



Project Advisory Team Meeting Minutes
Askew Elementary School PAT

MEETING NO.: 002

LOCATION: Askew Elementary School

DATE / TIME: October 9, 2014 3:30pm

ATTENDEES: Beverly Fisher, Secretary; Dawn Danowski, Teacher; Earle Taylor, Technologist; Fatima Spinner, Teacher; Jane Farley, Teacher; Jen Major, Parent/Community Member; Karen Calhoun, Teacher; Kathy Geer, Registrar; Raul Ruiz, Assistant Principal; Scott Bounds, Vanguard Magnet Coordinator; Rick Sperandio, Parent/Community Member; Dave Funk, HISD - Facilities Design; Rod Sias, HISD Bond – Construction Manager

PURPOSE: The purpose of this meeting was to present the team with an overview of the planning process and to begin the process of establishing the Guiding Principles for Askew Elementary School which will be used to “test” the decisions that are made throughout the design process.

AGENDA ITEMS:

- Introductions
- Review, Finalize, and Approve Guiding Principles
- Introduction and development of the Capacity Model
- Next Steps
 - What to expect at next Project Advisory Team Meeting

NOTES:

- Review, Finalization, and Approval of the Guiding Principles
 - PAT reviewed and discussed the Guiding Principles for Askew Elementary. Several adjustments were made and the team achieved consensus and approved the document for publishing.
 - Mr. Funk stated that he and/or Mr. Fletcher would have the Guiding Principles published put out on the district's website by the end of the calendar year. Formalization and agreement on Guiding Principles for the new Askew Elementary School was achieved. However, final edits will be made and a new document will be distributed to the team prior to the next PAT meeting.
- Introduction and development of the Capacity Model
 - Mr. Funk provided an overview of the Capacity Model, its guidelines, and requirements under the planning process. Mr. Funk and Principal Cumby will meet to complete the Capacity Model between now and the November PAT meeting.

What to expect at next Project Advisory Team Meeting.

- Formalize and agree on Guiding Principles for the new Askew Elementary School.
- PAT to create a list of spaces and spaces requirements for the new Askew Elementary School.

Questions / Concerns

- PAT committee concerned about traffic congestion and inquired about a Relief Elementary to address this issue.
- PAT committee informed that the Relief Elementary School is no longer an option.

ACTION ITEMS:

- 1-01 Complete Guiding Principles. (PAT)
- 1-02 Re-examine Meeting times to see if adjustments need to be made (Reference: “Next Steps and Questions”)

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NEXT MEETING: Thursday, November 13, 2014 - @ 3:30 pm

Please review the meeting minutes and submit any changes or corrections to Dave Funk.
After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

Dave Funk
Facilities Planner, Facility Planning
HISD – Construction & Facility Services
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