



Project Advisory Team Meeting Minutes

Parker Elementary School PAT

MEETING NO.: 001

LOCATION: Parker Elementary School

DATE / TIME: August 29, 2013, 3:30 pm

ATTENDEES: Rebecca Floyd, Teacher; Heather Grosso, Teacher; Carol Kehlenbrink, Magnet Coordinator; Kathryn Rodgers, Teacher; Susan Shafer, Librarian; Josh Vanlandingham, Parent; Alean Zufall, School Secretary; Gregory Kabay, Teacher; Lori Frodine, Principal; Clay Clayton, HISD-Facilities Planning; LaJuan Harris, HISD-Facilities Planning

PURPOSE: The purpose of this meeting was to present the team with an overview of the planning process and to begin the process of establishing the Guiding Principles for Parker Elementary School which will be used to "test" the decisions that are made throughout the design process.

AGENDA ITEMS:

- Introductions
- Overview of the planning process
 - Planning, Design and Construction for New Schools and Renovations
- Creating Guiding Principles
- What to expect at next Project Advisory Team Meeting

NOTES:

1. Planning Process Overview
 - a. HISD Facilities Planners, Designers and Project Managers will be involved in the planning, design and construction of the new school for Parker. The Facilities Planners will remain on to assure a smooth transition exists from now until the school moves into their new building.
 - b. A Program Manager will be assigned to the project. The Program Manager will be responsible for assuring that the project is completed on time and within budget.
 - c. The Designer for new school will be Brave Architecture. The architect will be included in the PAT meetings after the initial planning stage is complete.
2. Roles and responsibilities for each team member.
 - a. Teachers are to provide input related to the classrooms and how learning will take place in the new building.
 - b. Community members are encouraged to provide input on how the community should and would perceive the school as a part of their neighborhood.
3. What do we want to see from the Parker PAT?
 - a. Parker's PAT is to identify 4-5 big idea statements that describe what learning will look like in the 21st century for Parker students. This information should be translated into the Guiding Principles for the school.
4. What do you envision the learning spaces will look like for Parker students?
 - a. The spaces in the new building should provide a sense of community. Some buildings have an institutional feel that is uninviting.
 - b. There should be lots display areas for student work inside and outside the classrooms.
 - c. Students should have easy access to all things that pertain to them.
 - d. Rooms should be flexible.

- e. There should be multiple work spaces and work centers for students. Each space and center within the classroom should be different to allow for all types of learners and personalities. Desk that allow students to stand up can occur in one of the work centers.
 - f. Work centers should have an allowance for individual needs by grade level.
 - g. Team teaching and project based learning are a part of the Parker curriculum.
 - h. Parker should have performance spaces for 200 students in the chorus and orchestra and for 65 band members. The school is renting spaces presently to have performances.
5. Historical and current school information
- a. The current enrollment for Park is 815 students; which is down from the 839 students that attended the school last year.
 - b. In previous years the school has had non-magnet students attending, however in the new building all students will be a part of the magnet program.
 - c. The school currently has 2 Special Education resource teachers with 5-7 students. The students are main streamed. There is only one self-contained class for 3-5 year olds.
 - d. The school has a multipurpose room that which is used on rainy days for PE. At other times the room is used for testing, music rehearsals, small concerts and grade level lectures. The school desires to have a gymnasium in the new space.
 - e. Students days are scheduled like in a middle school. The students attend one ancillary class every day while the teacher uses the period as a planning period.
6. Questions / Concerns
- a. PAT would like to see the complete schedule for the project.
 - b. Can the funds remaining from the 2007 Bond be used to building an auditorium for the new school?
 - c. Does the budget include money for the additional music rooms needed for a performing arts magnet school like Parker?

ACTION ITEMS:

- 1-01 Complete Guiding Principles. (PAT)

NEXT TWO MEETINGS: Wednesday, September 25, 2013 @ 3:30 p.m.
Wednesday, October 23, 2013 @ 3:45 p.m.

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

Sincerely,

LaJuan A. Harris, PMP
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attachment:

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