



Project Advisory Team Meeting Minutes
Parker Elementary Music Magnet School

MEETING NO.: 010

LOCATION: Parker Elementary School

DATE / TIME: June 23, 2014, 1:30 pm

ATTENDEES: Lori Frodine, Principal; Carol Kehlenbrink, Magnet Coordinator; Susan Shafer, Librarian; Alean Zufall, School Secretary; Dale Harrison, Teacher; Kristeel Nelson, Band Teacher; Fernando L. Brave, Brave Architecture; Christian Sheridan, Brave Architecture; Albert Wong, HISD- Facilities Design; LaJuan Harris, HISD-Facilities Planning; Steven Redmond, HISD – Program Mgr (URS)

PURPOSE: The purpose of this meeting was to review the plans for Parker Elementary School in response to comments from the last meeting and solicit comments.

AGENDA ITEMS:

- Introductions – Welcomed Kristeel Nelson, the new Band Instructor, to the PAT.
- Review of plans for school
- What to expect at the next Project Advisory Team Meeting

NOTES:

1. Brave Architecture presented floor plans to the group.
 - a. Discussion
 - i. Plans have been developed from the last meeting with added information from the boundary and topographic surveys as well as the developing information from the City of Houston on parking requirements.
 - ii. The Design Team wished to know which of the spaces indicated on the first floor plan could be located on the second floor. The first floor is especially tight.
 - b. First Floor
 - i. The Auditorium will seat 300 in the seats shown.
 1. The Architect tried unsuccessfully to expand seating into adjacent similar spaces. In response, B/A is showing a balcony with seating for up to 200, possibly utilizing bleachers or movable seating. The balcony allows the architect to utilize the high ceiling requirement of the auditorium with the adjacent second floor, creating added seating capacity.
 - ii. The Entry Vestibule and Community Room are accessible from the school entry.
 1. The Entry Vestibule is all glass to promote visibility, and appears rather large. The community room is accessed from the vestibule, allowing the remainder of the school facility to remain locked down for after-hours use. The only drawback to the plan being the lack of access to toilet facilities.
 - iii. Learning Commons: is central to the first floor and is adjacent to the band practice rooms, creating a congregation point for interaction between the uses. The plan has located the Flex Lab (Computer Lab) in a room immediately adjacent. Discussion continued on the expansion of the Learning Commons to the second floor. Having a stair access within the Learning Commons was essential. Discussed how the stair could also be used for interaction, presentation, independent study as well as circulation.
 - iv. Band Practice Rooms: located adjacent to the Auditorium. Two rooms, each with double doors. Architect is showing a shared instrument storage room, accessed from each of the practice rooms, and with an access to the back stage area of the auditorium. Well received by the PAT. Discussion of individual practice rooms suggested lining the practice rooms on the common wall separating the Band

Practice Rooms and adding a double door between the rehearsal rooms, providing easier access to the back stage area of the auditorium. Very well received by the PAT.

- c. Rooms to relocate:
 - i. The Flex Lab can move to the second floor, as long as it is contiguous to the Learning Commons (1100 sf).
 - ii. The Data Room, shown in the Admin Area, can move to the second floor. It is a faculty resource room and is generally used for conferencing and collaboration (350 sf).
 - iii. The Speech and Hearing Testing Rooms can relocate to the second floor (300 sf).
 - iv. One of the Self-Contained Classrooms can relocate to the second floor (880 sf).
- 2. What to expect at the next PAT Meeting:
 - a. Review updated plans from comments received today.

ACTION ITEMS:

- 8-01 Prepare SD submission. (Brave Architecture)
- 8-02 B/A will review the plan and make adjustments to the Pre-K and Kindergarten areas.
- 8-03 PM will report back on the status of the Scout House.

NEXT MEETING: Wednesday, July 9, 2014 at 10:30 AM

Summer meeting schedule:

- July 9, 2014 @ 10:30 AM.
- August 6, 2014 @ 10:30 AM.

Fall schedule:

In the fall meetings will be held on the 4th Wednesday at 3:30 p.m.

Please review these meeting minutes and submit any changes or corrections to Steven Redmond. After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

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