



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Cedar Brook Elementary Renovations

Project Number: 1809-02-01

Owner: Spring Branch ISD

Meeting Description: CBE PAT #1 – Introductory Meeting

Meeting Date and Time: 01/15/2019 3:00 PM

Meeting Location: Cedar Brook Elementary – Houston, TX

Owner's Designated Representative: Travis Stanford

Report Date and Author: 01/22/2019 – 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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Meeting Objectives

1. Welcome and Introduction of Project Team
2. Review charge to PAT Members and present PAT process and schedule
3. Overview of Project Scope
4. Present information gathered during previous Fact-Finding Meetings
5. Review District Educational Guidelines
6. Discuss Project Priorities

The following comments were captured during PAT discussions regarding the existing learning environment at Cedar Brook Elementary and potential ways to positively affect the learning environment.

Classrooms

- 1) Lager sized classrooms are a positive feature.
 - a. This should be taken in to account for upper grades when kids are bigger.
- 2) Storage is not enough in the classrooms; look for ways to maximize efficiency.
- 3) Lower grades participate in kinesthetic activities and utilize the open floor space.
- 4) The PAT would like to see more active walls and usable marker surface. This is a priority for upper grades
- 5) Classrooms should be planned for flexibility.
- 6) Would like to see classrooms with "Flowing Wall Space" that is useful for teaching and display.

Collaboration

- 1) Provide transparency from the classrooms to the collaboration areas for passive observation
- 2) Need storage for shared activities in the Collaboration area
- 3) The PAT would like more writable surfaces and display areas in the Collaboration area
 - a. Provide at the student level; for both older and younger students
 - b. Surfaces should be attachment friendly (magnetic)
- 4) Comfortable, flexible seating would be a benefit
- 5) Integrate technology into the space with interactive learning
- 6) Any increase in natural light would be a benefit. The Collaboration area would be a key area to introduce more natural light.

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- 7) The differences between having a collaboration area versus larger classrooms was discussed. The direction of SBISD is to incorporate Collaboration areas. The current print of existing campus doesn't allow for much expansion of current classroom layout.
- 8) The differences between the existing classrooms and classrooms in the new addition were discussed:
 - a. Existing classrooms have some limitations and will be brought up to as close to district standard as possible.
 - b. The classrooms in the addition will be designed per the district standard
- 9) The PAT addressed concerns of lack of space within the current plan and would like clarification on what happens to the activities in the Collaboration areas when that square footage is reclaimed.

Library

- 1) A positive aspect of the existing Library is the proximity to all the classrooms
- 2) The PAT would like to see the existing skylight replaced to bring in more natural light
- 3) Consider flexible furniture within the space
- 4) The current Library has a lot of movement and congestion. It is adjacent to the main circulation paths within the school.
 - a. Traffic around the library is a major distraction
 - b. Controlling exterior traffic would maximize its use
- 5) The PAT would like small enclosed, quiet spaces for reading. Spaces where distractions are limited
 - a. Discussed used the four "display" areas at the corner of the Library for this
- 6) This is the only space to house large meetings with community and faculty. New design needs to maintain this ability.
- 7) The PAT discussed identifying functional zones within the Library to maximize use
 - a. Provide an area that can house multiple functions at the same time
 - b. Zones should be flexible with the ability to combine zones
 - c. Bookshelves and furniture can help define these zones
- 8) The PAT discussed partitioning off the corridors giving the Library a "Fishbowl" quality
- 9) There is also a need for smaller, versatile conference room space. Discussed used the four "display" areas at the corner of the Library for this.
- 10) Visually the Library should feel like an open space. Glazing at the perimeter.
- 11) Circulation paths should be clear and defined.

Cafeteria/Gym

- 1) These spaces are loud and noisy. Requested acoustical treatment within these spaces.
- 2) The PAT would like to see improved lighting within these spaces
- 3) More display spaces and writable wall surfaces would be a benefit.
- 4) Requested more technology (active walls), access to books, and small reading areas
 - a. Provide opportunities to learn/engage before and after lunch
- 5) Wall above the folding partition is a visual and sound barrier. The PAT discussed a desire for a larger opening.
- 6) There is not an existing sound system. A new sound system is needed to work for both areas together and separately.

Front Entry

- 1) Sound transmits all the way down the front corridor. Consider ways to mitigate sound transmission; including closing off space above vestibule doors
- 2) The PAT would like to see more Security and Privacy at the reception counter. Concerns included:
 - a. The reception area is very open
 - b. The overhead coiling door closes slowly
 - c. The counter sits low and does not over visual privacy behind the counter.
- 3) The possibility of raising the transaction counter was discussed. The District has not approved any changes to the entry vestibules.
- 4) The PAT would like for the space to be inviting, comfortable and warm.
- 5) Furniture in the space should be durable but attractive and functional as well.
- 6) The Lobby space is used for registration, so there is a need for tables and chairs within the space.
- 7) The PAT discussed the possibility of having a digital display with in the space. There was a preference for a digital display over tackable surface.
- 8) Look for ways to provide identity and branding at the entry. The Dual-Language program is key to the culture of CBE