



Project Advisory Team Meeting Minutes
Relief Elementary School

MEETING NO.: 010

LOCATION: Pilgrim Academy

DATE / TIME: May 19, 2014, 3:30pm

ATTENDEES: Kathleen English, English Architects; H. Sonny Fletcher, HISD Senior Project Manager; Carrie Flores, AP, Pilgrim Academy; LaJuan Harris, HISD Facilities Planning; Angelia Mackey, English Architects; M. Sandell, Piney Point Principal Rep;

PURPOSE: To review the Architect's progress on the schematic design documents.

TIMELINE:

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:

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

NOTES:

Discussion

- Mr. Sonny Fletcher opened the meeting and reviewed the agenda. The group generally discussed the latest site plan, floor plan, and exterior elevations
The Architect Kathleen English reviewed the floor plans, noting they are a work in progress and will need editing as reviews continue.
a. The question was asked, "Where do teachers enter." Response was that teachers would enter in the same door as students arriving by bus.
b. It was requested to group classroom doors to be adjacent this will allow one teacher to watch both rooms at the same time for a brief period if necessary.
c. It was discussed that classroom doors should have a key lock so in the case of an emergency they can be locked from the inside.
d. What drove the space allocations for teacher workrooms? Presently, they are allocated are allocated: the teacher workrooms in the first floor commons area are setup for 4-6 teachers to have individual workstations. The teacher workroom on the second floor is a combination of teacher workroom and storage. It was generally preferred to have the teacher workrooms be constructed from glass panel office landscape system out in the commons.
e. The Green roof is a high priority goal and will remain as budget allows; a solid guardrail was preferred by the PAT.
f. Floor plan reworking for the Assistant Principal office and a small group instruction on the south west corner of the second floor was discussed.

ACTION ITEMS:

- None

NEXT MEETING: June 23, 2:00pm @ Briarmeadow ES

Please review the meeting minutes and submit any changes or corrections to H. Sonny Fletcher.

After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

H. Sonny Fletcher, III

Senior Project Manager

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