



**NORTH HOUSTON EARLY COLLEGE HIGH SCHOOL
PROJECT ADVISORY TEAM
MEETING MINUTES**

MEETING NO. 004

LOCATION: North Houston Early College High School
Principal's Office

DATE/TIME: April 18, 2012 at 2:00pm

ATTENDEES: A sign-in sheet was provided and is attached to these minutes.

This meeting is held in accordance with the requirements of the HISD Bond Program. The following summarizes the discussions and decisions reached during the above referenced meeting.

OLD BUSINESS:

- | <u>Item:</u> | <u>Discussion/Topics:</u> |
|---------------------|---|
| 2-02 | Gensler's civil engineer, WGA, completed the site investigation report for a potential site utilities package that would start this summer. HISD will review the report with RdIR to see how to best proceed. 3/21, RdIR working with their civil engineer for a summer utility package. 4/18, HISD received the site survey proposal from RdIR in which the scope of work is being reviewed to proceed with. |
| 2-03 | HISD board approved the authority to execute and negotiate the lease agreement with HCCS at the December board meeting. The second draft of the lease agreement is currently at HCCS for review. The lease should still be executed by the end of February/first part of March. 3/21, the lease has been executed by HISD and is at HCCS for execution. The lease agreement should be fully executed next week. 4/18, the lease agreement has been fully executed. |
| 3-04 | NHECHS needs to review and work on programing/space requirements before the next PAT Meeting. Sue Robertson will e-mail the correct model spreadsheets. 4/18, the updated capacity model was handed out, reviewed and agreed to. |
| 3-05 | NHECHS needs to review school goals and generate guiding principals for the architect to design around. 4/18, Ms. Lundy-Jackson distributed the guiding principals which were reviewed. The guiding principals will be reviewed and addressed again during design. |
| 3-06 | Raul Ortegon was concerned about parking needs during construction. Justin Kilbride will review/coordinate with HCCS. 4/18, HCCS Northline Project Manager Glenn Jarrett couldn't make this PAT meeting. Justin Kilbride will set this meeting up for next week to also address utility coordination with HCCS and review their current master plan. |

OLD BUSINESS (cont.):

- 3-07 Sue Robertson will present ~~21st Century Schools demo at the next PAT Meeting.~~ 4/18, Please visit the following links; <http://www.houstonisd.org/Page/77736> and <http://hisdtv.org/category/hisd-bond-projects/>.

NEW BUSINESS:

- | <u>Item:</u> | <u>Discussion/Topics:</u> |
|---------------------|---|
| 4-01 | RdlR requested to meet with HISD to review the latest design standards and future standards for the 2012 Bond Program. Justin Kilbride will coordinate to set this meeting up. |
| 4-02 | RdlR questioned building capacity versus program capacity. Sue Robertson elaborated on the two and confirmed that the total gross square footage of the new building should be approximately 57,282 (140 square feet multiplied by 408 students). The utilization factor is included. |
| 4-03 | Prior to the next PAT Meeting, NHECHS will determine their office needs and cafeteria/multiuse room needs. |
| 4-04 | Sue Robertson will double check with Food Services to determine future kitchen plans. Currently, the program may have too much space allocated towards the kitchen that won't be properly utilized. |
| 4-05 | Ms. Lundy Jackson attended the Dallas schools field trip and will share her pictures of the particular items that she liked most in regards to design and features. |

NEXT MEETING: PAT Meeting No. 05, will be Thursday May 16, 2013 at 2:00pm at North Houston Early College High School, principal's office.

These minutes will be distributed to the attendees, committee members and other HISD/HCCS Personnel. Please review the meeting minutes thoroughly and submit any changes or corrections to Justin Kilbride. After five (5) days, the minutes will be assumed to be accurate and will become project record.

Sincerely,

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