



Project Advisory Team Meeting Minutes

Westside Relief Elementary School PAT

MEETING NO.: 001
LOCATION: Westside Relief Elementary School
DATE / TIME: August 30, 2013, 10:00 am
ATTENDEES: James Metoyer, Director – School Office; Sue Robertson, HISD – Facilities Planning; Princess Jenkins, HISD-Facilities Planning; LaJuan Harris, HISD-Facilities Planning
PURPOSE: The purpose of this meeting was to discuss the planning, design and construction process for Relief Elementary School.

AGENDA ITEMS:

- Introductions
 - Overview of the process - Planning, Design and Construction for New Schools and Renovations
- What to expect at next Project Advisory Team Meeting

NOTES:

1. Planning Process Overview
 - a. HISD Facilities Planners, Designers and Project Managers will be involved in the planning, design and construction of the new school. The Facilities Planners will remain engaged from now until the school moves into their new building.
 - b. A Program Manager will be assigned to the project. The Program Manager will be responsible for assuring that the project is completed on time and within budget.
 - c. The architect for the new school will be English and Associates. The Architect will be included in the PAT meetings after the initial planning stage is underway.
2. Roles and responsibilities for each team member.
 - a. Several Principals will be assigned as members of the PAT. The Principals will provide input related to the learning centers and how learning will take place in the new building.
 - b. Community members will be located to fill positions on the PAT. They will be encouraged to provide input on how the community will perceive the school as a part of their neighborhood.
3. Expectations of the Westside Relief Elementary School's PAT?
 - a. Westside Relief's PAT, once formed, will identify 4-5 big idea statements that describe what learning will look like in the 21st century for students who will attend the new school. This information will become the Guiding Principles for the school.
 - b. The PAT will make decisions related to the organization and design of the school throughout the planning, design and construction process.
4. Questions and Comments
 - a. Westside Relief Elementary will be designed for a capacity of 750 students
 - b. The proposed site for the school is scheduled to be presented at the September 12, 2013 Board Meeting.

ACTION ITEMS:

- 1-01 Identify PAT Members (Director – School Office)
- 1-02 Complete Guiding Principles. (PAT)

NEXT MEETING: Thursday, September 12, 2013 @ 9:00 p.m.

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

Sincerely,

LaJuan Harris
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