



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Cedar Brook Elementary Renovations

Project Number: 1809-02-01

Owner: Spring Branch ISD

Meeting Description: CBE PAT #5 Meeting

Meeting Date and Time: 04/16/2019 3:00 PM

Meeting Location: Cedar Brook Elementary – Houston, TX

Owner's Designated Representative: Travis Stanford

Report Date and Author: 04/27/2019 – Timothy Barnes, AIA

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. Gain Consensus on Graphics
2. Present Renderings of Interior Spaces
3. Review New Classroom Wing Addition and Existing Floor Plan
4. Present Color Palette

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.

Consensus on Graphics

- 1) Collaboration Neighborhood
 - a. Core Value Word Options
 - i. PAT previously selected this option over Cultural Landmark but was represented to the PAT because the Cultural Landmarks option would allow for more enhanced educational opportunities for the students.
 - ii. PAT voted 8 to 1 to pursue the Cultural Landmarks.
 - b. Cultural Landmarks
 - i. PAT selected the option 1 of the Cultural Landmarks. Graphics will be presented to the students/staff for a campus wide vote.
 - ii. Final graphic to include a maximum of three (3) landmarks per continent.
 - iii. PAT requested landmarks that represent their bi-lingual culture.
- 2) Entry
 - a. Do not use the Bulldog image over the reception desk since the image's changes periodically.
 - b. Incorporate the paw prints from the schools marketing material.
 - c. The PAT requested the "paw prints" do not include claws for a more friendly image.
 - d. Option 1 for the sidewall was selected.

Renderings of Interior Spaces

- 1) Library
 - a. The rendering incorporates natural lighting, perimeter glass and acoustical treatment.
 - b. Multi-functional zones and flexible furniture is included.

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- 2) Collaboration Neighborhood
 - a. Entries into neighborhoods includes updated finishes at display areas.
 - b. Natural lighting and visibility into classrooms provided with writeable walls surfaces.
 - c. Incorporation of graphic wall with flexible furniture and active technology walls included.

New Classroom Wing Addition and Existing Floor Plan

- 1) Classroom Wing
 - a. Addition to include six (6) classrooms, science lab and two (2) new music rooms.
 - b. Additional administrative office, storage room and restrooms to be included.
 - c. New outdoor science patio to be fenced in on north side of new classroom wing.
- 2) Existing Floor Plan
 - a. Existing music rooms to be converted to classrooms.
 - b. Pre-K and Kindergarten classrooms to be located on east side of existing building.
 - c. Multi-purpose Room to be relocated to existing AB classroom and AB classroom to be relocated to west side of building.

Color Palette

- 1) The finalized color palette and materials that were selected a PAT Meeting #4 were reviewed with the PAT.

END OF MINUTES