



Project Advisory Team Meeting Minutes

Relief Elementary School

MEETING NO.: 004
LOCATION: Briar Meadow Elementary School
DATE / TIME: November 18, 2013, 3:30pm
ATTENDEES: Kathleen English, English Architects; Scott Fendrick, HISD Project Manager; Carrie Flores, AP, Pilgrim Academy; LaJuan Harris, HISD Facilities Planning Dept.; Peter Heinze, Principal, Briar Meadow; Steve Hoyt, Sr. PM, HISD CFS; Jearine Jordan, AP, Briar Grove; Becky Luman, Parent, Briar Grove; Angelia Mackey, English Architects; James Metoyer, HISD Director-School Office; Alexander Rodriguez, Principal, Emerson; Bobby Swaby, Principal, Piney Point
PURPOSE: To review and develop 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.

Table with 9 columns: Programming/ Capacity Model/ Ed. Specs., Community Meeting 1, Schematic Design/ Design Charette, Design Development, Community Meeting 2, Contract Documents, Permitting, Community Meeting 3, Construction

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 opened the meeting acknowledging there are several campuses involved in this PAT and each can provide direction toward the common goal of making the new Relief Elementary School the best it can be.
2. Ms. Harris then read several mission statements from the attending campuses to understand the different communities in the area and the different backgrounds that may help shape this new school. Each of the campus representatives had an opportunity to discuss how their mission statement suits them and how mission statements can become guiding principles.
3. Campuses in the area have unique qualities and describe themselves differently. For example;
a. Briar Meadow ES (Charter Constructionist) 21st century, large common areas, technology, organized in clusters
b. Briar Grove ES (Community) use of smartboards, wireless, pods for open learning, green school, waste minimization
c. Emerson ES (Dual Language) not 21st century, older facility, restrooms are an issue, flexibility is a necessity
d. Piney Point (Diverse Community) 33 apartment complexes adjacent to school, high technology, flexibility a priority
e. Pilgrim Academy (New Immigrant, ESL) Technology not incorporated into design, Pre-K thru 8, facility use changed
4. Mrs. Kathleen English noted the Relief School and its design could incorporate the diversity of the surrounding campuses and develop its own identity. The campus can provide a unique teaching and learning opportunities. She also suggested this new campus could consider the needs of the community that are not being met in the area today.

5. HISD postponed the two-day design charrette to allow the PAT and Architect time to develop the design concept for the school.
6. Community Meeting No. 1 will be scheduled after the planning process is further along.

QUESTIONS / COMMENTS:

1. How will the students be selected to attend the new school?
 - a. HISD provides a new districting map each year showing which students are zoned to each school.
2. Will the school be a magnet school?
 - a. No information has been given to the planning team indicating the school will have a magnet program.
3. Mr. James Metoyer, Director-School Office thanked everyone for participating on the Relief School PAT. He also emphasized the importance of having everyone see the project through to the end.
4. Each Principal was asked to identify teachers that could participate on the PAT. The teachers' input will be needed as we review of each room descriptions for the new school.

ACTION ITEMS:

- Review and propose changes to sample Guiding Principles (PAT)

NEXT MEETING: December 2, 2013, 11:30 a.m. at Emerson Elementary School, 9533 Skyline, 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,

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