



Project Advisory Team Meeting Minutes

Condit Elementary School

MEETING NO.: 003

LOCATION: Condit Elementary School

DATE / TIME: May 30, 2013, 9:30 am

ATTENDEES: Dan Greenberg, Principal; Julia Tamm, Parent; Meg Pieri, Faculty; Michelle Driscoll, Faculty; Swati Narayan, Parent; Lenette Pruetz, IT Manager; Pegi Newhouse, PTO President; Fred T. Bowyer, Community Advisor; Sue Robertson, HISD, Facility Planning; Kedrick Wright, HISD, Facility Planning; Princess Jenkins, HISD, Facility Planning;

PURPOSE: The purpose of this meeting will focus on District-Wide Educational Specifications and 21st Century Learning Spaces.

AGENDA ITEMS:

- Introductions
- Discuss District-Wide Educational Specifications (Ed. Spec.)
- Discuss Space Requirements
- What to expect next Project Advisory Team Meeting

NOTES:

Discussion

1. VLK Architects has been assigned to Condit ES and will be under contract soon.
2. The HISD Construction and Facilities Services Officer has been in communication with the City of Bellaire.
 - a. We are in the process of setting up a meeting with the City of Bellaire, HISD Facility Planning and HISD Design Team for further discussion.
3. Project Managers have been hired and contracts are being executed.
4. We have instituted a management plan that will provide the necessary monitoring and oversight to insure excellent quality and efficiency in delivering successful projects for the 2012 Bond. The HISD Facilities Planners will remain with the PAT through the entire process for continuity.
5. Draft Space Requirements were reviewed with the PAT.
 - a. Pre-K and K will have either restrooms inside of the classroom or "Jack and Jill" restrooms. The faculty will discuss the pros and cons of each approach and bring a response to the next meeting.
 - b. The PAT is interested in balancing out square footage of learning centers, so that the square footage available at each grade level is generally equivalent. That will provide sufficient space for hands-on learning and group work for all grade levels.
 - c. The PAT is interested in movable storage so the rooms can be easily reconfigurable.
 - d. At least 1 Self-Contained Learning center is required. Every school has to be able to accommodate special needs students. This space will be configured in the same way as the grade level classrooms to provide maximum flexibility in building utilization.
 - e. PAT would like two "Teaching Theaters".
 - f. The Centralized Learning Commons area would contain:
 - i. Circulation Desk
 - ii. Shelving and book storage
 - iii. Story area
 - iv. Tables and chairs to fit at least one full class
 - v. Possibly a computer room with a glass wall connecting with the main shelving/story area

Questions

1. Is the Project Manager involved throughout the entire project?
 - a. The Project Managers will serve as staff augmentation, as needed, for HISD Planning, Design and Construction.

2. Will the school have input in selecting the contractor (CMAR)?
 - a. HISD uses a rigorous, points-based selection process to select the CMAR. A team of HISD staff, procurement, and legal counsel will be working on that process.
3. Why is it taking so long to get the architect under contract?
 - a. Executing a contract involves review and agreement among a number of parties from both HISD and the consulting firm. There are attorneys involved on both sides to make sure everything is in order. The Condit project is not behind in any way and is not being delayed because of the contract execution. The first activity in the planning process is for HISD staff to work with the PAT to establish Guiding Principles, a capacity model, and draft space requirements. As soon as the architect is under contract, the architects will join that dialogue.
4. If contracts are signed by the end of June, will we see work being done over the summer.
 - a. Yes. As soon as the architect is under contract they will start work immediately.
5. What is the general timeline for building?
 - a. A master schedule is being created that includes major milestones.
 - b. The general rule of thumb is that it takes a year for design..
 - c. Construction could take approximately 2 years, but the exact duration will be determined after the analysis of the site and discussion of whether the project will require phasing. The PAT will be fully informed and involved in decision-making as that exploration and analysis proceeds.
 - d. The City of Bellaire has a stringent building code, and the City requirements will be incorporated into the milestone schedule.
6. Is there a possibility of breaking ground on the new Condit ES during the 100th year school anniversary in January 2014?
 - a. There could be a ceremonial media event with architectural renderings. The PAT will work with the HISD Bond communications staff and facilities planners to plan this event.
7. In the new building, will there be a flexible technology space that could accommodate distance learning?
 - a. The PAT will decide how project resources are prioritized. Fortunately, modern technology makes distance learning an achievable goal.

ACTION ITEMS:

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| 1-03 | Are there any additional building fees associated with building in Bellaire? (Architect) |
| 2-01 | List of Condit Faculty and Staff and their office/space requirements. (Condit PAT) |
| 3-01 | Revise Space Requirements (HISD – Facilities Planning) |

NEXT MEETING: June 27, 2013 at 9:30am.

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

Sincerely,

Princess Jenkins
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attachment:

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