



Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Pilgrim Academy

MEETING #: 5

LOCATION: Pilgrim Academy K-8

DATE / TIME: January 6, 2015 4:00pm

ATTENDEES: (those marked with a check were present)

✓	Diana Castillo	Principal		Tom Davies	Teacher
✓	Andrew Casler	Dean of Students		✓ Carrie Flores	Assistant Principal
✓	Edna Chible	Parent		✓ Romerico Romero	Teacher
✓	Andrew Camann	Teacher		✓ Region Hunter	Parent
	Don Kerl	RDC Architects		✓ David Funk	HISD
✓	Stennis Lenoir	RDC Architects		✓ Albert Wong	HISD

PURPOSE: Review and confirm Pilgrim Academy’s Space Requirements and Space Descriptions.

AGENDA:

- Review the Pilgrim Academy Space Requirements from prior session
- Determine the Pilgrim Academy’s list of priorities
- What to expect at the next PAT Meeting

DISCUSSION:

1. David Funk went over the Pilgrim Academy Space Requirements again from the previous PAT Meeting to highlight the priorities for the building in this bond program. He also mentioned that a Friday work session would be held in the near future, where he will meet with representatives from each of the “User Groups” in the school, from each grade level, the administration, faculty and staff. Principal Day and her staff will need to assist in this process to determine who these representatives will be and confirm their availability to meet at a prescribed time.
2. Mr. Funk explained, after handing out sample copies to all the PAT Members, that the current, standard Educational Specifications sections for all the typical spaces in a K-8 facility will be modified and confirmed through these User Group meetings. The intent is to make these spaces more unique to the desires and input of the Users, while noting the typical requirements and descriptions in each of these spaces. He explained that this process was similar to working “backwards” but would be more productive in determining what the Users needed or wanted for their own areas within this school.
3. Mr. Funk also mentioned that there will be some construction budget challenges, due to the limited new construction funding. For instance, costs for any additional parking requirements will be evaluated, since the City of Houston permitting department currently considers a K-8 school program as equivalent to a



middle school program, in terms of the parking needs, and are calculated accordingly. Instead of an elementary school parking ratio of 1 parking space for every 12 occupants, the parking requirements will be based upon a higher parking ratio of 1 parking space for every 7 occupants for middle school programs. A Parking Variance Application will be submitted to the City of Houston for approval by the Architects, prior to the permitting for construction, to keep any additional parking spaces to a minimum, if possible. These additional new parking spaces will need to be located where they will best serve their intended purpose, as part of the Master Plan for the school.

4. The flooring for the Cafetorium/Gymnasium will need to be installed with very durable materials.
5. There was a general discussion about typical classroom furnishings. Instead of the current fixed station furniture for teachers, all new furniture is intended to be moveable, including the instructor's storage, table and seating. This will provide more flexibility in the classrooms to allow more potential seating configurations, orientation, etc.
6. According to Mr. Funk, after the proposed Friday User Group work sessions, the Pilgrim Academy Educational Specifications Program should be close to 85% complete.
7. The Flex Learning Spaces will generally be shared among each of the "Neighborhoods" to allow more flexibility for impromptu group meetings, etc.
8. Mr. Funk has estimated approx. 25,000 SF of new construction in his preliminary evaluations of the Pilgrim Academy Program but this will need to be confirmed, eventually, by the PAT and the Architects.

QUESTIONS/ANSWERS:

1-1 None.

ACTION ITEMS:

2-1 Schedule User Group Meetings with the Pilgrim Academy Administration, Faculty and Staff to review and discuss Space Descriptions. (Funk)

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Begin reviewing Space Descriptions after confirming Space Requirements

NEXT PAT MEETING: Tuesday, February 3, 2015; 4:00 pm, Pilgrim Academy

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

Sincerely,

Albert Wong, AIA

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