



Facilities Planning

Project Advisory Team Meeting Minutes

Relief Elementary School

MEETING NO.: 009

LOCATION: Briar Meadow Elementary School

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

ATTENDEES: Brad Cheesman, Division One Construction; Kathleen English, English Architects; Scott Fendrick, HISD Project Manager; Carrie Flores, AP, Pilgrim Academy; LaJuan Harris, HISD Facilities Planning; Steve Hoyt, HISD Sr. Project Manager; Angelia Mackey, English Architects; Richard Rodriguez, English Architects; M. Sandell, Piney Point Principal Rep;

PURPOSE: To review the Architect's progress on the schematic design documents. The presentation will respond to the design charrette considerations.

Programming/ Capacity Model/ Ed. Specs.	Community Meeting 1	Schematic Design/ Design Charette	Design Development	Community Meeting 2	Contract Documents	Permitting	Community Meeting 3	Construction
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AGENDA ITEMS:

- Architect's presentation on the schematic design progress
- What to expect at the next Project Advisory Team meeting

NOTES:

Discussion

1. Mr. Scott Fendrick provided some opening remarks concerning our last meeting and the progress to date. The group generally discussed the design charrette and community meeting for those in attendance, but could not attend earlier.
2. Mrs. Kathleen English introduced the PAT to the schematic design process and the progress of the work to date.
3. The design team introduced the attending members of the PAT to the floor plans, noting they are a work in progress and will need editing as reviews continue.
4. Several items were identified for further review:
 - a. Student arrival and dismissal should consider traffic patterns and the impact to a limited number of ingress/egress paths.
 - b. Electrical service room could be separate building, which could resolve some adjacency issues.
 - c. The group agreed that the student restroom location could be further developed, possibly even stacked on top of each other, per floor, for efficiency.
 - d. The location of the Pre-K was discussed. One comment was that they seem to be remote from the rest of the facility and they could be closer to the Nurse. Several ideas were discussed with the final result requiring additional development by the design team.
 - e. The location of the entry walk, in relation to the drives was discussed. Several options will be investigated by design team. Safety was a priority to the group. The walk is very long and monitoring the young students will always be a concern.
 - f. The service yard needs to include a turn-around area, or at least accommodate backing up. The location could be changed to limit the amount of view from the back of the property forward.
 - g. Comments were made about the blocky nature of the design. The architects explained that as the design progresses the building may change form. They also discussed that the interior design will address some of that feeling by having different height ceilings and visual interest. The Architects promised to further develop the interior for comment at a later date.
 - h. The egress paths in emergencies was discussed. This facility will meet current code. The back stairs, which could be part of an expansion, will need to be located correctly to allow access to the addition at a later date.

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- i. There was also discussion about what makes a facility support the 21st century learning environment. There was discussion about several features that speak to that concept, including the shared learning areas. The roof top garden also allows using the facility as a teaching tool.
5. The group agreed that progress is heading in a positive direction. We discussed schedules over the next several weeks, but there is a lot of testing. HISD will decide how to keep everyone up to speed as we progress in the schematic design phase of the project. We may have to host web meetings or send floorplans by pdf for review.

QUESTIONS / COMMENTS:

1. None

ACTION ITEMS:

- Review webpage for the Faye School for design inspiration

NEXT MEETING: May 19, 2014, 3:45pm @ Emerson 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
Project Manager, Rice & Gardner Consultants
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (281) 586-9297
sfendrick@houstonisd.org

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Office: 713-556-9299

Fax: 713-676-9582