



MEETING MINUTES

Project: Harlingen CISD 9th Grade Academy

Report Number: 009

Owner: Harlingen CISD

A/E Project Number: 10049

Meeting Location: District Operations Building

Re: Design Process Meeting Minutes

Meeting Date: July, 19 2011 Time: 3:00pm

This confirms and records our interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within seven days of the date below, we will assume that the following interpretation or description is complete and accurate.

This meeting minute's form includes a column designation for "Action Items" and one for "Response." ERO is requesting input on specific design elements discussed in our meeting, which related to this and subsequent phases of the Project.

Participants:

ERO Architects: Eli R. Ochoa; Octavio Cantú;

Harlingen CISD: See attached sign-in sheet

Item	Description	Action By	Response
1	Previous minutes were reviewed.		
2	A recap of the goals and needs assessment was presented		
3	Recapped previous schematic building options and how the current layout was developed		
4	The following comments from previous meeting were addressed: - kitchen service yard was relocated so that students would not need to traverse it - Relocated the Gymnasium further away from the Administration to help minimize possibility of excess noise		
5	Different entry and drop off points were explained and discussed		
6	Parent drop off is located on north side, bus traffic and service vehicle traffic is located on the east side of "O" street		
7	Exterior dining space would be provided on the west side of the cafeteria on the east side of the courtyard		
8	Exterior walkway and connection bridges would have a finished floor surface suitable for all weather		
9	Cafeteria is sized to accommodate 450 students per lunch period		
10	A roll-up door would be provided at the cafeteria storage room to facilitate storing larger items		
11	No area for lockers has been provided.		
12	4 buses to each parent high school would be needed to carry		



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	students for activities away from the 9th grade Academy.		
13	Concern; that parents would congest bus loop if access is not controlled/ monitored.		
14	Theater classroom was accommodated by doubling the function of the backstage storage. Item 3.03 on the May 12, 2011 program.		
15	Questions/ Items requiring Administrative input. - are lockers needed/ wanted - are spaces for P.E to be included		
16	Meetings scheduled with individual curriculum department to fine tune respective building program areas: - Academics, Thursday 2 PM - Fine Arts, Friday 9 AM - Athletics, Friday 2 PM		
17	Question? If spaces are provided for Football, Basketball and Soccer locker rooms, are the utilized 100% of the time or would the utilization allow for the same spaces to be utilized for use by the PE program.		
18	Wall separating the cafeteria from commons to remain.		
19	Bleacher capacity is 1000 seats, final count needs to be verified. Provide 800 total seats, 500 for the home side and 300 for the visitor side.		
20	Custodial spaces are distributed thru out the campus.		
21	Ends of Court yard are open to allow for air circulation.		
22	Suggestion. Swap corridor @ weigh room from east side to west side. ERO will look at this area.		
23	Next meeting TBD		
END			

Prepared by: Octavio Cantú

Date: August 10, 2011

Attachments: Sign-in sheet 9th Grade Academic Opportunities for the New 9th Grade Campus

Copies: All Participants HCISD - - File