



Facilities Planning

Project Advisory Team Meeting Minutes

Relief Elementary School

MEETING NO.: 005

LOCATION: Briarmeadow Elementary School

DATE / TIME: December 2, 2013, 11:30am

ATTENDEES: Kathleen English, English Architects; Scott Fendrick, HISD Project Manager; Carrie Flores, AP, Pilgrim Academy; Eric Ford, HISD-Facilities Planning; LaJuan Harris, HISD Facilities Planning; Peter Heinze, Principal, Briarmeadow; Steve Hoyt, Sr. PM, HISD CFS; Jearine Jordan, AP, Briargrove; Becky Luman, Parent, Briargrove; Angelia Mackey, English Architects; Alexander Rodriguez, Principal, Emerson

PURPOSE: To review and develop the Capacity Model for Relief Elementary School which will be used to identify rooms and how they relate to adjacent areas. Ultimately, these will be a component of the Ed Specs.

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
- Review proposed Guiding Principles
- Review Capacity Model
- Review Room Descriptions (Tabled until Dec. 16, 2013)
- What to expect at the next Project Advisory Team Meeting

NOTES:

Discussion

1. Ms. LaJuan Harris opened the meeting requesting comments on the Guiding Principles as they have been proposed. The PAT Agreed that they met the intent, and could be modified later if necessary
2. Ms. Harris then reviewed the Capacity Model for the school. This is a process to evaluate the quantity of rooms and their sizes, not adjacencies or design.
3. Ms. Harris and Mrs. Kathleen English, the Architect, mentioned that the PAT should focus on what areas would be best rather than compare how they currently function in their facilities. The Capacity Model will be sent to the PAT for review and comment at the next PAT. There were a couple changes, but most of the rooms and sizes listed were agreed on.
4. The PAT reiterated they are overloaded now and would like to have more discussion on the student capacity of the facility. It was agreed that if the facility size did increase, the associated areas, including common areas, would also increase in size.
5. The PAT spent time discussing the need for flexibility in room usage and emphasized the relationship of indoor and outdoor areas. Some of these items were tabled for the next meeting which will further explain the adjacencies of the rooms and provide more detailed descriptions.
6. HISD postponed the two-day design charrette to allow the PAT and Architect time to develop the design concept for the school.
7. 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. **[12-2-13 HISD typically performs redistricting with a new 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. **[12-2-13 HISD Planning will proceed as with this project as a non-magnet school]**
3. 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. **[12-2-13 HISD Planning reiterated this as a very important component for Room Description development, planned for the next PAT 12-16-13.]**

ACTION ITEMS:

- Review and propose changes to the Cost Model [Sent by email after this meeting]
- Review Room Descriptions [Sent by email after this meeting, for review at next PAT]

NEXT MEETING: December 16, 2013, 11:30 a.m. at Pilgrim Academy School, 63902 Skyline, 77057.
January 20, 2013, to be determined at next PAT meeting

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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