



Project Advisory Team Meeting Minutes
Relief Elementary School

MEETING NO.: 007

LOCATION: Piney Point Elementary School

DATE / TIME: January 21, 2014, 3:45pm

ATTENDEES: Kathleen English, English Architects; Scott Fendrick, HISD Project Manager; Carrie Flores, AP, Pilgrim Academy; LaJuan Harris, HISD Facilities Planning; Becky Luman, Parent, Briargrove; Angelia Mackey, English Architects; Bob Myers, HISD Design; Bobbie Swaby, Principal Piney Point ES.

PURPOSE: To confirm the capacity model and continue the room description process for Relief Elementary School. Ultimately, both of these items will be components of the Ed Specs.

Table with 9 columns: Programming/ Capacity Model/ Ed. Specs., Community Meeting 1, Schematic Design/ Design Charette, Design Development, Community Meeting 2, Contract Documents, Permitting, Community Meeting 3, Construction

AGENDA ITEMS:

- Confirm guiding principles remain unchanged
Confirm capacity model as required
Continue review of room descriptions
What to expect at the next Project Advisory Team meeting

NOTES:

Discussion

- Room description packets were provided to all in attendance. The room descriptions are used to develop the design of the facility and to evaluate the adjacencies and individual room designs. All comments and corrects received by the Facility Planner prior to the next PAT would be incorporated into the ed specs, otherwise the room descriptions as they read now will be included in the final ed spec.
The PAT agreed to proceed with planning, but emphasized the importance of additional discussion on the student capacity of the facility. The PAT members who were HISD employees were directed to continue discussions on the schools capacity with their department heads. At this point the facility will be planned for 750 students.
Mrs. English introduced the PAT to site planning in a conceptual format. She explained that site development involves many ideas and responds to specific site constraints. She also explained how site programming considers energy consumption.
Community Meeting No. 1 will be scheduled after the planning process is further along.

QUESTIONS / COMMENTS:

- The site development review will be repeated for those who missed this meeting.

ACTION ITEMS:

- Review Room Descriptions and submit comments to Facility Planner. (PAT)
Finalize Relief Elementary Educational Specification (Facility Planner)
Confirm Design Charette date, time and location (Program Manager)
Confirm Community Meeting date, time and location (Program Manager)

NEXT MEETING: February 3, 2014, 3:45 pm Briargrove ES
February 17, 2014, 3:45 pm Briarmeadow ES

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

Sincerely,

Scott Fendrick
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