



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

**MEETING NO.:** 004  
**LOCATION:** Askew Elementary School  
**DATE / TIME:** December 12, 2014 3:30pm

**ATTENDEES:**

Beverly Fisher, Secretary; Dawn Danowski, Teacher; Veronica Pina, GT Secretary; 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; Ebony Cumby, Principal; Dave Funk, HISD - Facilities Design; Gloria Barrera, HISD Bond – Program Manager, Robert Barrera, Jr., HISD Program Manager; George Watanabe, Principal, cre8; Bayardo Silva, Designer, cre8; Amber Moncla, Facilitator, cre8

**PURPOSE:**

The purpose of this meeting was to introduce new team members, see a presentation of the Wolfe Elementary floor plan and discuss changes to the space requirements.

**AGENDA ITEMS:**

- Introductions
- Overview of Wolfe Elementary School
- Discussion of Changes to Space Requirements
- What to expect at the next Project Advisory Team Meeting

**NOTES:**

1. Introductions – Dave Funk introduced cre8, the architects for the new Askew Elementary School and the program management team, Rice & Gardner.
  - a. George Watanabe, Principal with cre8 Architects, introduced his team and described their role on the project. Bayardo Silva is the designer. Amber Moncla will facilitate the information exchange throughout the design process.
  - b. Amber asked the PAT members to introduce themselves and describe their role at the school. Each PAT member introduced themselves.



2. Presentation of floor plan of Wolfe Elementary School – Dave Funk gave an overview of Wolfe Elementary and described how the school uses each of the spaces shown on the floor plan.
  - a. Mr. Funk mentioned that the principal of Wolfe Elementary welcomes the Askew PAT to tour their school. Gloria Barrera, Rice & Gardner Consulting, Inc. will assist with arranging this tour.
3. Discussion of changes to space requirements – Dave Funk described the process of establishing the space requirements and stated that the list of requirements exceeded the allowable square footage budget by 12,000 sf.
  - a. The PAT stated that they knew they were aiming high.
  - b. Mr. Funk walked the PAT through the proposed adjustments to the space requirements space by space and noted every change that was made.
  - c. Reducing the square footage requires some spaces to be flexible and serve multiple functions. For example, locating the computer lab in the learning commons allows the school to keep this function while not providing stand alone space for it.
  - d. The Performance hall, or auditorium, had to be deleted. This function will be served by the other large gathering spaces in the school.
  - e. At the PAT's request, all offices except for three (Secretary/Clerk/Principal) have been standardized to the "B" office size.
  - f. The size of the dining commons was reduced but it is still larger than what they currently have and will be adequate to serve the projected population. Also, two serving lines are provided which will help serve students more quickly.
4. What to expect at next PAT meeting – Review Room Descriptions and finalize draft space requirements.
5. Questions / Concerns
  - a) One PAT member expressed concern about the number of restrooms in the facility. She stated that small restrooms make managing restroom breaks very difficult. The architects will address the locations of restrooms in their design and the PAT will see where all restrooms are proposed to be configured and located prior to the design being finalized.
  - b) One PAT member asked about safety and if the District has any specific design requirements for safety. Mr. Funk responded that the architects will be using the Crime Prevention through Environmental Design principles to design the school. This will include a secured entry vestibule among other strategies.
6. Next Steps?
  - a. January 5, 2015 – Dave Funk will be on campus all day to meet with teachers and department heads about the uses of their rooms and what type of equipment and adjacencies are requested.

#### **ACTION ITEMS –**

1. Dave Funk to meet with department heads and teachers to complete room descriptions on January 5, 2015
2. Gloria Barrera to arrange tour of Wolfe elementary for February, 2015
3. cre8 and HISD Facilities Planning to develop 21<sup>st</sup> century learning environments presentation for February PAT meeting



**ACTION ITEMS (cont.)-**

4. Gloria Barrera to get information on the size of Wolfe Elementary School gym and send plans to George Watanabe at cre8 Architects

**NEXT MEETING:** Thursday, January 8, 2015 - @ 3:30 p.m.

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

Sincerely,

Gloria Barrera  
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C: All attendees