



Project Advisory Team Meeting Minutes
Parker Elementary Music Magnet School

MEETING NO.: 008

LOCATION: Parker Elementary School

DATE / TIME: April 23, 2014, 3:30 pm

ATTENDEES: Carol Kehlenbrink, Magnet Coordinator; **Kathryn Rodgers**, Teacher; **Susan Shafer**, Librarian; **Josh Vanlandingham**, Parent; **Alean Zufall**, School Secretary; **Gregory Kabay**, Teacher; **Dale Harrison**, Teacher; **Cindy Chapman**, Parent – Community Representative; **Rebecca Floyd**, Teacher; **Lori Frodine**, Principal; **Fernando L. Brave**, Brave Architecture; **Peter Ho**, Brave Architecture; **Christian Sheridan**, Brave Architecture; **Rachel Theurer**, Parent; **Albert Wong**, HISD- Facilities Design; **LaJuan Harris**, HISD-Facilities Planning

PURPOSE: The purpose of this meeting was to review the plans for Parker Elementary School and identify preferences from each plan.

AGENDA ITEMS:

- Introductions
- Review of plans for school
- What to expect at the next Project Advisory Team Meeting

NOTES:

1. Brave Architecture presented two options of the site and floor plans to the group.
 - a. Option 1
 - i. The main entrance was located on the south side of the building between the administrative area and stage, while a secondary entrance was located at the front of the building between the multipurpose room and the wet lab.
 - ii. Grades 1 & 2 were located on the west side of the building along the bus drive.
 - iii. Pre-K and K on northeast side of site.
 - iv. Pre-K and K at front of school. Parents tend to walk these students to school.
 - b. Option 2
 - i. The main entrance was located on the south side of the building between the administrative area and the stage. The entrance was set further north on option 2 allowing for more exterior space for outdoor programs. An exterior multipurpose space abuts an interior collection/assembly space.
 - ii. All of the square footage for the learning center was located on the second floor.
 - iii. An exterior assembly area is located on the east and west sides of the building near the middle of the site. These areas allow for the collection / gathering of students for pick up and drop off. Both spaces have easy access to the dining commons area.
2. Questions/Comments
 - a. Can a curb cut out be located on Willowbend so parents can drop off on north side of building? A curb cut out is only allowed if inside the property, however, ample space has been provided on the west and south side of the building.
 - b. Mrs. Chapman indicated that the Boy Scouts were given the land for their use. The Program Manager will be asked to contact the Boy Scouts to discuss plans for the school.
 - c. Mr. Vanlandingham asked if the group felt the best decision had been made regarding placing the building on the backside of the property line? Can the building utilize more of the site?
 - i. Architects to investigate. However, the District has determined that the new school should be built in one phase to minimize the cost associated with a phased construction.

- d. It was noted that the bus lane is located close to the park and separates the schools from the park. Does the school really use the park? Could bus lanes be rerouted?
 - i. Teachers indicated they would use the park more with the building being located close to the park. It was noted that while one would have to cross the bus lane to get to park students do not go to park when busses are lined up. The teachers indicated the school does use the park. There is a gate at the back of the property through which the school accesses the park.
 - ii. It was noted that locating the building on the rear of the property maximized green space on the front.
 - iii. The Architect indicated that park and the front spaces will be integrated together.
 - iv. Principal indicated she was pleased that there was not a lot of pavement, but more green space.
 - e. Architects will develop plans to address possible questions that might come up at the Community Meeting.
 - f. The community room in both options can have a separate entrance accessible through the security vestibule.
 - g. Performances occur during and after school hours. Restroom access is needed nearby.
 - h. Parking
 - i. Option 1 provides about 100 parking spaces while Option 2 provides 110.
 - ii. The existing site has less than 100 parking spaces. The new plan will have the number of parking required by the City of Houston code.
 - iii. Need more separation for drop off and teacher parking. It was suggested to separate teacher entrance from parent drop off entrance.
 - i. PAT to review both options and return comments to Program Manager by Wednesday, April 30, 2014.
 - i. Architects indicated that PAT could select from both options to come up with the final plans.
 - ii. PAT should note any areas where natural light is required.
3. What to expect at the next Project Advisory Team Meeting
- a. Community meeting on May 6, 2014 @ 6:30 p.m.

ACTION ITEMS:

- 8-01 Prepare SD submission. (Brave Architecture)

NEXT MEETING: Wednesday, May 21, 2014 at 3:30 p.m. (originally scheduled for May 28, 2014 @ 3:30 p.m.)

Summer meeting schedule:

- June 11, 2014 @ 9 a.m.
- July 9, 2014 @ 9 a.m.
- August 6, 2014 @ 9 a.m.

Fall schedule:

In the fall meetings will be held on the 4th Wednesday at 3:30 p.m.

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

Sincerely,

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