



Project Advisory Team (PAT) Meeting Minutes

Condit Elementary School

MEETING NO.: 015
LOCATION: Condit Elementary School
DATE / TIME: March 27, 2014, 1:00pm
ATTENDEES: Dan Greenberg , Principal; Julia Tamm, Parent; Michelle Driscoll, Faculty; Meg Pieri, Teacher; Sally Reed, Community Member; Pegi Newhouse, PTO Pres./ Parent; Princess Jenkins, HISD, Facility Planning; Todd Lien, VLK Architects, Design Architect; Richard Hunt, VLK Architects, Design Architect, Tim Kunz, VLK Architect, Design Architect; Steven Gee, TCM, LLC., Troi Taylor, TCM-LLC, Program Manager; Swati Narayan, Parent Lenette Prutez, IT Manager; Sarah Lavine-Kass, Parent; Eric Ford, HISD, Facilities Design; Jason Wintz, Parent
PURPOSE: Discuss development of floor and site plans for Condit Elementary School.

AGENDA ITEMS:

- Review Typical Room Layouts
 - Classroom - Pre-K and K
 - Classroom – 1 through 5
 - Classroom - Self Contained
 - Wet Lab
 - Flex Lab
 - Visual Arts
 - Performing Arts
 - Administration
 - Reception
 - Clinic
 - Workroom
 - Community Room
- Floor Plan Update
 - Review updated floor plan
 - Review kitchen layout
- Site Plan Update
 - Review drive operations plan
- Review Exterior Elevations

NOTES:

Discussion:

Typical Learning Center Layouts

1. The typical learning center layout was presented by VLK Architects.
 - a. Layout needs further review with HISD Technology before the typical layout can be finalized. VLK will look at flexibility of teacher's workstation and teaching surfaces.
 - b. VLK will look into providing stackable surfaces outside of the learning centers.
 - c. Additional power outlets within learning center spaces have been requested by the PAT.

Administration - Reception

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2. The reception layout was presented by the Architect.
 - a. The school will require a work surface/area behind the reception desk.
 - b. VLK Architects will further develop the reception desk area.
 - c. Further input is needed from HISD on which doors shall have secured access within the entry vestibule. (The PAT has requested that HISD consider 2 stages for electronic access into the main building.)
 - d. VLK will look at designating a specific space within the reception area for announcements and an on-counter copier/printer.

Administration – Workroom

3. The workroom layout was presented by the Architect.
 - a. The space will be utilized as a workroom, not a break-room.
 - b. The Architect was as to consider providing additional built-in counter space for equipment (laminating machine, etc.) and an area for two computers.

Clinic

4. The clinic layout was presented by the Architect.
 - a. The PAT asked for a glass wall to separate the office from the clinic. The user prefers to see all activity within the clinic space.

Community Room

5. The community room layout was presented by the Architect.
 - a. The PAT asked the Architect to consider relocating the access window/roll-down door closer to the sink area.

Self-Contained Learning Center

6. The self-contained learning center layout was presented by the Architect.
 - a. The PAT suggested a sound resistant wall between the self-contained learning center and the testing room. The users preferred the testing room door remain off of the main learning commons.

Flex Lab

7. The Flex Lab layouts were presented by the Architect. At this time the layout seemed functional with no suggested revisions.

Wet Lab

8. The Wet Lab layouts were presented by the Architect.
 - a. VLK will look at options for power to the science tables. Perhaps a cord-reel from the ceiling that powers then entire table in lieu of specific pieces of equipment.
 - b. The storage rooms should have access from the corridors.

Performing Arts

9. The Performing Arts layout was presented by the Architect.
 - a. At this time the layout seemed functional and flexible. The Architect was asked to consider providing additional storage within the classroom for student instruments.

Visual Arts

10. The Performing Arts layout was presented by the Architect. At this time the layout seemed functional with no suggested revisions.

Kitchen

11. The Kitchen layout was presented by the Architect.
 - a. Overall the kitchen seemed functional and desirable by the users.
 - b. Further clarification is needed to confirm if two serving lines are needed at this campus.

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- c. Consider providing sliding storefront doors to access the serving lines to provide connectivity to the dining commons.

What to Expect at the Next PAT Meeting:

1. Further development of the site, floor plans, and building exterior will be presented by the Architect.
2. The Program Manager will report on the City of Bellaire Planning and Zoning meeting.

ACTION ITEMS:

- 15.01 VLK Architects is meeting on April 10th with HISD Technology Department to discuss future infrastructure.
- 15.02 VLK Architects presented the development of the building exterior and site circulation plan. Further analysis/input is required for fencing and access security.

NEXT PAT MEETING: The next PAT meeting will be held on Thursday, April 24, 2014 at 1:00 pm.

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

Sincerely,

Steven Gee

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