



Project Advisory Team Meeting Minutes
Parker Elementary Music Magnet School

MEETING NO.: 005

LOCATION: Parker Elementary School

DATE / TIME: January 22, 2014, 3:30 pm

ATTENDEES: **Carol Kehlenbrink**, Magnet Coordinator; **Kathryn Rodgers**, Teacher; **Susan Shafer**, Librarian; **Josh Vanlandingham**, Parent; **Alean Zufall**, School Secretary; **Gregory Kabay**, Teacher; **Dale Harrison**, Teacher; **Cindy Chapman**, Parent – Community Representative; **Rebecca Floyd**, Teacher; **Lori Frodine**, Principal; **Heather Grosso**, Teacher; **Christian Sheridan**, Brave Architecture; **Rachel Theurer**, Parent; **Steven Redmond**; HISD- Program Manager; **LaJuan Harris**, HISD-Facilities Planning

PURPOSE: The purpose of this meeting was to review the room descriptions for Parker Elementary School.

AGENDA ITEMS:

- Introductions
- Review of the Jan. 14, 2014 Gloria Marshall Elementary School Site Tour
- Review capacity model
- Review of room descriptions
- What to expect at the next Project Advisory Team Meeting

NOTES:

1. The architectural firm of Brave' Architecture was represented by Christian Sheridan. Christian will formally introduce his firm to the group at the next PAT meeting. Christian requested that the members give HISD Facilities Planning detailed information regarding their desires for each of the spaces and allow the architectural team to work out how their desires can be accomplished.
2. Gloria Marshall Elementary School Site Tours
 - a. Members of the PAT discussed elements of the Gloria Marshall Elementary School that they would like to see in their new school.
 - i. Teaching elements were designed into the school. These elements included signage on the toilet controls, a rain barrel with the ability to release water for science experiments, an area for testing the speed of a moving object, and solar controls.
 - ii. The group liked that the learning centers were designed to allow light to enter the room. A light shelf within the classroom reflects the light to the ceiling to prevent the need for shading devices.
 - iii. The learning centers used solatube light fixture (skylight) to add light into the rooms.
 - iv. The entry vestibule provided access to two conference rooms that could be used by the community. Entrance into the school is managed by the receptionist.
 - v. The library was located off of the entry vestibule. A spiral staircase leads up to the second floor where students can enter a "tree house" extended learning area to read.
 - vi. Teachers have access to a microphone system which allows them to be heard by all of the students in the room while not raising or straining their voices.
 - vii. The dining commons and the gymnasium were separated by a dividing wall. The wall could be removed to allow large gatherings when needed.
3. Facilities Planning Department determined that the target square footage for the school was in error. The square footage was reduced from 120,000 to 108,129 to meet the program requirements. The PAT agreed to the following revisions to the program:

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- a. The Flex Lab was revised to include a sink for possible use in the future as a Visual Arts Room. The Visual Arts area was removed from the program.
 - b. The String Learning Center and the Guitar Learning Centers were reduced in size from 1,000 to 840 square feet, which is the standard size for a learning center.
 - c. The Band Learning Centers were increased from 1,000 square feet to 1,500 square feet.
 - d. The Performance Hall will still have a 500 seat capacity; however, to get the full seating capacity the hall will share a moveable wall with the multipurpose room.
4. The group reviewed the room descriptions of the performance / practice areas. It was suggested by the architect that the PAT include language like 'Provide acoustical treatments to prevent transmission of sound from String Instruments Learning Center to adjacent learning centers'. The architects would be responsible for determining what was needed to make their desires met.
 5. What to expect at the next Project Advisory Team Meeting
 - a. Architectural firm will be introduced to the group.

ACTION ITEMS:

- 5-01 Prepare Educational Specification. (HISD Facilities Planning)
- 5-02 Set up date for Design Charrette (HISD Facilities Design)

NEXT MEETING: Wednesday, February 26, 2014 @ 3:30 p.m.

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

Sincerely,

LaJuan A. Harris, PMP
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