Minutes
2012 Bond Project Advisory Team (PAT) Meeting
Wilson Montessori School

MEETING #: 1
LOCATION: Wilson Montessori School
DATE / TIME: September 8, 2014, 5:00pm

ATTENDEES: (those marked with a check were present)

- Beth Bonnette  Principal
- Patsy Cavazos  School Support Officer
- Debra Loewenstein  Teacher
- June Spencer  Friends of Cherryhurst Park
- Ambler Moncla  Parent
- Ernesto Alvaro  Parent
- Ken Smart  Parent
- David Funk  HISD Fac. Design
- Brian Alling  HISD Project Manager
- Claude Yoas  HISD Project Manager
- Douglas Walker-Rice  HISD Asst. Project Mgr

PURPOSE: Project kick-off meeting with Project Advisory Team (PAT) and Houston ISD project team.

AGENDA:
• Review HISD presentation of the 2012 Bond Planning, Design & Construction process.
• Discuss development of campus’ Guiding Principles
• What to expect at the next PAT Meeting

DISCUSSION:
1. Brian Alling, Project Manager for HISD, introduced the project team and welcomed attendees to the meeting.
   a. Mr. Alling expressed gratitude to the Project Advisory Team (PAT) for their commitment to the project and giving their time in service to the campus and HISD.
2. Mr. David Funk, Planner for HISD, presented the PAT roles and responsibilities as well as the upcoming project planning and design process to attendees.
3. Mr. Alling noted a PAT members’ notebook binders will be forthcoming and delivered to the campus for distribution in the next several days.
4. Mr. Funk described what a Capacity Model is and how it will be developed for the Wilson Montessori campus.
   a. Mr. Funk explained how the PAT will have input in the Capacity Model document, especially regarding the campus’ curriculum and goals.
   b. The PAT attendees requested HISD take into consideration the campus’ existing K-8 curriculum and not use curriculum models from other campuses as a go-by for Wilson. Mr. Funk assured the team, the Capacity Model will be unique and specific to Wilson. Mr. Funk also stated the purpose of engaging the PAT in this early stage of the project was to ensure all aspects of the process were specific to the needs of each 2012 Bond campus.
5. Mr. Funk asked the PAT to develop three to five brief statements for consideration as part of a list of Guiding Principles.
   a. These will be reviewed with intent to finalize the list of Principles at next month’s PAT meeting.
b. PAT members agreed to review various aspects of the campus’ current Mission Statement which is posted on campus’ website.

6. PAT members expressed their desire to preserve or change several aspects of the current campus:
   a. The existing park, walking track, and play-field is important to the campus and community.
   b. The front entry of the main building is something the PAT wants to preserve and not change in the new construction design.
      i. Mr. Funk noted the 2012 bond stated the historical façade of the building is to remain.
   c. The covered play area is also a structure funded from community gift monies and should be protected from construction/renovation.
   d. Several restrooms inside the building do not function due to poor sight lines, material and color choices, etc. They do not meet current ADA requirements. These are requested to be addressed during construction.
   e. The campus currently has several portable classroom buildings being used due to capacity; the campus would like to see these replaced with a building addition.

QUESTIONS/ANSWERS:
   1. None.

ACTION ITEMS:
   (1.01) Mr. Alling will deliver PAT member notebook binders to the campus for distribution.
   (1.02) PAT members will develop three to five options/ideas for inclusion in the Guiding Principles document.

WHAT TO EXPECT AT THE NEXT PAT MEETING:
   1. Review the Capacity Model development with the PAT members.
   2. Review and develop a final list of Wilson’s Guiding Principles for the 2012 Bond project.

NEXT PAT MEETING: Monday, October 6, 2014 5:00 pm at Wilson Montessori School.

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

Sincerely,

Brian S. Alling
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