



**Facilities Planning**

**Project Advisory Team Meeting Minutes**  
**Parker Elementary Music Magnet School**

**MEETING NO.:** 003  
**LOCATION:** Parker Elementary School  
**DATE / TIME:** October 23, 2013, 3:30 pm  
**ATTENDEES:** Rebecca Floyd, Teacher; Carol Kehlenbrink, Magnet Coordinator; Kathryn Rodgers, Teacher; Susan Shafer, Librarian; Josh Vanlandingham, Parent; Mr. Patel, Parent; Alean Zufall, School Secretary; Gregory Kabay, Teacher; Dale Harrison, Teacher; Lori Frodine, Principal; Clay Clayton, HISD-Facilities Planning; LaJuan Harris, HISD-Facilities Planning  
**PURPOSE:** The purpose of this meeting was to complete the space requirements for Parker Elementary School.

**AGENDA ITEMS:**

- Introductions
- Develop the Capacity Model / Space Requirements
- What to expect at the next Project Advisory Team Meeting

**NOTES:**

1. Development of the Space Requirements
  - a. The PAT reviewed the space requirements from the previous meeting. The Visual Arts spaces were added back to the program. All schools are required to have spaces for a visual arts program at the elementary school level according to Sue Robertson. By doing this, if Parker Elementary' s focus changed from a music magnet school the school would still be equipped with spaces similar to other elementary schools than could be utilized in another program.
  - b. A multipurpose activity room would serve as the PE space for the school. This space will not be attached to the dining commons and no dividing wall would be added. The PAT elected to keep the stage and add an equipment storage /office area.
  - c. Administration areas were reviewed against teacher spaces included in the neighborhoods. Names were added next to the spaces to make sure no one was left out. It was determined that the Magnet Coordinator would be located near the music / performance areas. The final space summary for Parker Elementary is shown below.

Parker Elementary School Space Requirements Summary

	Teaching Stations	Total
Core Academic Area	40	45,920
Visual Arts	0	1,230
Performing Arts	0	17,600
Physical Education/Athletics	0	4,050
Welcome Center/Administration Space Requirements	0	5,240
Food Service Space Requirements	0	7,472
Custodial/Maintenance Space Requirements	0	825
<b>Total Net</b>	<b>40</b>	<b>82,337</b>
Building Support	38%	31,288
<b>Total Gross</b>		<b>113,625</b>

Target Sq. Ft.

120,000

**Customer Focused . . . Always Responsive!**

Due to an error in the formula for the Total Gross square footage the 117,019 square feet that was shown to the PAT has been reduced to 113,625 square feet. It was determined at the meeting that having less than the targeted square footage would allow for unforeseen adjustments that might be needed in the program.

2. Questions / Concerns /Comments

- a. HISD will host a Furniture Expo on November 5, 2013.
  - i. A German doctor will be presenting at the beginning of each of the sessions his findings regarding appropriate furniture for school age students and information on his furniture designs. The furniture at the Expo will be for high school learning centers and libraries, teacher furniture and furniture for the administrative areas. No furniture specific to elementary age students will be presented, however the concepts from the high school furniture are similar.
  - ii. The Expo will continue through November 6, 2013 however there will be no presentation. This session will be for anyone who was not able to attend the Expo on the 5<sup>th</sup>.
- b. Additional copies of Cite, The Architecture & Design Review of Houston were handed out at the PAT. Three articles related to HISD which were included in the issue were:
  - i. 'Change on the Horizon for HSPVA: Students at the University of Houston reimagine our flagship arts school'
  - ii. 'A School Design Primer: What are the Lessons Learned from New Schools Funded by the 2007 HISD Bond'
  - iii. 'Not Your Grandfather's School, Terry Grier speaks with *CITE* about plans to put Houston at the cutting-edge of School Design'

Principal Frodine commented that each of the schools reviewed in the article on lessons learned had problems, but that we would be looking to not make the same mistakes. Clay Clayton brought it to the attention of the members that Dr. Grier had mistakenly stated that the District had scheduled 160 square feet per child and \$200 per square foot for the program cost of most schools. The actual numbers should have been 140 square feet per child and \$160 per square foot for program cost.

3. What to expect at the next Project Advisory Team Meeting

- a. PAT will review the room descriptions for each space listed in the Capacity Model.
- b. The November 27, 2013 meeting was cancelled due to the Thanksgiving Holiday. Please stay safe during the holidays and we will see you in December.

**ACTION ITEMS:**

- 3-01 Review Parker needs prior to next meeting. (PAT)
- 3-02 Prepare generic room descriptions for Parker Elementary (Facilities Planner)

**NEXT MEETING:** Wednesday, December 4, 2013 @ 3:30 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  
Facilities Planner, Facility Planning  
HISD – Construction & Facility Services  
3200 Center Street, Houston, TX 77007  
Phone: (713) 556-9300

**Customer Focused . . . Always Responsive!**

**Office: 713-556-9299**

**Fax: 713-676-9582**