



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

MEETING #: 13

LOCATION: Piney Point Elementary School

DATE / TIME: September 15, 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, and Richard Rodriguez. Checkmarks indicate presence.

PURPOSE: Discuss and review project design progress.

AGENDA:

- Review site plan layout options
Review floor plan updates
Review preliminary exterior options and vote for preference
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 drives will be wide enough to allow vehicles to pass around any 'waiting' or parked cars.
b. The attendees were in agreement they preferred the 'sketch' option site plan indicating one-way in and one-way out drives and simplified traffic routes on campus.
c. The PAT noted other elementary neighborhood schools only have three to four full-size busses and approximately four small busses servicing campus.
d. The attendees discussed walking distance from car and bus drop-off / pick-up curb to the building entrances.

- to sixty feet. PAT noted a canopy at the drive curbs or at minimum from door to the parent drive curb, would be nice if affordable with construction budget; however, any canopy installed should be designed to be aesthetically in line with the building architecture and 'fit' the building design.
- e. The east side site perimeter fence was discussed with PAT members noting a potential need for a pedestrian or service gate along that fence line, but no vehicle drive is planned for the site along this fence line. Any gates with locks installed limiting site access will most likely include a fire-department access key box.
 - f. The PAT members noted some concern with the HISD Board's designation of Mark White Elementary as a School of Choice campus citing Piney Point and Pilgrim campuses are over-crowded currently and they understood Mark White was initially planned as a 'relief' elementary for these and other campuses. Attendees recognized there is still considerable time before Mark White doors will open and expect the school zones and attendance will most likely change some in this time. The attendees stated they understand HISD may still change Mark White attendance zone.
 - g. PAT attendees noted concern with the idea of a median cut and turn lane proposed for access off of and on to Old Farm Road in both directions. They noted this turn lane should be 'omitted' and the median left as-is and force parents/staff and busses, etc. to make any changes in direction on Old Farm Road at one of the other existing turn lanes on the road.
2. Mr. Rodriguez of EAA presented the floor plans to the PAT and showed revisions/updates in response to previous PAT meeting comments as well as those from HISD Food Service and Technology Departments.
- a. The "Learning Commons" (Library) area was reviewed with attendees noting several design elements requested.
 - i. The operable glass corridor wall which creates a quieter space when closed, but also allow for maximum flexibility and access for other function/uses of the space.
 - ii. The bookshelves for this space should be on casters to allow for flexibility in arranging/re-arranging the space.
 - iii. There should be at least two, if not three, data/power jack locations in the room with jacks/outlets in floor-boxes. This allows for the space to have maximum flexibility for various uses and set-up of desks and/or presentation stations.
 - iv. Literacy Lab in the HISD program can be accomplished with perimeter book shelves along the walls and a desk and layout tables in the middle of the room to allow for teachers to stage and work.
 - b. Ms. Harris asked the PAT group to provide input on the After School Program Storage room. The attendees confirmed there is no need for a roll-up shutter opening/window for passing materials in/out of the room because typically staff roll carts and materials through the door.
 - c. The indicated adult single-stall restroom across from the Community Room in plan was confirmed is in an acceptable location. However, if possible, attendees noted this restroom would serve better if could open off the adjacent vestibule.
 - d. PAT members reviewed the various 'Small Group Meeting Rooms' located in the instructional areas of the building. They affirmed these should have ceilings and be located in the middle of the 'center commons' area in each wing/pod. The plans for the second floor 'upper grades' show this meeting room located adjacent to the teacher work room along the exterior wall. PAT members requested this meeting room be moved to the central 'open' area of the plan similar to other wing/pod areas in the building.
 - e. The exterior of the building and several 'entry' design options were reviewed with the PAT. Attendees noted they preferred 'scheme-2' with the cantilevered canopy design utilizing a single row of columns supporting a canopy with cable wires.

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- f. Furniture, fixtures and equipment (FFE) for the campus were briefly discussed with the PAT and design team.
 - i. The PAT requested the Early Childhood curriculum staff with HISD as well as teachers should be consulted when ordering the FFE items for the campus to ensure items are both usable and current to teaching practice needs.
 - ii. Ms. Harris agreed to search for and provide the PAT members with information and materials from the HISD Furniture Fair held several months ago.

QUESTIONS/ANSWERS:

- 1. None.

ACTION ITEMS:

- (13.01) Ms. Harris will research and provide PAT with information and materials from HISD's recent Furniture Fair.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

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

NEXT PAT MEETING: The next PAT meeting will be held on Monday, October 20, 2014 3:45 pm, Pilgrim Academy (this location was at request of PAT member, Ms. Carrie Flores).

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

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