



**Minutes**  
**2012 Bond Project Advisory Team (PAT) Meeting**  
**Sharpstown International School**

**MEETING #:** 004

**LOCATION:** Sharpstown International School Library

**DATE / TIME:** December 2, 2014, 3:30pm

**ATTENDEES:** (those marked with a check were present)

✓	Thuy Le-Thai	Principal
	Clay Clayton	HISD
✓	Princess Jenkins	HISD
	Voltaire Archelus	IT
	Dan Bankhead	HISD
	Sue Robertson	HISD
✓	Spencer Wingate	RGCI
	Joshua Brown	Teacher
	Shannon Frank	Teacher
✓	Junrui Garcia	Teacher
	Abelardo Jaramillo	Teacher
	Addi Huezo	PTO
	Lora Smith	Teacher
	PingYu Adams	Dean
	Alice Retuer	Teacher
✓	Lina Sabouni	Autoarch Architects
✓	Michael Sabouni	Autoarch Architects

	Janice McCarthy	Teacher
✓	Mayra Muller-Schmidt	Teacher
	Susana Rodriguez	Teacher
	John V Sigren	Teacher
	Elaine White	Teacher
✓	Karen Adams	Nurse
	Jacqueline Cayton	Dean of Students
	James McSwain	Support Officer
	Berlinda Villanueva	Secretary
	Alexes Jennings	PTO
✓	Marienne Phillip	Library Clerk
✓	Lindsey Baker	Teacher
✓	Pam Hubbert	Dean
	Niftalem Tedest	Student
	Ida Platt	Dean of Students
✓	Nicci Cole	Teacher

**PURPOSE:** The purpose of this meeting was to further refine the prioritized objectives with suggestions by Autoarch Architects.

**AGENDA:**

- Introductions of the PAT members, HISD, Rice & Gardner and Autoarch representatives
- Review and discuss Room Descriptions
- Autoarch Architects – Design Services Presentation
- Discuss date of next PAT Meeting related to return from Winter Break
- What to expect at the next Project Advisory Team meeting

**DISCUSSION:**

1. Principal Thuy Le-Thai welcomed the participants and introduced Ms. Princess Jenkins, HISD Facilities Planner, Mr. Spencer Wingate, HISD Project Manager of Rice & Gardner Consultants and Michael and Lina Sabouni of Autoarch Architects.
2. Ms. Jenkins began the meeting by presenting the updated program and educational specifications. She passed out copies of these updates to the attendees.



3. Mr. Sabouni identified the members of the design team (not present) and reviewed the presentation previously used for the Architect interview with the HISD selection committee.
4. Mr. Sabouni recommended two steps to further develop the scope:
  - a. Identify deficiencies in the existing structure
  - b. Finalize refinement of the desired priorities
5. Mr. Sabouni presented a preliminary assessment as a result of his brief school tour after the previous PAT meeting and requested a more comprehensive tour following this meeting. This subsequent tour was arranged by Principal Le-Thai.
6. Mr. Sabouni requested any Fire Marshall citations, code violation conditions or TDLR reports which may need to be considered during design.
7. Mr. Sabouni requested from Principal Le-Thai a list of system deficiencies to be considered further during design. Examples of these are: heating, ventilation and air conditioning, electrical, lighting, plumbing, potential water infiltration through the exterior envelope.
8. Mr. Sabouni reported that during his previous tour, he did not observe any indications of structural deficiencies in the existing building and that building appears to be performing well for its age.
9. Deficiencies observed by Mr. Sabouni during last month's tour:
  - a. Inappropriate or insufficient performance of certain systems due to aging such as:
    - 1) Main entry doors
    - 2) Security and access control at exits
    - 3) General Heating, Ventilation and Air Conditioning performance
    - 4) Electrical
    - 5) Lighting
    - 6) Plumbing
    - 7) IT & Data
    - 8) Roof drains
  - b. The existing spaces have a mix of indoor and outdoor lobbies and corridors which should be reviewed and confirmed for appropriate intention of use.
10. Mr. Sabouni suggested that the PAT members comment on the list below of priorities and rank in order of importance. From this refined list of priorities, the design team will assign a cost estimate in their order, to establish the Scope of Work, juxtaposed against the available project budget. Those priorities may include:
  - a. Life/Safety and Security; including updating the main entrance doors and provide for office control
  - b. Addition of flex labs of 850 square feet each, to provide immediate relief for school growth
  - c. Redesign of the main entrance to provide for office control while updating all the exterior doors to improve security.
  - d. Creation of 21<sup>st</sup> century spaces in specific areas such as the cafeteria and main lobby
  - e. Emphasis on correcting existing deficiencies in critical systems such as HVAC, Electrical, IT & Data, Plumbing and Roof; These systems would be evaluated based on performance and anticipated life span.
  - f. The existing spaces have a mix of indoor and outdoor lobbies and corridors which should be reviewed and confirmed for appropriate intention of use.
  - g. Creation of a theme for each teaching pod to represent different parts of the world
  - h. Improvement of the school identity to better represent the International School mission and vision.
  - i. Enhancement of the designed spaces by adding paintings, colors, installation of additional lighting, addition of new ceilings and graphics
  - j. Enhancement of the exterior
  - k. Strengthen the visual impact of the exterior of the main entry



11. Principal Le-Thai thanked Mr. Sabouni for his presentation and brainstorming suggestions and asked the team to prepare the input.
12. Principal Le-Thai asked for the anticipated start date for construction. Ms. Jenkins responded that she would discuss the schedule with the HISD design team and the Program Manager would inform the PAT.

**ACTION ITEMS:**

- 4-01 Provide to Autoarch Architects a list of:
- Fire Marshall records, if any (Ms. Le-Thai)
  - Conditions of code non-compliance (Ms. Le-Thai)
  - System deficiencies or non-performing systems and TDLR report. (Ms. Le-Thai)
- 4-02 Provide to Autoarch Architects:
- As-built drawings in CAD format for the most recent renovation (Project Manager)
  - Copy of building permit for the most recent renovation (Project Manager)
  - HISD policy/approach regarding the technology cabling and security/camera configurations for the new renovation/addition (Project Manager)
  - HISD LEED requirements for project (Project Manager)
  - Confirmation of the program and project schedule (Project Manager)
  - Confirmation of when the CMAR will be engaged. (Project Manager)

**WHAT TO EXPECT AT THE NEXT PAT MEETING:**

1. Detailed discussion of the agreed priorities together with guidance and input from the Architects.

**NEXT PAT MEETING:** Tuesday, January 6, 2015 3:30 pm, Sharpstown International School Library.

Please review the meeting minutes and submit any changes or corrections to the author. After five (5) days, the minutes will be assumed to be accurate.

Sincerely,

**Spencer M. Wingate**

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