



Project Advisory Team Meeting Minutes 003

Eastwood Academy

MEETING NO.: 003

LOCATION: Eastwood Academy Library

DATE / TIME: February 6, 2014, 3:45 - 5:00PM

ATTENDEES: Ruth Bell-de la Garza, EA- Dean of Student; Celeste Conflitti, EA- Teacher; Paula Fendley, EA- Principal; David W Funk, HISD – Facilities Planning; Le Var Lewis, EA- Teacher; Brandi Lira, EA- Instructional Coordinator; Rosemary Lugo, EA- Student; Christie Nugent, EA- Parent; Rodrigo Ortiz, EA- Student; Yvonne Pruneda, EA- Parent; William Solomon, EA- Staff; Zazalleesha Swanson, EA- Teacher; Mike Woods, RGCI – Project Manager

PURPOSE: The meeting was held to solicit user input to the facility planning process.

AGENDA ITEMS:

- Review, edit and approve Guiding Principles
- Review Capacity Model (Draft)
- Develop Space Requirements

NOTES:

1. The architect for the project will be Prozign who previously worked on the facility under the 2007 bond program.
2. Dave Funk of HISD's Facility Planning Department reviewed the Guiding Principles and solicited comments which were incorporated into the document. The revised document was approved by the PAT. The final edits were made and sent to the Principal for final approval. Once approved, this document will be published on the bond website.
3. The group reviewed the Capacity Model and began Space Requirements:
 - a. The model is based on a 500 student campus with a maximum capacity of 592.
 - b. Specifics of the capacity model were discussed including athletics spaces, general classroom counts and unique requirements of the engineering and IT lab spaces.
 - c. Athletics will utilize minimal showers, having two stalls per locker room.
 - d. Equipment lists were requested for spaces requiring storage.
 - e. A temporary stage will be used to allow for options in location.

ACTION ITEMS:

- 1-01 Staff should assemble equipment lists for spaces requiring storage.

MEETING SCHEDULE: Next PAT meeting: March 6, 2014, 3:45 p.m.

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

Sincerely,

Mike G. Woods
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