



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

**MEETING NO.:** 004

**LOCATION:** Parker Elementary School

**DATE / TIME:** December 4, 2013, 3:30 pm

**ATTENDEES:** Carol Kehlenbrink, Magnet Coordinator; Kathryn Rodgers, Teacher; Susan Shafer, Librarian; Josh Vanlandingham, Parent; Alean Zufall, School Secretary; Gregory Kabay, Teacher; Dale Harrison, Teacher; Clay Clayton, HISD-Facilities Planning; LaJuan Harris, HISD-Facilities Planning

**PURPOSE:** The purpose of this meeting was to review the room descriptions for Parker Elementary School.

**AGENDA ITEMS:**

- Introductions
- Site Tours
- Review of room descriptions
- What to expect at the next Project Advisory Team Meeting

**NOTES:**

1. Site Tours
  - a. The PAT was invited to tour Gloria Marshall Elementary School in Spring, Texas on January 14, 2014. Gloria Marshall is an award winning design incorporating sustainable elements into the school and the building is a tool for learning. Other site locations may be added at a later date. Principal Frodine is collecting names of PAT members who will be attending and will submit to Facilities Planning as soon as possible.
  - b. Texas School of the Arts, a charter school in the Dallas / Fort Worth area, is being pursued as a possible location for the PAT to tour early next year.
  
2. Room Descriptions
  - a. Room descriptions for the following areas were distributed to the members:
    - i. Neighborhoods
    - ii. Administration / Guidance
    - iii. Performing Arts
    - iv. Physical Education / Athletics
    - v. Visual Arts
  - b. The group briefly reviewed the Neighborhoods, Performing Arts, Visual Arts and Physical Education sections together and made the following recommendations or comments:
    - i. The Grades 1-5 Learning Center should be divided into Grades 1-2 Learning Center and Grades 3-5 Learning Center. Different types of furniture and the room layout will be different for the older students.
    - ii. It was determined that storage space was needed for 5<sup>th</sup> grade student back packs. The storage units could be furniture on casters.
    - iii. The bubble diagram for the Physical Education section indicated that a stage would be located in the Multipurpose Room. PAT members were excited about having this stage as well as one in the auditorium. However, a review of the program after the meeting determined that no stage was included for this area. The PAT will review the stage at the next meeting.
    - iv. The group discussed having a series of meetings with teachers and staff members regarding the room descriptions where they have the most knowledge. Facilities Planners will be available to meet with

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each group to discuss each section. Principal Frodine will coordinate with the planners the specifics regarding these meetings.

3. What to expect at the next Project Advisory Team Meeting
  - a. The December 25, 2013 meeting was cancelled due to winter break. Please stay safe during the holidays and we will see you in January.
  - b. The group will finalize the room descriptions.
  - c. Architectural firm will be introduced to the group.

**ACTION ITEMS:**

- 4-01 Review and revise room descriptions prior to next meeting. (PAT)
- 4-02 Revise bubble diagrams related to room descriptions for Parker Elementary (Facilities Planner)
- 4-03 Site tour to Gloria Marshall Elementary School in Spring, TX (All)

**NEXT MEETING:** Wednesday, January 22, 2014 @ 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  
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