Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Askew Elementary School

MEETING #: 009
LOCATION: Askew Elementary School
DATE / TIME: May 14, 2015, 3:30pm
ATTENDEES: (those marked with a check were present)

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Amanda Polk</td>
<td></td>
<td>HISD – Facilities Design</td>
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<td>Asma Ahmed</td>
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<td>HISD – Facilities Design</td>
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<tr>
<td>Beverly Fisher</td>
<td>Secretary</td>
<td>HISD – Facilities Design</td>
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<td>Dawn Danowski</td>
<td>Teacher</td>
<td>HISD – Facilities Design</td>
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<td>Earle Taylor</td>
<td>Technologist</td>
<td>HISD - Facilities Design</td>
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<td>Ebony Cumby</td>
<td>Principal</td>
<td>HISD - Facilities Design</td>
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<tr>
<td>Fatima Spinner</td>
<td>Teacher</td>
<td>HISD Bond – Senior Project Mgr.</td>
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<tr>
<td>Jane Farley</td>
<td>Teacher</td>
<td>HISD Bond – Construction Mgr.</td>
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<td>Jennifer Major</td>
<td>Parent/Community</td>
<td>HISD Bond – Assistant Project Mgr.</td>
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<tr>
<td>Karen Calhoun</td>
<td>Teacher</td>
<td>cre8 – Design / PA</td>
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<tr>
<td>Kathy Geer</td>
<td>Registrar</td>
<td>cre8 – Design / PA</td>
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<tr>
<td>Raul Ruiz</td>
<td>Assistant Principal</td>
<td>HISD Bond – Project Manager</td>
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<tr>
<td>Scott Bounds</td>
<td>Vanguard Magnet Coordinator</td>
<td>HISD Bond – Senior Manager</td>
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<tr>
<td>Veronica Pina</td>
<td>Vanguard Magnet Secretary</td>
<td>HISD - Communications</td>
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<tr>
<td>Rick Sperandio</td>
<td>Parent/Community Member</td>
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PURPOSE
The purpose of this meeting was to review and discuss Schematic Design since the design charrette.

AGENDA ITEMS:
- Introductions
- Review and discussed updated site and floor plans
- Review programming items that require further clarification
- What to expect at the next Project Advisory Team meeting
NOTES:

- Cre8 Architects provided a presentation reflective of items to be expanded on design wise since the design charrette held 4/27 and 4/28/2015 as follows:

  - Site Plan
    - Cre8 architects reviewed the current site plan with PAT members with discussion offered to the following points:
      - Walking Path added: Current staff expressed some dissatisfaction with the current track which is \( \frac{1}{2} \) of mile or approximately 880 feet. The proposed walking path is 980 feet or 100 feet longer.
      - The possibility of Pre-K and Kindergarten students loading from an alternate location was discussed along with the possibility of 3 drive up areas in lieu of the current 4 dismissal locations: daycare, walkers, circle drive up(graded 3 through 5) and teachers(parking lot).
      - The bus drive was shown as covered and shaded on the east side of the building.
      - Playground and Outdoor Learning areas were reviewed with the consensus that both of these areas need further development and would be revisited at future PAT meetings.

  - Floor Plans
    - Cre8 architects reviewed the current site plan with PAT members with discussion offered to the following points:
      - First Floor
        - The restroom immediately adjacent to the proposed lobby was identified as somewhat of an oddity along with the restroom located in the community room. Both areas will be revisited at a future PAT meeting.
        - Cre8 advised that the location of the dining areas could possible change once input is provided from HISD Food Service.
        - The classroom pods lacked a central work room: additional PAT feedback is required. PAT members advised that one of the functions/purposes of the work room was to be used as a development/copy area.

      - Second Floor
        - PAT members recommended flipping the locations of the 4th and 5th grade classroom pods in an effort to allow the spaces to offer more flexibility.
        - The suggestion was also made: The restroom immediately adjacent to the proposed lobby was identified as somewhat of an oddity along with the restroom located in the community room. Both areas will be revisited at a future PAT meeting.
        - Cre8 advised that the location of the dining areas could possible change once input is provided from HISD Food Service.
The cafeteria would have 2 serving lines.
PAT members advised that a more centrally located work room might be more functional versus work rooms located at each teaching pod location.
Cre8 to provide information relative to using folding partitions between classroom pods.

- Three Dimension Model
  - Cre8 architects provided a model of the proposed building with PAT Members with discussion offered to the following points:

  First Floor
  - Cre8 to revisit current location and placement of the work rooms, wet labs, and community rooms. Cre8 to also readdress the location of the boys’ an girls’ restroom facilities in the dining area.
  - Cre8 to restudy the proposed location of the administration area.

  Second Floor
  - Cre8 to revisit the location of the learning commons area and possibly close off the computer area as a separate space from its current location.
  - Pat members showed a preference for a consolidated work room area and a more convenient proximity/alignment to the restroom facilities.

- All attendees along with the PAT members in attendance agreed to move up the time of both the June and July PAT meetings from 3:30pm to 9am.

Questions / Concerns
- Could additional exits from the parking lot line up with intersecting streets on Wood Loge Drive? Cre8 advised that this would not be a safe solution.
- Will play areas be multi-level? Cre8 to confirm as these areas are developed as multi-level.
- Are any proposed entrances or exits immediately opposite Cherry Ridge? Cre8 confirmed that none are being proposed.

- Next Steps? What to expect at next Project Advisory Team Meeting. (June 11, 2015)
  - Status of Schematic Design

ACTION ITEMS - (May 14, 2015):
9-01 Schematic Design
9-02 Research of work room and admin areas; amount of glazing proposed

NEXT MEETING: Thursday, June 14, 2015 - @ 9:30 a.m.
Please review the meeting minutes and submit any changes or corrections to Michael Scott. After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Michael J. Scott  
Senior Project Manager  
HISD – Construction & Facility Services  
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Phone: 832 – 732 - 2648  
Email: mscott14@houstonisd.org  
C: All attendees