



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Buffalo Creek Elementary School Renovations

Project Number: 1809-01-02

Owner: Spring Branch ISD

Meeting Description: BCE PAT – Introductory Meeting

Meeting Date and Time: 09/11/2018 3:00 PM

Meeting Location: Buffalo Creek 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.
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Comments below were captured during a campus walk-thru and sit down discussion with the PAT.

Cafeteria/Gym

- 1) Folding Partition is non-functioning and is a safety hazard
- 2) AC in Gym/Cafeteria is unbalanced. Temperature difference in the space creates condensation that drips on the floor. In addition, need to investigate the insulation value at standing seam roofs.
- 3) Investigate possible leaks in the gym/cafeeteria roof.
- 4) The sound system serves both the Cafeteria and the Gym. Requests for dedicated sound systems for each space.
- 5) Aesthetic quality of the space could be improved. Students and parent spend a lot of time in this space.

Classrooms

- 1) Better lighting
 - a. Natural light in classrooms would be an improvement to the learning environment.
 - b. Better quality artificial light
- 2) Would like visibility from the classrooms into the Collaboration areas.
 - a. Having a direct view to provide supervision would allow the space to be used more frequently
 - b. Some concerns expressed about removing storage to create windows and added distractions from the view
- 3) Flexibility and Mobility is key in these areas. Mobile furniture would help support new teaching styles.
- 4) Would like opportunities for varied learning environments for group and individual learning.
- 5) Folding partitions are not used frequently, but would like to maintain flexibility for opening partitions.
- 6) Action Based Learning is being implemented throughout the district
 - a. Provide solutions to promote stimulation in classroom.
 - b. Parents would like to see more Action based learning promoted in art and gym classes
- 7) Explore making restrooms more efficient and accessible.

Collaboration Areas

- Would like it to be multi-functional: group learning, intervention, testing, etc.
- Promote Action Based Learning

Front Entry

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- Provide display areas in lobby to showcase teachers' and students' accomplishments.
- Like that entry is front and center to the school and is welcoming.
- Would like more personalization of the school
- Display areas for artwork. This could also be provided through the hallways

Library

- Campus is exploring moving Literacy area to the Library from the 2nd Grade Pod
- Noise is a major concern in the space. Acoustical treatments are needed in the space
- A major path of travel is through the space which adds to the noise level in the space. Teachers are reluctant to use the space due to noise and distractions.
- Maker Space is a possibility for this area
- Better flow through the library. Currently, flow and flexibility are inhibited by heavy furniture

END OF MINUTES