



**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.:** 007

**LOCATION:** Grady Middle School

**DATE / TIME:** October 8, 2013, 1:30 p.m.

**ATTENDEES:** Ellecia Knolle, Former Briargrove Elementary School PTO President; Gretchen Kasper-Hoffman, Principal; Carolina Weitzman, Natex Architects; John Haugen, Natex Architects; Robert Barrera, Rice and Gardner Consultants, Inc.; Heidi Prince, Parent; Mirrat Noon, PTO President; Gordon Richardson, Briarbend HOA President; Anthony Payne, Natex Architects; Eric Ford, HISD Facilities Design

**PURPOSE:** The purpose of this meeting was to review floor plan modifications regarding technology space additions for Grady Middle School prepared by Natex Architects.

**AGENDA ITEMS:**

- Review Floor Plan Modifications
- What to expect at the next PAT meeting

**NOTES:**

1. John Haugen, Natex Architects presented the latest version of the floor plans.
  - a. Technology spaces for computer repair and computer storage were added to the floor plans.
  - b. Building elevations have been defined further.
  - c. Exterior spaces at the have been defined further.
2. Avadek canopy options for the drop off area are being investigated. Options include special consideration to the main entry to the school.
3. The baseball field was reoriented so not to hit balls toward the building and for an improved sun angle. The fire lane which is made of perforated concrete pavers is uneven and difficult to walk on. Removing the fire lane is being considered, if allowed by code requirements.
4. Minor adjustments to the floor plans were made.

**ACTION ITEMS:**

- 1-01 Update conceptual plans for 2-Story addition (Natex)
- 1-02 Describe room descriptions on the documents provided (Principal, Planning, RGCI)

**NEXT MEETING:** Next meeting will be held in October 8, 2013 at 1:30.

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.

**Customer Focused . . . Always Responsive!**

**Office: 713-556-9299**

**Fax: 713-676-9582**

Sincerely,

Robert Barrera, Jr.  
Senior Project Manager  
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Attachment:

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