



**Project Advisory Team Meeting Minutes**

**Condit Elementary School**

**MEETING NO.:** 004

**LOCATION:** Condit Elementary School

**DATE / TIME:** June 27, 2013, 9:30 am

**ATTENDEES:** Dan Greenberg, Principal; Julia Tamm, Parent; Meg Pieri, Faculty; Swati Narayan, Parent; Lenette Pruetz, IT Manager; Pegi Newhouse, PTO President; Sue Robertson, HISD, Facility Planning; Princess Jenkins, HISD, Facility Planning; David Waggoner, Heery International, Project Manager; Chris Fields, Heery International, Project Manager

**PURPOSE:** The purpose of this meeting will focus on Draft Space Requirements and 21<sup>st</sup> Century Learning Spaces.

**AGENDA ITEMS:**

- Update Condit ES Draft Space Requirements
- District-Wide Ed. Spec. – Prezi
- What to expect at the next Project Advisory Team Meeting

**NOTES:**

**Discussion**

1. Sue Robertson began the meeting by introducing the project managers and their role in the process. They will manage the project and work closely with the architects and contractors.
2. HISD met with the City of Bellaire to get acquainted with one another. There were no issues identified. VLK (AE firm) and Heery were present.
3. HISD Facilities Planning is in the process of wrapping up the Ed. Spec. It is about 85% complete.
4. The Architects are anticipated to attend the next PAT meeting. The first thing they will do is a site analysis that will look at the trees on site, historical aspects, etc.
  - a. Questions the architects will ask the PAT:
    - i. How many cars queue during drop off / pick up?
      - The PAT addressed the possible need for queuing on-site or on a street. Queuing on-site would be ideal, if possible.
    - ii. Are there any HISD buses that drop off and pick up at Condit ES?
      - There are no HISD buses, one private bus, a number of day care vans, walkers, bike riders and parent drop off.
      - Middle and High Schools have a drop off location adjacent to Condit ES's property, but this has no real impact on the elementary school activities.
      - 3 blocks of car queuing in each direction are needed.
5. Space Requirements Discussion
  - a. The PAT reviewed and discussed the Draft Space Requirements.
  - b. The PAT was in favor of leveling off the classrooms so the model reflects the same amount of square footage in the 1st-5<sup>th</sup> Learning Centers.
  - c. Individual restrooms will be put in each of the Pre-K and K Learning Centers.
  - d. The PAT would like to include two (2) Teaching Theaters - teaching stations where two to three classes could gather. These should be stepped with space for tables and chairs and an attached storage room. (1 is a must; 2 would be preferable)
  - e. Two (2) computer storage rooms were added to the flex lab for computer storage and repair. (1 upstairs and 1 downstairs)
  - f. Six (6) 100 square footage storage were added for grade level storage.
  - g. Square footage on the Kiln Room was changed from 110 to 80 sq feet.
  - h. The PE office space was reduced from 175 square feet to 100 square feet with a shared storage of 200 square feet.

- i. The Principal's Office will connect with the Small Conference room and the Main Conference room will be on the edge of the Administration suite, adjacent to a main corridor. It should accommodate (12-16 people).
  - j. Office B (Asst. Principal) will be on the 2<sup>nd</sup> floor with a GT Clerk (Office B) on that floor as well.
  - k. Space for Guidance Reception was eliminated.
  - l. Testing/Hearing/Speech space was increased to 150 square feet and moved to be located by the Self Contained Learning Center.
  - m. Square footage for the second small conference room was used for a Data room that needs to be located securely. The square footage was increased to 250. The purpose of the Data Room is to post and discuss student progress. It is a room that should be accessed by faculty and administrators only.
  - n. Pass-through mailboxes will be located between the Administration/Guidance work/break and a mail pickup area (approx.75 square feet).
  - o. The textbook storage should be on the 2<sup>nd</sup> floor adjacent to the GT Clerk and 100 square feet were added to the space.
  - p. Clinic space was reduced from 500 to 200 square feet and a locked storage room of 50 square feet was added.
  - q. The two itinerate offices were reduced to one office.
  - r. The teacher lunch room located on the first floor was reduced to 600 square feet and the teacher planning room located on the second floor will be 175 square feet.
  - s. The resource room was removed.
  - t. Two (2) 100 square feet storage closets were added to the multiuse/Community room. A roll up store front will be added. Square footage of the space was increased from 300 to 400 square feet.
  - u. 3 small group rooms of 120 square feet were added to the learning centers.
  - v. The New Mother's Room needs to be located near the teacher lunch room and accessible from the corridor with a small refrigerator.
  - w. Facilities Planning is still in communication with Food Services about cafeteria spaces.
  - x. Stage needs to be in proximity to the music room and on the opposite end of the multipurpose room and dining room.
  - y. Dining Storage of 100 square feet was added to the Dining area for Special Events.
  - z. Storage (100 square feet) was added for an After School Program.
  - aa. Storage room for crossing guard and safety patrol of 50 square feet was added.
  - bb. The custodial storage was increased from 50 to 75 square feet.
  - cc. Space for testing storage and checkout was added adjacent to the data room that is lockable and not on grand master key.
6. Flex Lab Discussion
- a. Issues with layout/design had not been resolved.
  - b. There still needs to be discussion with the librarian about spaces.
  - c. Suggestions from the architect will be included.

### Questions

1. Was the meeting with the City Of Bellaire about Condit?
  - a. The meeting was about all of the school sites in Bellaire. It was, in general, a "get acquainted" meeting to introduce the various players involved from the City (the Mayor, City Manager, Asst City Manager and Director of Community Development were present), School District (the Chief Operating Officer, Officer, Construction and Facility Services, the General Managers of Planning, Design and Construction), and the consultants (PBK architects, VLK Architects and, Heery International).
2. Will there be a drive in on the property and maybe a circle drive?
  - a. Maybe, if possible. Ideally that is what you would do to get cars off the street during drop-off and pick-up times. These options will be explored by the design team.
3. Will the Flex Lab have storage for lock up of parts, computers, etc?
  - a. Yes, the space added will be for storage.
4. Is there a possibility of a 3<sup>rd</sup> half level?
  - a. There is a height limit. We cannot build anything that is the equivalent of 3 stories. Chris Fields (Heery PM) spoke with John McDonald, Director of Community Development for the City of Bellaire. We can build a "2 ½ story building with a Not to Exceed (NTE) height of 40 foot above the average level of the base foundation". He noted that an exception will most likely be made for Bellaire HS, but only the HS. He proposed the "half story" (if included) be located on the corner of the building facing Rice Avenue, with the assumption the AE will choose to position the building on the north side of the site. Again, this is just his assumption; the AE has not provided input at this time.

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**Fax: 713-676-9582**

5. How many custodians will be at a school on this size?
  - a. Custodial closets will be located throughout the building for convenient access for cleaning the building. The number of custodians is an issue that the Principal works out with the HISD Custodial Department.

**What to Expect Next PAT Meeting**

1. Architects will come with something to discuss from the Space Requirements
2. The PAT needs to sign PAT agreements (As Large Group)

**ACTION ITEMS:**

- |      |  |
|------|--|
| 1-03 | Are there any additional building fees associated with building in Bellaire? (Architect) |
| 4-01 | Send updated space requirements. (HISD – Facilities Planning)                            |
| 4-02 | Talk to Librarian about spaces (Condit PAT)  |

**NEXT MEETING:** July 25, 2013 at 9:30am.

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

Sincerely,

Princess Jenkins  
Facilities Planner, Facility Planning  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 556-9333

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