



**Project Advisory Team (PAT) Meeting Minutes**

**Condit Elementary School**

**MEETING NO.:** 017

**LOCATION:** Condit Elementary School

**DATE / TIME:** May 22, 2014, 1:00pm

**ATTENDEES:** Dan Greenberg , Principal; Julia Tamm, Parent; Michelle Driscoll, Faculty; Meg Pieri, Teacher; Sally Reed, Community Member; Fred Bowyer, Community Advisor; Pegi Newhouse, PTO Pres./ Parent; Princess Jenkins, HISD, Facility Planning; Todd Lien, VLK Architects, Design Architect; Design Architect; Steven Gee, TCM, LLC., Project Manager; Swati Narayan, Parent; Lenette Prutez, IT Manager; Sarah Lavine-Kass, Parent; Eric ford, HISD Facilities Design; Leslie Little, Neighbor/ Former Condit Parent

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

**AGENDA ITEMS:**

- Review comments from the last meeting.
  - Reception
  - Flex-lab
  - Learning Commons
- Updates on classroom setup
- Review portable building relocation and utility work
- Update on S.U.P. process
  - Upcoming dates
    - June 9<sup>th</sup> City Council Meeting 6:00 pm
    - June 10<sup>th</sup> Community Meeting 6:00 pm
    - June 16<sup>th</sup> City Council Meeting 6:30 pm
    - Next PAT Meeting June 26<sup>th</sup>
- What to expect at the PAT next meeting

**NOTES:**

**Discussion:**

1. The group reviewed comments from the last meeting and the following was noted:
  - a. The Reception layout was presented by the Architect.  
The layout needs further review to provide better separation of the reception area and the area behind the desk.
  - b. The Flex Lab layout was presented by the Architect.  
The center section of tables needs to be moved approximately 5' further from the teaching wall to accommodate children sitting on the floor at the front of the classroom.
  - c. The Learning Commons was presented and methods to break up the space were discussed. Movable panels at the sides of the Teaching Theater were discussed. Options to provide a writing surface for this area were requested.
2. HISD is developing a standard for technology in the classroom and the layout of the learning centers will be determined once that standard is finalized.
3. The proposed locations to which to move the portable buildings were discussed and appear to meet the needs of the campus. Further coordination with movers, contractors and the

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campus will be needed to finalize locations, coordinate tree removal and removal and reinstallation of playground equipment.

4. General Meeting Discussion

a. The summer PAT meeting schedule is as follows:

- June 26<sup>th</sup>, 9:30 am
- July 31<sup>st</sup>, 1:00 pm
- August 28<sup>th</sup>, 12:00 to 1:00 pm

b. Summer school will be from June 3<sup>rd</sup> through July 3<sup>rd</sup>.

c. Further refinement of the individual spaces noted above will be coordinated with HISD and the PAT during the next design phase.

**What to Expect at the Next PAT Meeting:**

1. Further development of the site, floor plans, and building exterior will be reviewed.
2. The Architect and Program Manager will recap the City of Bellaire Planning and Zoning meeting.

**ACTION ITEMS:**

17-01 The PAT requested additional information on the following from HISD:

- a. Adjustment of the project budget that was indicated on the district website
- b. Additional information on the FFE budget for the campus
- c. Additional information on the Library furniture cost to confirm that the specialized furniture that is wanted is within the budget
- d. Information on the CMAR being assigned to the project

**NEXT PAT MEETING:** The next PAT meeting will be held on Thursday, June 26th, 2014 at 9:30 am.

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

HISD – Construction & Facility Services

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