



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Buffalo Creek Elementary Renovations

Project Number: 1809-01-02

Owner: Spring Branch ISD

Meeting Description: BCE PAT –Design Charrette

Meeting Date and Time: 09/25/2018 3:00 PM

Meeting Location: Buffalo Creek Elementary – Houston, TX

Owner's Designated Representative: Travis Stanford

Report Date and Author: 10/02/2018 – 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 Design Charrette with the PAT.

Part 1: Assignment – To provide ideas on what the Library and Collaboration spaces should include.

Library/collaboration Space

1. Library should have nice lighting, quiet reading areas, and meeting spaces.
 - a. Prefer colors to reflect classic, traditional values
 - b. Space to incorporate flexible, soft seating that enhance flow in the space
 - c. Improved acoustics in the space
2. Spaces to be flexible and allow for varied learning environments.
 - a. Consider partitions that are moveable for reconfiguration of the space
 - b. Space to serve parents as well as students. Provide a variety of scale.
 - c. Provide small spaces designed for communication and interaction
3. Incorporate more power in the space for flexibility, adaptability, and integration of technology.
4. Broadcast space should be readily accessible and visible from the library

Part 2: Examining District Standards/Ranking the Priorities

1. Discussion of District Standards
 - a. Corridors with transparency and display spaces
 - b. Classrooms: with technology and active bars
 - c. Collaboration: always learning, teaching wall, change in materials to define spaces, collaboration space
 - d. Library: large space, presentation wall, genius bar, broadcast spaces, offices
2. Top priorities are as follows: Library, Front Entry and Collaboration
 - a. Library – Teaching Walls
 - b. Multipurpose/Cafeteria Updates – Finishes & Sound System
 - c. Library – Update Finishes & Sound Treatment
 - d. Improve Quality of Lighting
 - e. Library – Furniture for More Flexibility

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Part 3: Let's Visualize – Groups discussed three images in each category and came to a consensus on the most desired option.

1. **Learning Environment:** Option B - Bold and Visually engaging and Option C - Playful and interactive. Explore ways to blend both aesthetics
2. **Texture and Colors:** Option B - Inspired by Nature
 - a. Prefer the warmth of the wood and interactive materials and staves
 - b. Did not prefer A) Modern and clean, because it appeared to be too flat
3. **Graphics and Way-Finding:** Option B - Thematic and Option C – Colors. Explore ways to incorporate both.
4. **Lighting:** Option C - Simple lights used uniquely
 - a. Desire to have lights that serve both design and function
5. **Sound Treatment:** Incorporate all elements to provide the most effective acoustic treatments
 - a. Option A – Applied as a decorative element. Like the functionality to use acoustical wall panels as tackable surface
 - b. Option B – Integrated into materials
 - c. Option C – Accenting special areas. This can be incorporated with Colors and Texture's selection – Inspired By Nature

Part 4: Time to Sketch – Groups discussed each space and provide ideas that would help enhance the educational environment.

1. Cafeteria/Gym
 - a. Circulation is currently dictated by the layout of tables.
 - b. The wall opposite of the folding partition in cafeteria is not being used and would like wall treatment with more tack boards, graphics, and/or acoustical treatment.
 - c. Would like children to have access to hand washing in or near the cafeteria that is open and accessible before lunch.
 - d. Improve acoustics within the space.
 - e. The current floor pattern is functional and is used to help students know where to line-up.
2. Library
 - a. Open to the idea of incorporating glass and media walls to separate the space from the corridor
 - b. Current meeting space is dictated by location of projector. The current meeting space is a good location.
 - c. Would like the Broadcast Space to have a view to library. Offices can be reconfigured to accommodate.
 - d. Consider ways to make the four display rooms at the corners of the library more functional.
 - e. Can consider relocating the circulation desk.
 - f. An important area of the library is the "Easy" section; a reading space with books that serve all age groups.
3. Collaboration:
 - a. 5th Grade Classrooms use computers for testing in the collaboration space. These classes heavily utilize technology in the space.
 - b. Consider ways to implement interactive learning on the wall that is more geographical (ex: the globe, U.S. States).
4. Entry
 - a. Reported security concern about the low wall at the reception desk.
 - b. Parents typically sit on one side of the lobby.
 - c. Update furniture and finishes to provide a more professional aesthetic.

END OF MINUTES

