



**Facilities Planning**

**Project Advisory Team Meeting Minutes**

**Relief Elementary School**

**MEETING NO.:** 003  
**LOCATION:** Briargrove Elementary School  
**DATE / TIME:** October 21, 2013, 3:30pm  
**ATTENDEES:** Kathleen English, English Architects; Scott Fendrick, HISD Project Manager; LaJuan Harris, HISD Facilities Planning Dept.; Angelia Mackey, English Architects; James Metoyer, HISD Director-School Office  
**PURPOSE:** To discuss establishing the Guiding Principles for Relief Elementary School which will be used to “test” the decisions that are made throughout the design process and to review the Site Specific Educational Specifications.

Programming/ Capacity Model/ Ed. Specs.	Community Meeting 1	Schematic Design/ Design Charette	Design Development	Community Meeting 2	Contract Documents	Permitting	Community Meeting 3	Construction
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**AGENDA ITEMS:**

- Introductions
- Creating Guiding Principles
- Review Site Specific Educational Specifications
- What to expect at the next Project Advisory Team Meeting

**NOTES:**

**Discussion**

1. Ms. LaJuan Harris provided a draft of the Relief Elementary School’s Guiding Principles that were prepared in advance for the PAT committee’s review and information. These were presented to the PAT as a starting point for developing guiding principles which will reflect their vision for the Relief Elementary School.
2. HISD previously provided the Educational Specifications to the Architect for review. These will be further tailored to meet the specific guidelines of the Relief Elementary School as the PAT moves forward in the planning process.
3. The group discussed that the final site location will impact the design. Once the site is determined, any constraints will be taken into account.
4. HISD postponed the two day design charrette to allow the PAT and Architect time to develop the design concept of the school.
5. Community Meeting No. 1 will be scheduled after the planning process is further along.

**NEXT MEETING:** November 18, 2013, 3:30 PM, Briarmeadow Charter School, 3601 Dunvale, 77063.

Please review the meeting minutes and submit any changes or corrections to Scott Fendrick.

After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Scott Fendrick  
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