



Project Advisory Team Meeting Minutes

Relief Elementary School

MEETING NO.: 002

LOCATION: Hattie Mae White

DATE / TIME: September 12, 2013, 9:00 am

ATTENDEES: James Metoyer, Director – School Office; Sue Robertson, HISD – Facilities Planning; Princess Jenkins, HISD- Facilities Planning; Alexander Rodriguez, Emerson ES Principal; Bobby Swaby, Piney Point ES Principal; Carrie Flores, Pilgrim Academy Assistant Principal; Martha Mireles, Pilgrim Academy Parent

PURPOSE: Discussion will focus on establishing the Guiding Principles for Relief Elementary School which will be used to “test” the decisions that are made throughout the design process and to review the Site Specific Educational Specifications.

AGENDA ITEMS:

- Introductions
- Creating Guiding Principles
- Review Site Specific Educational Specifications
- What to expect at the next Project Advisory Team Meeting

NOTES:

Discussion

1. Mr. Metoyer explained the purpose of the PAT to the present members. Several Principals were asked to be members of the PAT. The Principals will provide input related to the learning centers and how learning will take place in the new building.
2. HISD Facilities Planners, Designers and Project Managers will be involved in the planning, design and construction of the new school.
3. The PAT raised concerns about the Relief possibly becoming a magnet school and possible overcrowding with the current planned capacity.
4. Because of the planned capacity of the new building, the Educational Specification from Condit elementary School could be used as a starting point for Relief Elementary School and the PAT could take tours of the newer schools in the Southwest area to get a feel of pros and cons for the new building. The PAT decided to take a tour of both Piney Point Elementary School and Neff Elementary School on September 20, 2013.

Questions and Answers

1. Has HISD discussed how the students will be selected to attend the new school? Will there be rezoning?
 - a. The Relief Elementary School is intended to relieve the overcrowding at elementary schools in the area. There will be future discussions regarding the PATs concerns on rezoning the students.
2. If Condit Elementary School is the model for Relief, will it be truly representative of the population in that area?
 - a. The Condit Educational Specification (Ed. Spec.) would just be used as a starting point for the Relief Educational Specification and will be customized to reflect the needs of the students in that area.
3. Will the PAT be allowed to make changes to the Ed. Spec.?
 - a. Yes. The PAT will be allowed to give feedback and make changes to the Ed. Spec.
4. What is the planned capacity of the new school?
 - a. The planned capacity for Relief Elementary School is 750 students but during planning we accommodate for future growth of an additional 200 students.
5. Has HISD looked at the overage in the schools in the area at this time?
 - a. The district maintains a database showing the program capacity of each school and projections for that area.

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6. If it is determined that the planned capacity is already over, is there more funding to accommodate that overage?
 - a. The 2012 Bond Program is planned for the program capacity of 750 students.
7. What is the timeline on this project?
 - a. After planning, it generally takes a year to design and then 18 months to build.
8. As far as planning, will the PAT know the proposed location to help get an idea of the needs for the new building?
 - a. As soon as the location is approved the PAT will be advised.
9. Will HISD help with the PAT meetings?
 - a. HISD will facilitate the PAT meetings and help where needed. However, we will need the help of the PAT to make decisions regarding Relief Elementary School.
10. Can the PAT meetings accommodate the Principals' schedules?
 - a. Yes, the PAT meetings dates and times will revolve around the availability of the PAT. The meetings can rotate to the various campuses, as well.

NEXT MEETING: The next meeting will be scheduled after campus tours on September 20, 2013.

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

Sincerely,

Scott Fendrick
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