



Facilities Planning

Project Advisory Team Meeting Minutes

Relief Elementary School

MEETING NO.: 008

LOCATION: Briarmeadow Elementary School

DATE / TIME: February 17, 2014, 3:45pm

ATTENDEES: Meredith Davis, Briarmeadow Teacher; Jamie Dybala, Briarmeadow Teacher; Kathleen English, English Architects; Scott Fendrick, HISD Project Manager; Carrie Flores, AP, Pilgrim Academy; LaJuan Harris, HISD Facilities Planning; Peter Heinze, Principal, Briarmeadow; Steve Hoyt, HISD Sr. Project Manager; Becky Luman, Parent, Briargrove; Angelia Mackey, English Architects; Richard Rodriguez, English Architects.

PURPOSE: To confirm the Educational Epecifications for Relief Elementary School and review the inital schematic design with a focus on site constraints.

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:

- Review the Educational Specifications
- Architects' presentation on site planning
- What to expect at the next Project Advisory Team meeting

NOTES:

Discussion

1. A draft of the Relief Elementary School Educational Specifications was distributed to the architects. The Educational Specifications will be updated and a final version issued after the architects have completed program verification.
2. Mrs. Kathleen English, the Project's Architect, 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 efficiency.
 - a. The site and the surrounding terrain was all farm land in the early 50's. The property east of the site was developed into mostly residential neighborhoods in the late 70's. Commercial properties started developing south of the property in the 90's.
 - b. In addition to the HISD schools that the new school is planned to relieve, there is a private school, The Kinkaid School, located north of the site across the bayou.
 - c. Approximately 1/3 of the new site is in the 500 year plain. The Architect is investigating how the building footprint will be arranged to avoid flood issues.
 - d. Diagrams showing the path of the sun on the site were presented. The preferred orientation of the building includes placing the learning centers so they face north and south.
3. Ms. English also suggested that two schools to visit or do research on would be Faye School and School of the Woods. Members of the PAT stated the schools were in close proximity and they would drive by to visit the schools.
4. There was general discussion on the topics to be presented at Community Meeting. The group emphasized there will be little time after the Design Charrette to prepare and agreed the presentation will be limited to site analysis.

QUESTIONS / COMMENTS:

1. None

ACTION ITEMS:

- Design Charrette February 27 & 28, 2014 (PAT)
- Review presentation for community meeting (PAT)
- Community Meeting March 3, 2014 6:30pm Revere MS Auditorium (PAT & community)

NEXT MEETING: Community Meeting, March 3, 2014, 5:30 pm @ Revere Middle School

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
Project Manager, Rice & Gardner Consultants
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (281) 586-9297
sfendrick@houstonisd.org

Customer Focused . . . Always Responsive!

Office: 713-556-9299

Fax: 713-676-9582