



Project Advisory Team Meeting Minutes

Relief Elementary School

MEETING NO.: 006

LOCATION: Pilgrim Academy Elementary School

DATE / TIME: December 16, 2013, 11:30am

ATTENDEES: Meredith Davis, Briarmeadow Teacher; Jamie Dybala, Briarmeadow Teacher; Kathleen English, English Architects; Scott Fendrick, HISD Project Manager; Carrie Flores, AP, Pilgrim Academy; LaJuan Harris, HISD Facilities Planning; Peter Heinze, Principal, Briarmeadow; Steve Hoyt, Sr. PM, HISD CFS; Becky Luman, Parent, Briargrove; Angelia Mackey, English Architects; James Metoyer, HISD-Director School Office; Alexander Rodriguez, Principal, Emerson

PURPOSE: To review and revise the Capacity Model for Relief Elementary School and begin the room description process of identifying rooms and how they relate to adjacent areas. Ultimately, both of these items will be components 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:

- Confirm guiding principles remain unchanged
- Review/revise capacity model as required
- Continue review of room descriptions
- 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 how the room descriptions are used to develop the design of the facility. This is a process to evaluate the adjacencies and individual room designs design.
3. Ms. Harris and Mrs. Kathleen English, the Architect, reiterated that the PAT should focus on what areas would be best rather than compare how they currently function in their facilities.
4. The PAT agreed to proceed with planning, but emphasized the importance of additional 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. These items were discussed further with a focus on adjacencies and more detailed room descriptions.
6. The PAT would like to consider Pk-2 and 3-5 as separate groups for instructional programs. They mentioned this is a natural break in education.
7. The PAT mentioned the ability to have rooms with doors between, like a hotel suite. This may allow a more flexible use of the rooms. They requested additional information on room dividers that still provide privacy.
8. The PAT mentioned the lower grades require additional teaching space.
9. The ratio of capacity vs. room size vs. quantity is to be explored further during design. The PAT stressed flexibility is good as long as the teaching environment remains conducive. The teaching area must remain a priority.
10. HISD postponed the two-day design charette to allow the PAT and Architect time to develop the design concept for the school.
11. Community Meeting No. 1 will be scheduled after the planning process is further along.

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QUESTIONS / COMMENTS:

1. Each Principal was asked to identify teachers that could participate on the PAT. The teachers' input will be needed as we review the 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.]**
2. Room Description packets were provided to attending members for review prior to the next PAT meeting. Those present were asked to review so specific areas can be developed further.

ACTION ITEMS:

- Confirm the capacity model [Sent by email after this meeting] (PAT)
- Review Room Descriptions (PAT)

NEXT MEETINGS: January 14, 2014, 9am, Tour of Gloria Marshall Elementary
January 21, 2014, 3:45 pm Piney Point ES
February 3, 2014, 3:45 pm Briargrove ES
February 17, 2014, 3:45 pm Briarmeadow ES

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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