



**Project Advisory Team Meeting Minutes
Parker Elementary Music Magnet School**

MEETING NO.: 013

LOCATION: Parker Elementary School

DATE / TIME: September 24, 2014, 3:30 pm

ATTENDEES: **Lori Frodine**, Principal; **Greg Kabay**, Teacher; **Alean Zufall**, School Secretary; **Dale Harrison**, Teacher; **Heather Grosso**, Teacher; **Susan Shafer**, Teacher; **Katy Rodgers**, Teacher; **Carol Kehlenbrink**, Teacher; **Kristell Nelson**, Teacher; **Josh Vanlandingham**, Parent / Community Member; **Becky Edmondson**, Community Member; **Christian Sheridan**, Brave/Architecture; **Steven Redmond**, HISD – Program Mgr (URS)

PURPOSE: The purpose of this meeting was to review the comments from the last meeting and provide updates or responses.

AGENDA ITEMS:

- Introductions
- Review of Action Items from the meeting notes
- Discussion of the Ed Spec items that have been modified or added to the program
- What to expect at the next Project Advisory Team meeting

NOTES:

1. The following updates and responses to the meeting notes were provided and discussed:
 - a. Updates:
 - i. The City of Houston has approved the re-platting of the school property into a single lot. Due to Deed Restrictions on one of the two lots, a Public Hearing was required, hence the presence of the signs posted on campus. The re-platting also adjusted the building line on Willowbend frontage to 25 feet from the 35 foot former requirement.
 - ii. The design team is in the process of applying for the Utility Reservations for water, storm and sanitary sewer from the City of Houston. As part of that process, the school population is established based on plumbing fixture counts, fire safety and room capacity calculations. Based on these calculations, parking requirements are established based on the school population. Assuming this process is successful in right-sizing to an 860 student capacity, submitting for variance on the Parking Regulations may not be necessary. The District is prepared to move forward on the variance process if needed, and to date the District has successfully received all five variances requested.
2. Brave/Architecture has submitted the Schematic Design Package to the District for review and approval. The plans have been reviewed and are currently being reconciled with the estimate. That process should be complete in within two weeks, so the total design will be presented to the PAT at the next meeting.

3. The Program Manager asked the PAT for assistance in locating the proper contact so a notice about the Scout House can be issued. The PAT will seek to identify a contact for the District to work with at the Boy Scouts of America.
4. The PAT discussed the partial demolition of the classroom wing which will better allow construction to proceed. The Principal stated that the school will relocate and shift room assignments to facilitate construction. The Principal stated that there is a server room in that space that feeds the temporary buildings adjacent to the location (to be removed for construction) which will need attention from HISD technology. The design team will continue to work with the Construction Manager to work out the details and will be coordinating with the School staff on a regular basis.
5. The Principal informed the Design Team of a flooding issue at the corner of Stillbrooke Drive and Atwell Drive. Water backs up in a rainstorm and floods the sidewalk to a depth exceeding 12 inches creating difficulty transferring students to family vehicles. It was stated that this is has been an ongoing problem. The design team will take this into consideration and work with the City to improve the situation.
6. Comments and adjustments to the Education Specification were noted as follows:
 - a. Pre-K and Kindergarten Learning Centers: upper and lower cabinet lengths can be limited to only what is needed around the sink; 12 linear feet of each is no longer a requirement.
 - b.
 - c. Grades 1 – 5 Learning Centers: No upper or lower cabinets will be provided; all storage will be owner furnished - owner installed
 - d. Resource Rooms: These rooms do not require a divider wall between them and can be three individual rooms located in different areas of the building
 - e. Self-Contained Learning Centers: The amount of upper and lower cabinets can match the Pre-K and Kindergarten rooms; the amount of millwork can be less than this or not included if possible; sinks are to be located only in the shared restroom; learning center spaces do not require sinks; no operable partition is needed in one of the learning centers.
 - f. IT Room: located in the custodial area; per HISD comments this room is not needed in an elementary school; this space will be designated as an FCR.
 - g. Custodial Locker Room: This space has been added to the programmed space.
 - h. Community Room: A restroom has been added to this programmed space.
 - i. The Parker PAT clarified that lunch service is a continuous 3 hour operation and does not necessarily follow the two or three phased lunch service schedule of most secondary schools.
7. The PAT will review the finishes recommended for the music spaces in the Educational Specifications - of note is that some of the music spaces do not require carpet. Parker will comment on their preferences for each of the music rooms.
8. The PAT informed the design team that the PTO is currently raising funds for the walking/running track. The design team will designate the space on the site plan, but this portion of the project will be removed from the construction scope.
9. The group discussed the next Community Meeting. The Program Manager will work with the Principal to coordinate a date and then announced to the public.
10. What to expect at the next PAT Meeting:
 - a. Review the approved Schematic Design Package.

ACTION ITEMS:

- 8-01 Prepare SD submission. (Brave Architecture) **RESOLVED**
- 8-02 Provide update on Scout House. (Project Manager) **PROGRESS**
- 11-01 Explore the partial demolition of one of the existing classroom wings by eliminating the Guitar classroom and part of the Band Practice room. Further discussion with the Principal is needed to insure that adequate class space is provided for the construction duration. (Project Manager, Brave/Architecture) **RESOLVED**

NEXT MEETING: Wednesday, October 22, 2014 at 3:30 PM

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

Sincerely,

Steven Redmond, AIA, Program Manager
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