



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Garden Oaks Montessori**

**MEETING #:** 3

**LOCATION:** Garden Oaks Montessori

**DATE / TIME:** November 14, 2014, 4:00 p.m.

**ATTENDEES:** (those marked with a check were present)

✓	Aasletten, Laura	Magnet Coord.
	Atkinson, Michael	PTO/Parent
	Blanco, Rebecca	Teacher
✓	Carson, Beverly	Teacher
✓	Cruise, Sarah	Parent
✓	De Alba, Brenda	Community
✓	Fisher, John	Parent
✓	Harmon, Gary	Community
	Harmon, Joan	Community

	Judkins, Jeremiah	PTO/Parent
✓	Knauth, Tonya	Parent
✓	Marcontell, Matt	Parent
✓	McCosh, Cheryl	PTO/Parent
	Odinet, Randy	Parent
✓	Pollock, Lindsey	Principal
✓	Santana, David	Teacher
	Tatum, Jay	PTO/Parent
✓	Tatum, Shana	PTO/Parent

	Bankhead, Dan	HISD – Fac. Design
	Barrera, Gloria	HISD – Fac. Planning
	Clayton, Clay	HISD – Fac. Design
✓	Funk, Dave	HISD – Fac. Design
✓	Hill, Sherry	Hill, Swart Chu Architects LLC.

	Robertson, Sue	HISD – Fac. Planning
✓	Swart, Sam	Hill, Swart Chu Architects LLC.
✓	Walker-Rice, Douglas	HISD – Assistant Project Manager
	Wright, Kedrick	HISD – Fac. Design
✓	Yoas, Claude	HISD – Project Manager

**PURPOSE:** The purpose of this PAT meeting is to introduce the projects architects, finalize the guiding principles, and review the capacity model.

**AGENDA:**

- Introduce architects
- Finalize campus' Guiding Principles
- Finalize Capacity Model
- Continue work on Space Requirements
- Budget constraints, square footage is our currency
- Questions
- What to expect at the new PAT meeting



## DISCUSSION:

1. Dr. Lindsey Pollock introduced the architects for the project to the PAT, Sherry Hill and Sam Swart with Hill, Swart Chu Architects. The PAT voiced to the architects that they were very excited to have them on board and that they were their first pick.
2. Dave Funk, HISD Facilities Planner introduced and explained the purpose of the Capacity Model and its uses in the design process. Mr. Funk gave the group some examples and explained that with smaller campuses that the model is usually quicker and easier to develop.
3. Mr. Funk explained to the PAT that we need to be thinking long term. A space may be used for a particular program for the next several years, but then radically change and be used for something completely different in the future. The committee should consider incorporating more flexible spaces in the design. Some members were curious how the numbers were developed for the capacity model. Mr. Funk explained that project manager Claude Yoas, Principal Dr. Pollock, teacher David Santana and he met to discuss the capacity model. In that meeting they developed the draft Capacity Model that was presented.
4. The majority of the meeting was used to go over the Capacity Model and the specific of it. Some changes were made based off of consensus and approval from Dr. Pollock.
5. It was expressed that the restroom layout could be changed for the pre-K and kindergarten classrooms. It was stated that rooms would be able to share restrooms in between them, as opposed to each having their own individual restrooms.
6. There was a good deal of discussion about the restroom set-ups for the classrooms, the number of student restrooms, faculty restrooms and number of sinks per classroom.
7. Dr. Pollock expressed to the architects that she would like for them to walk the classrooms and campus. This will allow the designers to see how the learning spaces are currently being used, thereby aiding in the design process.
8. One member mentioned that when they had toured some other Montessori schools, they had large open areas and then smaller conference-like rooms that connected to the larger spaces.
9. There was conversation about the schools specialty programs. One program that was discussed was the schools robotics program. Currently, the robotics program is housed in the computer lab along with 28 computers. However, Dr. Pollock mentioned there just is not enough room for the robotics class in the space and that most of the time they end up using the hallway for more space. It was suggested by Dr. Pollock to consider a multipurpose room that would house computers, robotics and space for other programs as well.
10. It was voiced that the campus would like a full-size washer and dryer. Teachers mentioned that they wash large items such as yoga mats and these do not fit well in the stackable units. Dr. Pollock said she would like the washer and dryer to be located in a way that everyone would be able to use them.
11. PAT members that are teachers told Mr. Funk that they would like a large storage room for books, chairs and tables that are used often for large events held at the campus.
12. Mr. Funk noted he assigned extra restrooms to the Space Requirements based off his experience with other schools.

## QUESTIONS/ANSWERS:

1. A PAT member asked if they were going to demolish the whole school or not.
  - a. Mr. Funk said that they will do whatever is appropriate for the project.
2. Mr. Funk asked David Santana about the school's drama and vocal rooms.
  - a. Mr. Santana mentioned that they are in the process of developing their music program.



**ACTION ITEMS:**

1. Claude Yoas will be sending out meeting invites for the next PAT to all members.

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. Finalize Space Requirements and Descriptions

**NEXT PAT MEETING:** Friday, December 12, 2014 @ 4:00 pm, Garden Oaks Montessori- Library.

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,

**Claude Yoas**

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