



Project Advisory Team (PAT) Meeting Minutes

Condit Elementary School

MEETING NO.: 016
LOCATION: Condit Elementary School
DATE / TIME: April 24, 2014, 1:00pm
ATTENDEES: Dan Greenberg , Principal; Julia Tamm, Parent; Michelle Driscoll, Faculty; Meg Pieri, Teacher; Sally Reed, Community Member; Princess Jenkins, HISD, Facility Planning; Todd Lien, VLK Architects, Design Architect; Richard Hunt, VLK Architects, Design Architect, Tim Kunz, VLK Architect, Design Architect; Steven Gee, TCM, LLC., Troi Taylor, TCM-LLC, Program Manager; Lenette Prutez, IT Manager; Sarah Lavine-Kass, Parent; Eric Ford, HISD, Facilities Design; Jason Wintz, Parent; Fred Boyer, Community Advisor; Leslie Little, Neighbor/ Parent of former Condit Student; Mary Sass, Neighbor; Greg Lerner, Neighbor; Ann Wallace, Neighbor; Gretchen Silva, Condit ES

PURPOSE: Discuss development of floor and site plans for Condit Elementary School.

AGENDA ITEMS:

- Review / discuss arrangement and administration of the learning commons.
- Review typical room layouts
- Preliminary discussion of proposed floor finishes
- Review exterior entry
- Update on upcoming Specific Use Permit/Planning and Zoning Meeting
- What to Expect at the Next PAT Meeting

NOTES:

Discussion:

1. The typical Learning Center layout was presented by the Architect.
 - a. Layout needs further review with HISD Technology before it can be finalized.
 - b. HISD needs to verify requirements for the electronic white board.
 - c. The PAT requested that VLK move the computer tables away from teaching wall.
 - d. The PAT requested that VLK provide certain Learning Centers with movable partitions for flexibility. The PAT was informed that movable partitions might not be affordable within the budget.
 - e. The PAT requested that VLK look at revising size of computer table to smaller table, possibly only two computers. The current Educational Specifications call for (3) three 30"x60" tables with a computer on each table. It was agreed to only have 2 computers and the size and quantities of computer tables will be discussed during furniture acquisition.
 - f. The PAT discussed the elimination of the sinks in the Kindergarten Learning Center restrooms. The sink in the classroom will remain.
2. The Self-Contained Learning Center layout was presented by the Architect.
 - a. At this time the layout seemed functional with no suggested layout revisions.

- b. The PAT did, however, request that VLK look at putting a sound resistant wall between the testing room and the Self-Contained Learning Center/Restroom.
3. The Wet Lab layouts were presented by the Architect.
 - a. At this time the layout seemed functional with no suggested layout revisions.
4. The Flex Lab layouts were presented by the Architect.
 - a. The PAT requested that VLK lay out the computer tables around perimeter of the room with a center island of computers.
 - b. They were also asked to look at adding power reels to serve computers in center of the spaces, similar to the concept of providing power to the tables in the Wet Lab.
 - c. The PAT requested that the teacher desk be moved to the center of the teaching wall.
 - d. The storage room door will be changed from 3'-6" and the door should be aligned with the entry door to classroom.
 - e. HISD Technology will provide input on how and where the Computers on Wheels (C.O.W) will be housed.
5. The Performing Arts layout was presented by the Architect.
 - a. The Architect was asked to look at providing instrument storage in the classroom.
6. The Performing Arts layout was presented by the Architect.
 - a. The Architect was requested to add an exterior door.
7. The Reception layout was presented by the Architect.
 - a. The PAT requested that VLK consider providing a swing door to control access behind desk. It was noted that the reception desk will be furniture. The PAT requested that the furniture include or be modified to include a swing door to control access behind the counter.
8. The Workroom layout was presented by the Architect.
 - a. The PAT requested that VLK look at providing room for 2 computer desks.
 - b. VLK will verify the number of mailboxes with the campus.
9. The Clinic layout was presented by the Architect.
 - a. At this time the layout seemed functional with no suggested layout revisions.
10. The Community Room layout was presented by the Architect.
 - a. The PAT requested that VLK provide a counter at the exterior window.
11. The Learning Commons layout was presented by the Architect.
 - a. The PAT requested that VLK consider using book shelves to define spaces and possibly providing some built in seating.
12. The Summer PAT meeting Schedule is as follows:
 - a. May 22, 2014 at 1:00pm
 - b. June 26, 2014 at 9:30pm
 - c. July 31, 2014 at 1:00pm
 - d. August 28, 2014 at 12:00 to 1:00pm
 - i. Summer school will be from June 3rd through July 3rd.
13. Should further refinement be needed to the individual spaces noted above, VLK will coordinate with HISD and the PAT during the next phase.
14. Information about the May 13, 2014 Planning and Zoning meeting was shared with the PAT.

What to Expect at the Next PAT Meeting:

1. Further development of the site, floor plans, and building exterior will be reviewed.
2. Recap of the Planning and Zoning meeting.

ACTION ITEMS:

None

NEXT PAT MEETING: The next PAT meeting will be held on Thursday, May 22, 2014 at 1:00 pm.

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

Steven Gee

Project Manager

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