



Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Mark White Elementary School

MEETING #: 12

LOCATION: Briar Meadow Charter School

DATE / TIME: August 18, 2014, 3:45pm

ATTENDEES: (those marked with a check were present)

Table with 2 columns of attendees. Left column includes Diana Castillo, Peter Heinze, Alexander Rodriguez, Bobby Swaby, Carrie Flores, Jeanine Jordan, James Metoyer, Meredith Davis, Jamie Dybala, Marcie Sandell, Becky Luman, and Martha Mireles. Right column includes Dan Bankhead, Sue Robertson, Gloria Barrera, Clay Clayton, Steve Hoyt, LaJuan Harris, Bob Meyers, Kedrick Wright, Brian Alling, Kathleen English, Richard Rodriguez, and English & Associates.

PURPOSE: Discuss and review project design progress.

AGENDA:

- Review site plan updates
Review floor plan updates
Present preliminary exterior options
What to expect at the next PAT Meeting

DISCUSSION:

- Richard Rodriguez and Kathleen English of English & Associates Architects (EAA) presented updated site plan drawings for the Project Advisory Team (PAT) consideration.
a. The attendees liked the revised parking layout with the visitor parking lot separated from staff parking areas.
b. A question was raised by PAT if a traffic 'barrier-gate' could be used to restrict access into certain areas of the parking lot and prevent parents from parking in teacher parking areas.
c. Another question was raised by PAT if speed-bumps could be used in the parent-drive to help ensure vehicles drove slowly through the parking areas.
d. The hard surface play-court is requested to have a roof/covering structure and PAT noted this should be at distance from main structure to comply with building code and

- requirements for student fire-drill distance requirements. The architect noted code requires separate structures on a site are to have a minimum thirty foot separation.
- e. Amphitheater area outside the Music/Stage rooms was noted as concern for need to add an ADA ramp to allow for compliant and safe access to and from the stage and amphitheater.
 - f. Drainage for the site was a noted concern of the PAT members. The EAA team assured the meeting attendees the drainage would be designed to drain away from the building and areas such as the amphitheater would be built to drain regardless of what construction cost alternates are approved and built.
2. Mr. Rodriguez of EAA presented the floor plans to the PAT.
- a. The Administration Office suite area was reviewed.
 - i. The Itinerant/Reception area should have a window between the two areas to allow for better monitoring of the space.
 - ii. The 'back door' into the office suite is through the 'Work Room'; this was noted as acceptable by PAT.
 - iii. The Registrar and Records Storage rooms were reviewed for location in plan and size of rooms; these were noted as acceptable by PAT.
 - iv. The Community room and Adult Restroom located across the hall were reviewed and the PAT noted agreement with this layout.
 - v. The Receptionist area was reviewed and attendees approved the layout.
 - b. The Main Corridor and Multi-Purpose/Dining areas were reviewed.
 - i. The corridor will have coiling roll-down/up security grille doors to aid in isolating different areas of the building from the public during after-hour events on campus. There will be one coiling grille door at the central stairwell/elevator lobby located to prevent Dining/Multi-Purpose event attendees from accessing the elevator and stairs as well as academic areas beyond.
 - ii. Dining Room was noted in need of an additional set of doors into/out-of the room along the main corridor. Doors currently shown on plan are to shift to the left in plan to allow for the two sets of doors to be spread out along the corridor wall.
 - iii. The Music and Stage Access areas and circulation was reviewed with PAT and they noted approval of the revised layout.
 - c. Current updated plans for the Teaching Theater and remainder of instructional areas were reviewed with the PAT.
 - i. The PAT requested reconsideration to include a centrally located space to function as a reading resource, book/materials review and storage as well as a centrally located space for all grade level students to access reading materials and books.
 - ii. The formerly programmed Teaching Theater space was approved to use for the book/reading material space. Access to exterior Art/Science Courtyard is desired so exterior door shown in plans can stay. Corridor walls were requested to have ability to close off for noise-control but also have glass to create views into space.
 - iii. The two wet-labs were commented by one PAT member as possibly not needed in the elementary curriculum. Other PAT members and design team reminded the purpose of the two labs maximize opportunity access for all teachers; not just science teachers.
 - iv. Theater Storage room and Office in Teaching Theater area can be omitted to become a larger space and maximize flexibility of the space.
 - v. The second level Green Roof will require some input from elementary science curriculum staff to finalize the design elements in the space. Mr. Metoyer noted he would visit with other HISD staff to assist.
 - vi. Small Group Rooms were discussed with PAT in regards to their use possibilities and how they should be configured.
 1. Small Group Rooms would be for counseling, AARD sessions, teacher coordination and possibly other testing.
 2. Space needs to have a ceiling.

3. Space should be in center of the large commons within the education classroom pods. This location allows for some wall space within the commons areas for instruction use also.

QUESTIONS/ANSWERS:

1. Mr. Rodriguez of EAA requested some input from the PAT in regards to the Science Courtyard and Roof Garden.
 - a. The second level Green Roof will require some input from elementary science curriculum staff to finalize the design elements in the space. Mr. Metoyer noted he would visit with other HISD staff to assist.
2. A question was raised by PAT if a traffic 'barrier-gate' could be used to restrict access into certain areas of the parking lot and prevent parents from parking in teacher parking areas. This was noted as a potential option to consider later when the parking lot design is further refined; if still determined as a need, this could be added to the scope of work.
3. Another question was raised by PAT if speed-bumps could be used in the parent-drive to help ensure vehicles drove slowly through the parking areas. This idea was noted as a potential design element if confirmed later by designers and PAT as needed.

ACTION ITEMS:

- 12.01) Mr. Metoyer will visit with HISD Elementary Science staff for input on the Mark White Roof and Courtyard design elements.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

1. Review of further development of the site and floor plans.

NEXT PAT MEETING: Monday, September 15, 2014 3:45 pm, Piney Point Elementary Library

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

Sincerely,

Brian S. Alling

Project Manager

HISD – Construction & Facility Services

3200 Center Street, Houston, TX 77007

Direct Phone: (713) 556-9250

Mobile Phone: (713) 498-5417

Email: balling@houstonisd.org