preference is for indoor dining. Currently, all students dine in the small space by the serving line – takes 5 different lunch hours to serve everyone. A larger space in the new building would allow for fewer lunch hours to serve all.
- 7.05 Skylights in covered overhang might be provided if the overhang is large, so that the space between the new building and existing building is not dark.
- 7.06 It was noted that outdoor concrete areas need to have a slip resistant finish – more than a light broom – maybe a medium or even heavy broom finish.
- 7.07 There will be a covered access between the MP Room and the overhang in front of the existing kitchen/cafeteria. May provide covered walk between new classroom wing and this new building on the west side as well.
- 7.08 Discussed providing ramps to the stage in lieu of wheelchair lift due to high number of disabled students. Wheelchair lifts take too long to move students up onto the stage. Ramps provide place for students to line up. Ramps would be provided on both sides of the stage – no stairs in front of the stage is required.
- 7.09 Doors should be automatic for main entrance doors – like is being installed on main bldg.
- 7.10 Changes in grade elevation from upper field down to new building will be handled with low walls and ramps as shown.
- 7.11 Restrooms in the MP Bldg. should be accessible to both the inside (for after hours events) and the exterior (for students during lunch time). Locking hardware should be such that the interior doors can be locked while the exterior doors allow for access and vice versa.
- 7.12 Tammy stated that there will be a loss of some of the existing trees in order to construct the new building. Mr. Ruelas stated that the big pine tree should not be saved – it drops needles and creates problems with clogging storm drains. He also would like two of the liquid ambers removed up by the new Library building because they drop the spiked balls. Gerald suggested that this be discussed with Shirley.
- 7.13 Tammy stated that some investigation is needed to confirm that the existing underground storm drain system is adequate and is not blocked by roots or debris. Mr. Reynosa stated that he believes the original problem was a 90 degree bend out near the cul-de-sac which was a point of connection to the street storm drain. He believes this may have been dug up and an angled transition piece installed. He believes the underground pipe is quite large.

8.0 RECONFIGURATION OF KITCHEN

- 8.01 Tammy reviewed some proposed layouts for reconfiguration of the kitchen – new speede serve lines (2 lines – one on each side), self service to students. There was a concern as to how kindergarten students are able to serve themselves. Aides will have to assist disabled students with serving themselves. Mr. Reynosa asked if details of what type of foods and how it is wrapped and served could be provided.
- 8.02 The food service person then joined the meeting and asked if there would be separate restrooms for the food service. Tammy stated that there is not enough room to provide separate restrooms within the existing kitchen area – it either has to be an addition or they have to use the restrooms across the way in the corner of the new building. Food service would really like a restroom closer to their kitchen.
- 8.03 The food service person also reiterated that indoor dining is needed – not outdoor dining. It was agreed that the space allocated as the CR in the new building might be reassigned for indoor dining,

since a new room in the existing Cafeteria is being carved out, but will have to be relocated to be near the side of the new building by the kitchen.

9.0 NEXT STEPS

- 9.01 Tammy briefly reviewed the schedule for the project. Construction will not occur in summer of 2010 as the plans still have to be developed and approved (through plancheck with the Division of the State Architect) before they can be bid and construction can start. Summer of 2011 is more likely going to be the start of construction with occupancy maybe in the Fall of 2012.
- 9.02 There was a question of how construction will be phased relative to use and occupancy of the school. Gerald stated the school will be occupied during construction, so as to avoid spending money on interim housing. The work in the field area and removal of the existing buildings will be phased to occur at the end of the project, during the last summer. Construction fencing and access will be laid out to coordinate with the school's access so as to avoid conflicts. This will be reviewed when the project gets closer to going out to bid and starting construction.
- 9.03 Someone asked about making color selections now. Tammy stated it was too early for that, but their input would be taken into consideration when colors were selected.
- 9.04 There will need to be at least 1 or 2 more design meetings before the design is completed. After that, the design and budget will have to be approved by the Facilities Subcommittee and the School Board. Tammy suggested that she might have a new layout to review in about 2-3 weeks. She will schedule the next meeting with Mr. Ruelas.

Distribution of Meeting Notes:

- Juan Ruelas, Principal
- Steve Brinkman
- Gerald Schober

2/2/10

SIGN IN.

Name (First + last)	ROLE
Jessica Morley	ARCH W/ CL ARCHITECTOR ^{CARMICHAEL KEMP}
Dr. Thaovi To	School Psychologist
Wendy Parry	APE
E. Reynosa	CET / LDRT
J. Ruiz	Principal
Jose Trejo	Custodian
Alexandra Jauregui	Community Assistant
Gerald Schober	Pawn in game of life
Tammy Schaeffer	

Adapted P.E. Room and Regular Ed. Fitness Facility:

*long tube 10' mtg bar on a hook
balance beam*

2 Storage areas; min. 12' wide by 24' long with built in shelves on one wall; 1 1/2' wide x 3 1/2' length shelves, 5 sections of shelves; 6 shelves high; 13"-14" between shelves.
Wall boards to hand things on with adjustable hooks. ~~At smaller side wall and next to the stalls for storing hula hoops and scooter boards.~~

Restrooms; Girls – large double sink with mirror, and 2 stalls (toilets)

Boys – large double sink with mirror, and 1 stall (toilet) with 1 wall bowl. *urinal*

High ceiling with protected lights in gym area for both Reg. and Adapted P.E.

Building should be raised high enough to prevent flooding; Stairs at one end with wide door, and 6' wide ramp for wheelchairs at the other end with railings. Doors placed 4-5' from end wall.

Walls that are strong enough for mini-gym to be attached, and hooks for nets, basketball hoops, and hanging objects for wheelchair kids. *block*

Sliding doors that meet in the middle to separate play area into Reg. Ed. and A.P.E. sections for class purposes. Reg. Ed. 60' x 60', and A.P.E. 40' x 60'.

2/2/10

A hand-drawn floor plan of a room. The room is rectangular with a door on the right wall. The dimensions are as follows:

- Top wall: 20' 10" (with a note "20' 10" 1/2")
- Right wall: 12' 6"
- Bottom wall: 32' (with a note "32' x 32'")
- Left wall: 32' (with a note "32' x 32'")

The room contains the following items:

- A "Office" area in the top-left corner, measuring 16' x 13' 1/2".
- A "Lab 2" area in the top-right corner, measuring 12' 6" x 12' 6".
- A "Shops" area in the bottom-right corner, measuring 12' 6" x 12' 6".
- A "Equipment" area in the bottom-left corner, measuring 12' 6" x 12' 6".

The door is located on the right wall, opening outwards.