



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Treasure Forest Elementary School Renovations

Project Number: 1809-01-01

Owner: Spring Branch ISD

Meeting Description: TFE PAT – Introductory Meeting

Meeting Date and Time: 09/13/2018 9:00 AM

Meeting Location: Treasure Forest Elementary – Houston, TX

Owner's Designated Representative: Travis Stanford

Report Date and Author: 09/14/2018 – Jordan Tripp

By emailing these minutes to the Owner's Designated Representative (ODR), we are requesting approval. Upon approval, Huckabee shall proceed with the understanding that the ODR:

- represents he/she is authorized to render decisions for the Owner and the Owner will accept any increases in costs or schedules if decisions change;
- approves all decisions noted (e.g. action to be taken or what is to be specified, added, deleted, changed, etc.) whether the ODR was present or not;
- understands the advantages/disadvantages associated with each decision (e.g. performance, appearance, costs, schedule, risks, maintenance);
- agrees he or she does not need any further technical assistance from Huckabee in understanding or weighing the advantages/disadvantages; and,
- acknowledges all recommendations are based on each professional's understanding of goals, schedule, budget and information available at the time.

The following comments were captured during PAT discussions.

Cafeteria/Multi-Purpose

- 1) Sound system needs replacement
- 2) Would like bottle fillers on drinking fountains

Classroom

- 1) Movable partitions are being used periodically in the school. There is potential for them to be used more in the future.
 - a. Current partitions are difficult to operate. Make them more useable
 - b. Not easy to hang items on the partition because of the surface material
 - c. Partitions could be improved aesthetically
- 2) Too much storage in the classrooms, more wall space would be useful.
- 3) Not all classrooms have cubbies in their classrooms; inconsistency in casework provided in each classroom. Need to define which grade levels should receive cubbies. In upper grades, cubbies would inhibit transition/preparation for middle school.
- 4) Some reservations with placing fixed casework in the classrooms which may limit flexibility.
- 5) Smart Boards are blocking some markable wall surface. Can the smart board be integrated with the writing surface?
- 6) Not having windows is difficult. This affects the mood for the occupants.

Collaboration

- 1) Flexibility is a key. Keep the area as open as possible
- 2) Natural light would be a great benefit to the space

Entry

- 1) The natural light is a benefit of this space
- 2) Make the space interactive for the parents. Place to serve community (ie. Computer access)
- 3) Important to project a safe and welcoming environment at the main entry
- 4) Developing an identity as a school is important
- 5) Provide attractive area. Having an inviting front entry that welcomes the community members.

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Library

- 1) More technology would be a benefit. Librarians are typically charged with requesting technology. Possibly need to develop a campus standard moving forward for technology in this space.
- 2) Circulation desk and other large, heavy furniture prohibits flexibility.
- 3) There is unused space and storage in the library. The volume could be more utilized.
- 4) Varied seating options would be beneficial
- 5) New furniture can be part of this scope for the library and collaboration areas
 - a. Look at varied seating options
 - b. Provide flexibility within the space
- 6) Pods at the corners of the library aren't used effectively.
 - a. Desire for these spaces to have a direct connection to library. Could be used as an intervention space (Focus Areas)
- 7) Aesthetically would like to draw from a public library feel
- 8) Consider providing a space for the PTA to plan and work.
- 9) Noise levels in the library are a concern
 - a. Explore using insulated glass to separate corridors from the library to buffer noise
 - b. Look at softer surfaces within the space

Priorities List

- Make space unique to community. Examples:
 - Hero Walls
 - Inspirational Quotes (Bilingual)
 - Identity/Themes for each pod
- Improve the parking and drop-off experience
- Brightness and color in the classroom. Improved quality of light.
- Maximize the ways in which space is used. Flexibility. Multi-Generational space
- Improved work space for the teachers. Less storage and more wall space.
- Broaden community involvement into the school

END OF MINUTES



PLANNING IS PARAMOUNT: WORLD CLASS PROFESSIONAL LEARNING COMMUNITIES AT TREASURE FOREST ELEMENTARY IN SBISD

"AT TFE, EVERY MINUTE IS CRITICAL.
WE ARE EITHER TEACHING OR PLANNING TO TEACH."

WHAT WE BELIEVE...

Planning world-class lessons for Every Child, every minute, and every day is LIFE or DEATH for our students.

Every minute we spend at TFE we are either teaching, or planning to teach. We see teaching as complex, rigorous work like a pediatric neurosurgeon - so we plan accordingly.

All of the children are ours. We are all responsible for the growth of Every Child.

Every Child deserves to have a personalized learning plan designed to meet their unique needs.

Effective PLCs equal world-class professional development. We are constant, collaborative learners.

Every minute of the school year has the fierce urgency of now, from the moment we open the door on day one until the last child dismisses on the last day.

HOW WE ACHIEVE...

1 **Daily Common Planning:** All grade levels and teams have 50 minutes of common planning every day (135+ hours/year, plus teacher professional development days).

2 **Daily Data-Driven Instruction (DDI):** All grade level teams huddle daily from 2:50 - 3:15 to respond to student exit ticket data (64+ hours/year spent responding to student data in DDI meetings).

3 **Intentional Planning Hour (IPH):** Biweekly 90 minute planning to plan Key Elements - Mastery Objectives (MOs), daily exit tickets, and personalization plans (22+ hours/year in extended planning).

4 **Weekly Wednesday Early Dismissal:** Each week students dismiss 1 hour early to allow teachers and leadership time for intentional data analysis, in-depth backwards planning, and personalization plans for Every Child (50+ hours/year).

40+ DAYS (OVER 300 HOURS) OF COMMITTED, COLLABORATIVE,
WORLD CLASS PLANNING PER YEAR

*Treasure Forest
Elementary is a
dedicated learning
community educating
K-5 scholars for T-2-4
through demanding
work, rigorous
instruction, and a
culture of excellence in
all we do.*

TFE IS A TITLE! SCHOOL IS CRITICAL!

K-5 scholars for T-2-4

*through demanding
work, rigorous
instruction, and a*

culture of excellence in

all we do.

Treasure Forest Elementary serves a diverse, brilliant population of scholars and families. We serve a high population of students who qualify for free and reduced lunch. The federal government provides us with funding to hold world-class programming for Every Child at TFE.

All students MUST be in school ALL DAY, EVERY DAY. No coming late. No staying home unless they're sick. No picking up early. We need your child here ALL DAY, EVERY DAY, to keep our promises to you and to your child. Please schedule appointments after school (especially on early dismissal Wednesdays!!).

YOUR CHILD'S TEACHER

Open House 2018-19

Your relationship with your child's teacher is the most important one you have at school. Make sure to direct all questions and needs first to your child's teacher!

READ, BABY, READ!

Making sure your child READS every single night (in your native language or in English!) is the surest way to get them ready to go to and through college. It's no secret - people who read are more successful in school, make more money, and have more options in life.



LA PLANIFICACION ES PRIMORDIAL: COMUNIDADES DE APRENDIZAJE PROFESIONAL DE CLASE MUNDIAL EN TREASURE FOREST ELEMENTARY DE SBISD

"AQUI EN TFE, CADA MINUTO ES CRÍTICO .
ESTAMOS ENSEÑANDO, O PLANIFICANDO PARA ENSEÑAR."

LO QUE CREEMOS NOSOTROS...

Planificar lecciones de clase mundial para cada estudiante, cada minuto, y cada día es **VIDA o MUERTE** para nuestros estudiantes.

Cada minuto que pasamos en TFE, **estamos enseñando, o planificando en enseñar**. Nosotros vemos la educación de su niño como un trabajo **complejo y riguroso** como un neurocirujano pediatrónico - por lo que planificamos en consecuencia .

Todos los estudiantes son nuestros. Todos somos responsables del crecimiento de cada estudiante.

Cada estudiante merece tener **un plan de aprendizaje personalizado** y diseñado para satisfacer sus **necesidades únicas**.

PLCs efectivos iguala el **desarrollo profesional de clase mundial** de nosotros. También nosotros somos estudiantes constantes y cooperativos.

Cada minuto del año escolar tiene la **feroz urgencia de hoy**, desde el momento que abrimos la puerta el primer día hasta el último día de clases.

¿CÓMO LO VAMOS A LOGRAR...

- 1 **Planificación común diaria:** Todos los grados y los equipos tienen 50 minutos de planificación cada día (aproximadamente *135+ horas cada año* y además días de desarrollo profesional).

- 2 **Instrucción guiada por datos:** Todos los grados se reunirán cada día de 2:50 - 3:15 para responder a los datos del día (aproximadamente *64+ horas cada año* nosotros respondemos a los datos de los estudiantes.)

- 3 **Hora de planificación intencional:** Cada dos semanas dedicamos 90 minutos para planificar Elementos de Clave - Objectivos de Maestría, Exit Tickets y planes personalizados (aproximadamente *22+ horas cada año*)

- 4 **Salida temprano cada miércoles:** Cada semana los estudiantes saldrán 1 hora temprano. Esto permite a los maestros y equipo de liderazgo tiempo para analizar los datos a fondo y planificar para cada estudiante (aproximadamente *50+ horas cada año*).

MÁS DE 40 DIAS (300+ HORAS) DE ESTAR COMPROMETIDOS Y TRABAJAR EN COLABORACIÓN, PARA PLANIFICAR UNA EDUCACIÓN DE CLASE MUNDIAL

Treasure Forest

Elementary es una comunidad dedicada al aprendizaje que educa a los estudiantes de K-5 para T-2-4 a través de trabajo exigente, instrucción rigurosa y una cultura de excelencia en todo lo que hacemos.

TFE ES UNA ESCUELA DE TÍTULO I

¡LA ASISTENCIA DIARIA ES CRÍTICA!

Elementary es una comunidad dedicada al aprendizaje que educa a los estudiantes de K-5 para T-2-4 a través de trabajo exigente, instrucción rigurosa y una cultura de excelencia en todo lo que hacemos.

Treasure Forest Elementary es una comunidad dedicada al aprendizaje que educa a los estudiantes de K-5 para T-2-4 a través de trabajo exigente, instrucción rigurosa y una cultura de excelencia en todo lo que hacemos.

Todos los estudiantes DEBEN estar en la escuela TODO EL DÍA, TODOS LOS DÍAS. No lleguen tarde. No se queden en casa a menos que estén enfermos. No recogen a su hijo temprano. Necesitamos a su hijo aquí TODO EL DÍA, TODOS LOS DÍAS, para cumplir nuestras promesas con usted y con su hijo. Por favor, programe citas después de la escuela (especialmente en la salida temprana los miércoles!).

EL MAESTRO DE SU HIJO

READ, BABY, READ!

¡Asegurarse de que su hijo LEA todas las noches (en su primer idioma o en inglés!) Es la forma más segura de prepararlos para la universidad. No es ningún secreto: las personas que leen tienen más éxito en la escuela, ganan más dinero y tienen más opciones en la vida.

Su relación con el maestro de su hijo es la más importante que tiene en la escuela. ¡Asegúrese de dirigir todas las preguntas y necesidades primero al maestro de su hijo!

