



Project Advisory Team Meeting Minutes

Eastwood Academy

MEETING NO.: 007

LOCATION: Eastwood Academy Library

DATE / TIME: July 10, 2014, 3:45 - 5:00PM

ATTENDEES: Ruth Bell-de la Garza, EA- Dean of Student; Celeste Conflitti, EA- Teacher; Paula Fendley, EA- Principal; Clay Clayton, 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 discuss the upcoming Design Charette.

AGENDA ITEMS:

- Preview the charette process
- Final comments of space requirements

NOTES:

1. A discrepancy in the Educational Specification was discovered since the previous meeting. The principal and planning had resolved and corrected the Educational Specification to accommodate the limited area involved.
2. The next PAT meeting is scheduled for Thursday, August 7 at 3:45pm.
3. The architect reviewed schematic design documents:
 - a. Site:
 - i. The site is encumbered by several easements which lead to the development of the conceptual design generated in the design charette.
 - ii. The City of Houston public works department has reviewed and tentatively approved 'bridging' over the drainage easement crossing the middle of the site.
 - b. Floor plans:
 - i. Two options were presented, a single and two story plan. After discussion, the consensus was a preference for the one story plan.
 - ii. The learning commons is an active component of the current campus. Its location in the two story scheme is isolated. Locating the learning commons closer to the academic areas will encourage its use. This location is not too far from the administration area to accommodate the current staffing arrangement. Space for the librarian, registrar and college access coordinator will be provided in the learning commons.
 - iii. Locating the security office near the existing north doorway will provide control of the student drop-off entrance.

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- iv. The stairway in the main entrance can be deleted. Instead, a communicating stair connection the first and second floor academic areas to the leaning commons will be provided encouraging its use.
- v. The CTE classrooms can access the interior courtyard area from the adjacent corridor. Except for the coiling overhead door, exits directly from those spaces is not required.
- vi. Student toilets are needed near the dining commons and staff toilets are needed in the administration suite. The architect will verify the required toilet count.
- vii. Access to the dining commons should be improved.
- c. The next PAT meeting is scheduled for Thursday, August 7 at 3:45pm

ACTION ITEMS:

5-01 Schedule the design Charette.

MEETING SCHEDULE: Next PAT meeting: August 7, 2014, 3:45 p.m. (pending schedule of the design Charette)

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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