



CONSTRUCTION AND FACILITY SERVICES (CFS)
3200 Center Street, Houston TX 77007-5909

Facilities Planning

Project Advisory Team Meeting Minutes
Grady Middle School PAT

MEETING NO.: 005

LOCATION: Grady Middle School

DATE / TIME: August 13, 2013, 1 p.m.

ATTENDEES: Ellecia Knolle, Briargrove Elementary School PTO President; Mary Lynn Khater, Grady Parent; Gretchen Kasper-Hoffman, Principal; Carolina Weitzman, Natex Architects; John Haugen, Natex Architects; Gordon Richardson, Briarbend HOA President; Jim Rice, Rice and Gardner Consultants, Inc.; Robert Barrera, Rice and Gardner Consultants, Inc.; Kedrick Wright, HISD-Facilities Design; LaJuan Harris, HISD-Facilities Planning; Anthony Payne, Natex Architects; Mirrat Noon, Grady Parent.

PURPOSE: The purpose of this meeting was to review conceptual sketches for Grady Middle School prepared by Natex Architects.

AGENDA ITEMS:

- Review Floor Plans
- Discuss replacement of T-Buildings
- Design Presentation (Natex Architects)
- What to expect at the next PAT meeting

NOTES:

1. John Haugen presented different floor plan and elevation options. Both options are "U" shaped. Subsequent to the meeting, it was determined that both options exceed the allowable 38% net to gross. Natex will revise as needed.
 - a. Option 1 – 55,102 sq. ft.
 - b. Option 2 – 56,842 sq. ft.
2. Discussed Parking Lot Plans
 - a. Parking lot should be designed with the ability to add a loop in the future
 - b. PAT requested the addition of swing gate to control traffic
3. The final plan will eliminate T-buildings, however during construction several T-Buildings will be removed and replaced with 2 new T-buildings in a new location to accommodate the construction of the new academic wing.
4. New building will be designed so that it appears to have been constructed concurrent with the original building.
5. Solar Shading study was explained.
6. Open House is scheduled for Wednesday, September 4, 2013.
7. Principal Kasper-Hoffman will review the plans to make sure educational needs are met and will solicit feedback from her teachers and present same to the planning team.
8. Planning team will review all comments and approve final plans.

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9. A community meeting will be scheduled following Planning Team approval of the date.
10. Principal Kasper-Hoffman advised that this year they have added 215 6th graders.
11. John Haugen will make revisions to the plans and forward to Robert Barrera on Thursday August 15, 2013.
12. What to expect at the next PAT Meeting?
 - a. Schematic Design of two story addition
 - b. Schedule for project.

ACTION ITEMS:

- 1-01 Update conceptual plans for 2-Story addition (Natex)
- 1-02 Review of Plans (Principal/RGCI)
- 1-03 Planning Team review and approval (Planning Team)
- 1-04 Schedule a Community Meeting (RGCI)

NEXT TWO MEETINGS: Next meeting will be held in mid September after teachers and students are back and settled

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

Sincerely,

Robert Barrera Jr.
Senior Project Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Phone: (713) 556-9300

Attachment: