



MEETING MINUTES

Helms Elementary School Project Advisory Team Meeting

Date	Time	Purpose	
October 18, 2012	3:30 PM	Project Status	Helms ES Conference Room
Prepared by – Tim Beally			
Attended by – Attached			

1. Renovation Project Status
 - a. At the previous PAT meeting information concerning the renovation contract was provided:
 - i. The construction contract between HISD and Horizon was signed in the spring of 2012. The contractor was allowed to start work shortly thereafter.
 - ii. The contractor’s plan was to accomplish much of the contracted work in the summer.
 - iii. The contractor accomplished significant work during the summer which was described in the previous PAT meeting.
 - b. Work still to be accomplished by the contractor:
 - i. Deliver and install whiteboards / tack boards
 - ii. Install exterior breezeway doors
 - iii. Deliver and install interior signage
 - iv. Install carpet in three classrooms in the north wing
 - v. Install bookshelves
 - vi. Identifying and correcting punch list items
 - vii. Correcting work for City of Houston inspections
 - viii. Adjusting restroom fixtures to comply with ADA clearances
 - ix. Some additional change order work.

2. Fencing
 - a. In the spring of 2012, an HISD fencing vendor installed ornamental iron fence along the southern perimeter (front side) of the school.
 - b. The installation of the fence around the three sides of the perimeter of the school was put on hold pending the community desire to upgrade the fence from the HISD standard, teflon chain-link to ornamental iron on these three sides.
 - i. In the past a local developer had considered either upgrading the entire fence to ornamental iron or donating funds to provide the upgrade.
 - ii. In the spring of 2012, a letter was sent by the school to Sullivan Interests asking if they would fund an upgrade of the remaining fence from teflon coated chain link to ornamental iron.
 - iii. CFS has previously stated the fence work needed to be done when the renovation project was completed.
 - iv. As of the last PAT meeting, there was minimal commitment to a donation to upgrade the fence. In addition, there was not sufficient time to take an item to the HISD board for approval before the renovation project is complete.
 - v. Because donations were minimal and there was insufficient time to get a board item approved by HISD next month, AECOM notified the fence vendor they could complete the remaining fence work around the school.
 - vi. The vendor began installing the remaining fence in early October and completed within one week.

3. Entry Hallway Receptionist / Door

- a. Discussion about possible changes to the entry hallway including a receptionist window and a window-wall with a door at the T intersection of the entry hallway and the main hallway.
- b. Most seem to agree with the installation of the receptionist window.
- c. Considerable discussion concerning the layout of the window wall / door in the main hallway.
 - i. Concern was: was it needed, what message does it send, what alternatives are there, a single door would create congestion during arrivals and departures.
 - ii. Various schemes were mentioned including removing the wall of the admin office, installing a glass wall in the admin office, and variations of the door in the main hallway.
 - iii. The preference was to install a double door, and if there is sufficient space, to install two double doors.
- d. Eventually a vote indicated the majority supported installation of such a door but asked for a double door versus a single door and consideration, if possible, of installation of two double doors.
- e. The door would include an electric release with a hold open for morning entries and afternoon departures.
- f. AECOM would get with the architect to develop a layout.

These minutes were prepared to accurately report the discussions, issues and decisions made at the above referenced meeting. If any attendee does not agree with the statements made above, please provide corrections in writing within three (3) days of receipt; otherwise, it is deemed all meeting participants are in agreement with the contents.



HOUSTON INDEPENDENT SCHOOL DISTRICT
 Construction Services (Bond Program)
 3500 Tampa Street • Houston, Texas 77021-1244

AECOM

**SIGN-IN SHEET
 REBUILD HISD BOND PROGRAM**

Project: Helms ES

Meeting Time/Date: October 18, 2012, 3:30 PM

Meeting Purpose: Project Advisory Team Meeting

Name	Initial	Title	Company	Phone	Email Address
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Elena Coates	<i>EC</i>	Parent			wilcoates@mindspring.com wilcoates@mindspring.com
Bill Baldwin		Community Representative			www.har.com/bilbaldwin
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Name	Initial	Title	Company	Phone	Email Address
TAMARA WILLIAMS	JW	TA	HISD		twill112@houstonisd.org
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