



Minutes

**2012 Bond Project Advisory Team (PAT) Meeting
Young Women’s College Preparatory Academy**

MEETING #: 17

LOCATION: Young Women’s College Preparatory Academy Library

DATE / TIME: January 25, 2016; 3:30 pm

ATTENDEES: (those marked with a check were present)

✓	Delesa O’Dell Thomas	Principal
✓	Tabitha Davis	Dean of Students
	Susan Deison	Advisory Council
	Astra Zeno	Teacher
✓	Lori Dunklin	Teacher
	Mitchell Hatter	Teacher
✓	Lauren Sims	Student
	Phyllicia Moore	Teacher
	Clay Clayton	HISD- Planning
	Gabriela Pulido	Dean- Instruction
✓	Carolina Weitzman	NATEX Architects
✓	Albert Wong	HISD- PM
✓	Erica Simms	Parent
	Aaron Horst	Teacher
✓	Eric Ford	HISD- Design

✓	Jennifer Topper	School Support Officer
	Craig Taylor	Community
	Michael Harris	Advisory Council
	Nelva Williamson	Teacher
	Jeremy McGrath	Teacher
✓	David Webb	Satterfield & Pontikes
✓	Zach McMillian	Satterfield & Pontikes
✓	Karla Castillo	NATEX Architects
	Keisha Robinson	HISD Magnet Coordinator
	Dr. Polly Turner	Advisory Council
✓	Frank Jones	Advisory Council Member
	Esther Omogbehin	CSO
✓	Martina Gallien	Parent
✓	Caroline Fant	YWCPA Advisory Council
	Princess Jenkins	HISD- Planning

PURPOSE: The purpose of this meeting was to introduce the YWCPA Construction Manager at Risk (CMAR) and to review and discuss any design and potential construction updates for the project

AGENDA:

- Introduce Satterfield & Pontikes and their proposed YWCPA campus construction activities
- Review/discuss the updated YWCPA campus/floor plans
- Review/discuss interior and exterior building materials and colors/finishes
- Briefly discuss scheduling of the YWCPA Second Community Meeting
- What to expect at the next PAT meeting

DISCUSSION:

1. Satterfield & Pontikes was introduced as the CMAR (Construction Manager at Risk) for the YWCPA Project and their representative, David Webb, presented some information about their company and history of working with many school districts throughout the Greater Houston Area and Texas.
2. NATEX and Satterfield & Pontikes reviewed a potential YWCPA construction activities phasing plan schedule with the PAT. Carolina Weitzman presented a draft of the possible construction sequencing during the upcoming months on the YWCPA campus, from March 2016 thru August 2017. The Contractor’s storage units on site may need to be removed and/or relocated at various times throughout this entire construction period.



3. If under contract with HISD at that time, Satterfield & Pontikes (S&P) would anticipate a construction fence to be installed immediately upon school ending this semester (around June 01). Mr. Webb indicated that, prior to school resuming again for the 2016 Fall Semester, there would be a discussion on how the future vehicular traffic in the parking lots will be re-routed. S&P will create a colored diagram for phasing and space usage for the next PAT meeting, if possible.
4. Mr. Webb presented and reviewed their proposed summer construction activities schedule.
 - a. The PAT indicated there is currently summer school scheduled to be held at this campus.
 - i. Principal Thomas will check with the Baylor University campus about moving summer school and will let NATEX and Satterfield & Pontikes know about relocation possibilities.
 - ii. The PAT indicated that a summer acceleration program will be held at this campus that will require the occupation of the first floor of the existing building for the first 4 weeks of the summer (first 4 weeks of June). It was recommended that, if begun, construction activities would start work on the 3rd floor and work its way down to the 1st floor.
 - iii. The PAT indicated that the cafeteria will also be needed during the first 4 weeks of summer.
 - iv. The PAT indicated that they do not use the auditorium during the summer.
 - v. S&P would also like to complete all the new parking and site lighting areas by the summer of 2016.
5. Ms. Weitzman asked if the school would be able to use only one locker area for fall 2016 semester above the existing gym. The PAT agreed that this would be acceptable.
6. Ms. Weitzman also indicated that the re-roofing of the existing building may also take place during the Summer of 2016, if possible.
7. Ms. Weitzman suggested leaving the bus pick up/drop off where it is currently located along Chenevert St. for approximately another year to help with the construction phasing activities on the campus site.
8. Ms. Weitzman estimated that the Summer of 2017 will be when the renovation of the existing building might be completed. She asked the PAT to avoid scheduling summer school at this campus during that time, if possible. Otherwise, it would extend the construction time into the Fall of 2017. NATEX and Satterfield & Pontikes indicated their desire to complete the construction by August of 2017; however, unforeseen schedule conflicts are always a possibility.
9. The PAT expressed concerns about asbestos in the current facility. Ms. Weitzman and Mr. Webb responded that an environmental assessment report has already been completed and that the removal of the asbestos and any other hazardous materials would be handled with the utmost caution and, also, with air monitoring and following established protocol for such materials.
10. One of the PAT members asked NATEX to look into the current existing roadway potholes on Chenevert Street. Ms. Weitzman responded that this would be a matter for the City of Houston Public Works to take care of but she would try to bring this to their attention.
11. Caroline Fant asked for some information about the total square footage available for fundraiser bricks at the front entrance area and to provide potential paver sizes. Ms. Weitzman responded that she would try to provide this information as the construction drawings get more completed.
12. Albert Wong indicated that the YWCPA Second Community Meeting is scheduled for February 23rd, 2016, beginning at 6:30 PM in the YWCPA Auditorium.
13. The date, time or location for the next YWCPA PAT meeting was not discussed. This will be confirmed at a later date with Principal Thomas and HISD.



ACTION ITEMS:

- 1-01 Natex to create colored diagram explaining phasing and occupancy plan during construction.
- 1-02 Natex to notify PAT of total square footage available for fundraising bricks and paver sizes.
- 1-03 Principal Thomas and HISD to confirm the next YWCPA PAT Meeting date and time.

WHAT TO EXPECT AT THE NEXT PAT MEETING:

- 1. Updates on construction documentation of the YWCPA Project.

NEXT PAT MEETING: Tentatively, April 25, 2016- To Be Confirmed

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

Sincerely,

Albert Wong, AIA

HISD – Construction & Facility Services Project Manager

3200 Center Street, Houston, TX 77007

Phone: (713) 556-9271

Email: awong@houstonisd.org