



## MEETING MINUTES

### Helms Elementary School Project Advisory Team Meeting

Date	Time	Purpose	Location
May 17, 2012	3:30 PM	Project Status	Helms ES

**Prepared by** – Tim Beally

**Attended by** – Attached

1. Renovation Project Status
  - a. AECOM, the consultants and the general contractor are having weekly status meetings.
  - b. Moving boxes have been delivered to the school for teachers and staff. They need to take all personal items before departing for the summer.
  - c. Summer Move to Field ES
    - i. Summer school and the admin staff will relocate to Field ES.
    - ii. The staff visited Field ES and identified offices in which they will operate.
    - iii. There is some minor phone work which needs to be done. This is ongoing.
  - d. The contractor, Horizon, has isolated his work office from the school site with a gate in the fence and placed a door on the T building ramp.
  - e. The contractor has formed concrete pads for the outside mechanical units. They prepared to pour concrete on the floor in classroom six - will raise the floor elevation.
  - f. The air conditioning system will be turned off on 06/04/12 to allow work to begin.
2. Fencing
  - a. The HISD fencing vendor installed ornamental iron fence along the southern perimeter (front side) of the school. The vendor returned and squared off the fence around the marquee.
  - b. The principal said the vendor replaced the rock slabs on the east side of the new fence but they did not place the rock slabs the way they were prior to the fence work. AECOM will look into it.
  - c. Remaining Ornamental Iron Fence
    - i. A community representative drafted a letter asking if Sullivan Interests is still willing to install ornamental iron fence around the remaining school perimeter.
    - ii. The letter is with the principal for her review.
3. Other Items
  - a. Marquee
    - i. Existing marquee will be replaced.
    - ii. The marquee vendor projects the new marquee will be available in July.
  - b. Cafeteria Floor
    - i. CFS asked AECOM to investigate the condition of the cafeteria floor.
    - ii. AECOM will get a vendor to remove some areas of the floor to look at the subfloor and structure underneath the floor.

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.



## SIGN-IN SHEET REBUILD HISD BOND PROGRAM

**Project:** Helms ES

**Meeting Time/Date:** May 17, 2012, 3:30 PM

**Meeting Purpose:** Project Advisory Team Meeting

**Location:** Main Conference Room

Name	Initial	Title	Company	Phone	Email Address
Imelda De La Guardia		School Improvement Officer (SIO)	HISD		<a href="mailto:idelagua@houstonisd.org">idelagua@houstonisd.org</a>
Diana Del Pilar		Principal	HISD	713.867.5130	<a href="mailto:ddelpila@houstonisd.org">ddelpila@houstonisd.org</a>
Linda Meador		School Staff Member			<a href="mailto:imeador@houstonisd.org">imeador@houstonisd.org</a>
<del>Bruce Wilcox</del> <i>Genevieve Coats</i>		Parent <i>(GC)</i>			<a href="mailto:wilcoobr@mindspring.com">wilcoobr@mindspring.com</a>
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Name	Initial	Title	Company	Phone	Email Address
Tamar Williams	JW	TA	HISD		
Jennifer Martinez	JM	Teacher			