



MORE THAN ARCHITECTS

MEETING MINUTES

Project Name: Cedar Brook Elementary Renovations

Project Number: 1809-02-01

Owner: Spring Branch ISD

Meeting Description: CBE PAT #3 Meeting

Meeting Date and Time: 02/26/2019 3:00 PM

Meeting Location: Cedar Brook Elementary – Houston, TX

Owner's Designated Representative: Travis Stanford

Report Date and Author: 03/18/2019 – 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. Review Priority Rankings
2. Review Design Charrette Ideas
3. Review Style Survey
4. Present Proposed Site Plan
5. Massing of Exterior with Proposed Addition
6. Present Proposed Exterior Materials

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.

Priority Ranking

The following items were the top priorities listed by the PAT at Meeting 2

- 1) Classrooms – Match district standards for the teaching wall to maximize teaching and display/pin-up areas.
- 2) Library – Perimeter glass partitions and acoustical treatment
- 3) Collaboration – More natural light in the spaces and provide visibility from the Classrooms
- 4) Library – Create multi-functional zones with flexible furniture. Small, versatile reading and conference room space.
- 5) Collaboration – Writable wall surfaces, display areas, and active technology walls.

Design Charrette Review

The PAT discussed the Library, Classroom/Collaboration Spaces, Front Entry, and Cafeteria/Gymnasium and provided ideas to assist the renovation design of the existing space.

- 1) Library
 - a. Confirmed the following zones to be included in the Library
 - i. Zone 1: Meeting Space
 - ii. Zone 2: Small Groups
 - iii. Zone 3: Digital Technology
 - iv. Zone 4: Reading and Soft Seating
 - v. Central Zone: Storytelling
- 2) Classrooms/Collaboration Neighborhood:
 - a. Maximize the amount of transparency between the classrooms and the collaboration area.
 - b. Explore ideas for acoustical control in the Collaboration Areas.

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- 3) Entry
 - a. Provide a location and infrastructure of a digital display on one wall of the entry.
 - b. The entry should be an engaging space.
 - c. Additional shelving would be useful in the space
 - d. Graphics: Explore providing the mascot (Bulldogs) over the reception area.
- 4) Cafeteria/Gym
 - a. Discussed using PTA funds to extend sound system to the exterior play court
 - b. Active walls within the Cafeteria were desired but are not a part of the district standards for this space.

Proposed Addition

- 1) Site Plan
 - a. Discussed the additional constraints of Location 2 including lack of access for construction access, site drainage concerns, and encroachment in to the Spark Park
 - b. Preliminary discussion with potential CMAR's indicated that Location 1 would be the preferred location for the building addition.
 - c. Obtained a consensus for Location 1 as the site of the building addition
- 2) Massing
 - a. A concern with noise was raised about having a straight-shot corridor from the entry to the new classroom addition.
 - b. The PAT would prefer to have some noise separation between the classrooms and the shared spaced (Music Rooms and Science Lab).

Graphics

- 1) Graphics need to stand up to the test of time
- 2) A preference was given to Icons, Symbols, and Imagery to represent school values.
- 3) If text is used, it should be used sparingly. Highlight one word and make the graphic clean and simple.
- 4) Provide an emphasis on Multicultural/Global Learning
- 5) Draw from the Campus's Mission Statement
 - a. "To instill in all students the desire to be lifelong learners and reach their individual potential."
- 6) The following two concepts will be explored by Huckabee
 - a. Core Value Words
 - i. Multi-Cultural
 - ii. Life-Long Learners
 - iii. Inspire
 - iv. Growth
 - v. Potential
 - b. Concepts
 - i. Diversity
 - ii. International
 - iii. Global

END OF MINUTES