



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

**MEETING #:** 1

**LOCATION:** Young Women’s College Preparatory Academy

**DATE / TIME:** September 30, 2014 3:45 pm

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

✓	Delesa O’Dell Thomas	Principal	✓	Monica Bowes	Dean of Instruction
✓	Tabitha Davis	Dean of Students		Dr. Polly Turner	Advisory Council Chairperson
	Susan Deison	Advisory Council	✓	Michael Harris	Advisory Council
✓	Mitchell Hatter	Teacher	✓	Nelva Williamson	Teacher
✓	Mariela Niland	Teacher	✓	Jeremy McGrath	Teacher
	Sarah Campbell	Teacher	✓	Jose Guevera	Teacher
✓	Lauren Sims	Student	✓	Erica Sims	Parent
✓	Princess Jenkins	HISD	✓	Tiffany Burrell	Parent
	Michelle Cloud	School Support Officer		Craig Taylor	Community
	Albert Wong	HISD	✓	Steven Gee	HISD

**PURPOSE:** The purpose of this meeting was to introduce PAT members to the HISD staff assigned to this project and discuss the overall planning, design and construction process and responsibilities of all participants.

**AGENDA:**

- Make Introductions
- Explain Planning/Design/Construction Process
- Discuss Roles/Responsibilities of all participants
- Briefly review 21<sup>st</sup> Century Educational Facilities
- Discuss what are this school’s Guiding Principles
- What to expect at the next PAT Meeting



#### DISCUSSION:

1. All attending PAT members introduced themselves and indicated what their current involvement was with the school. Princess Jenkins, HISD Facilities Planner, and Steven Gee, a HISD Project Manager who temporarily stood in for Albert Wong, introduced themselves to the PAT and briefly described their backgrounds and roles on the Project.
2. With a PowerPoint presentation on the projection screen, Ms. Jenkins described the planning, design and construction process, starting with the development of site specific Educational Specifications and their intended purpose. She briefly described the various design and documentation phases (Concept Development, Schematic Design, Design Development, and Construction Documents) that would result in drawing and specification documents that will be used for construction purposes.
3. Ms. Jenkins stated that the Educational Specifications will include the school's Guiding Principles, Capacity Model, Space Requirements and Descriptions, along with a Finish, Fenestration and Infrastructure Matrix. The process begins with a template and once all the above documents are included, it becomes site specific to the school.
4. A brief discussion ensued, explaining the roles and responsibilities of the PAT members, including Principal Thomas, who is the leader of the PAT, along with teachers, staff and the School Support Officer. The PAT includes parents and community representatives as well as student representatives. Everyone is invited to attend the PAT meetings.
5. Next, the roles and responsibilities of the Project's Program/Project Manager were explained. Mr. Wong, as the designated HISD Program PM for Young Women's College Preparatory Academy (YWCPA), will be the primary contact person for any questions or issues regarding the Project. His responsibilities will be to manage and coordinate with all the various entities involved with the Project, from the Architectural/Engineering (A/E) Team and Construction Manager at Risk (CMAR) to the HISD Facilities Planning, Design and Construction staff. From HISD Construction Facilities Services (CFS), there is a Facilities Planner (Princess Jenkins) and a Facilities Design Manager (TBD) who will both be involved throughout the entire duration of the Project. A Facilities Construction Manager (TBD) will also be assigned to the Project as the design construction documents become more developed, prior to bidding and the beginning of construction.
6. A brief explanation was given by Ms. Jenkins, regarding the concept of "Guiding Principles" and how these would be utilized throughout the Project's design process to provide some insights into what is important to the school's program, culture and legacy. Ms. Jenkins read the YWCPA Mission Statement and used it as a brainstorm bullet to give an example of 21<sup>st</sup> Century Learning. As homework, the PAT agreed to develop some draft Guiding Principles for review and approval at the next PAT meeting. Principal Thomas will lead the process of developing these Guiding Principles.
7. At the end of the meeting, PAT Handbooks were issued to all the attending members to review. Ms. Jenkins read the PAT Agreement at the end of the handbook and requested that, at next meeting, these be signed and returned to be able to continue as a part of this project's Project Advisory Team (PAT).

#### QUESTIONS/ANSWERS:

- a. When will we know the Budget and Scope of the Work? *The Project Budget was made public by the 2012 Bond Referendum and is noted as \$27,159,000 for this project. The Scope of work is "Partial replacement and general renovations for a campus accommodating 900 - 1,000 students" per the Referendum.*
- b. What is the Construction Budget? *The Construction Budget is \$17,419,606.*
- c. Why are we not getting a new school? *HISD hired Parsons, an independent engineering, construction, technical, and management services firm, in March 2012 to update the comprehensive facilities assessment that was conducted in 2007. The engineers rated the*

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- schools based on their physical condition and educational suitability, and that information was used to determine which schools to renovate and which to replace.*
- d. *Why did the Architect tell us about a new school? It is unclear why the Architect during the interviews discussed new schools, however, the goal of the project will be to create 21<sup>st</sup> century learning environments similar to those found in new schools.*
  - e. *Why did Young Men's College Preparatory Academy get more money for construction? The YWCPA Project Budget was \$1,516,000 less than the original YMCPA budget. This is attributed to the difference between the approved and recommended square footages for each school. Because YMCPA is currently programmed for 140,000 SF of new construction while YWCPA is programmed for 150,000 SF of a combination of renovation and new construction, there is a basic difference on a cost per square foot basis. Typically, new construction is calculated at \$160/SF as compared to \$100/SF for renovations. Recently, the YMCPA budget was increased through HISD Board of Trustee action by approximately \$13.7 million as allowed by the Bond Referendum, footnote 5. This note states, "The current allocation for the YMCPA will allow for a demolition of the EO Smith facility, the addition of a smaller facility, and the renovation of the HP Carter facility for use by the YMCPA. An alternative plan for the project to include the demolition of both the EO Smith and HP Carter facilities and the building of a new school would cost an additional \$13,727,000.*
  - f. *How can we afford a new school with \$17 million when a larger school was renovated for only \$11 million in the Acres Home area? The Project is not intended as a completely new replacement school but is noted on the Bond Referendum as a "Partial replacement and general renovations for a campus accommodating 900 – 1,000 students".*

**ACTION ITEMS:**

- 1-01 Schedule a meeting(s) to review and confirm the YWCPA Capacity Model. (Jenkins, Wong)
- 1-02 Collect the signed PAT Agreements, when available. (Wong)

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

- 1. Review and approve the Guiding Principles for YWCPA.
- 2. Review and approve the YWCPA Capacity Model.
- 3. Receive an introduction to the Space Requirements.

**NEXT PAT MEETING:** Monday, October 27, 2014 3:45 pm, Young Women's College Preparatory Academy

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,

**Albert Wong, AIA (Steven Gee)**

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