



## Minutes 2012 Bond Project Advisory Team (PAT) Meeting Askew Elementary School

**MEETING #:** 021

**LOCATION:** Askew Elementary School

**DATE / TIME:** February 11, 2016, 4:30pm

**ATTENDEES:** (those marked with an “x” check were present)

	Amanda Polk	
X	Derek Blair	cre8 – Project Architect
X	Beverly Fisher	Secretary
X	Dawn Danowski	Teacher
	Earle Taylor	Technologist
X	Ebony Cumby	Principal
X	Fatima Spinner	Teacher
X	Jane Farley	Teacher
X	Jennifer Major	Parent/Community
X	Karen Calhoun	Teacher
X	Kathy Geer	Registrar
	Raul Ruiz	Assistant Principal
X	Scott Bounds	Vanguard Magnet Coordinator
X	Veronica Pina	Vanguard Magnet Secretary
X	Rick Sperandio	Community Member

	Bankhead, Dan	HISD – Facilities Design
X	Cheesman, Brad	Division One
	Helen Spencer	HISD – Communications
	Funk, Dave	HISD - Facilities Design
	Carlos Ramirez	HISD - SSO
X	Weis, Tom	Division One
X	Michael Scott	HISD Bond – Senior Project Mgr.
X	Dinah Wiafe	HISD Bond – Design Mgr.
	Mike Huang	Cre8 – Design / PA
	Amber Moncla	cre8 – Design / PA
	Bayardo Selva	cre8 – Design / PA
X	George Watanabe	cre8 – Project Manager
	Matisia Hollingsworth	HISD Bond – Senior Manager
	Rebecca Kiest	HISD - Communications
	Nicole Moore	HISD - SSO

**PURPOSE**

The purpose of this meeting was to review and discuss feedback from the Community Meeting and review presentation provided by Construction Manager at Risk (CMAR).

**AGENDA ITEMS:**

- Introductions
- Review and discuss feedback from Community Meeting Presentation
- CMAR – Division One Presentation and Update
- Remote Parking Lot Update
- What to expect at the next Project Advisory Team meeting?



## NOTES:

- Michael Scott, Senior Project Manager with the HISD Bond Office, welcomed visitors and members to the meeting. He reviewed with the PAT comment cards received from attendees of the Community Meeting held February 4, 2016. Most PAT members advised that community feedback from the Community Meeting was very positive.
- Mr. Scott introduced Brad Cheesman, Project Manager with Division One, the Construction Manager at Risk (CMAR) assigned to build the new Askew Elementary School.
- Mr. Cheesman presented and reviewed with the PAT a site logistics and overall project phasing plan to be implemented during construction of the new facility.
- PAT members provided the following feedback regarding the Division One's presentation:
  - The potential location of the proposed temporary buildings, which may be required post construction, will be reassessed.
  - The project team should strongly consider completing the bus drive and play areas having them both completed for the opening day or usable in Phase 3 of the Phasing Plan
  - Overall accessibility into the new facility once construction is completed should be a top priority in completion of the phasing plan
  - For the next PAT meeting, the phasing plan should clearly address the exiting logistics of the new facility once completed in coordination with other activities slated to occur in Phase 3 with the possibility of maintaining use of the main entrance
- The PAT advised that the decision to move in the new facility by November 2017, should be made by July 2017. Moving logistics should consider a possible gradual move beginning the week of Thanksgiving and completing the move over winter break.
- The PAT advised that HISD should consider a possible 4<sup>th</sup> Community Meeting to be scheduled during Pre Construction along with a possible 5<sup>th</sup> Community Meeting to occur prior to the final phase of the phasing plan.
- The PAT also suggested/recommended that a communication notification process to the community by the CMAR be implemented during the construction process in an effort to notify the community residents of big or upcoming construction activities that could potentially cause obstructions.
- School staff members advised that a duration of one month was require to vacate the existing temporary buildings currently located on site and that they'd like to be notified of the vacating procedure by HISD's spring break as soon as 3/11/2016.
- As a result of a scheduling conflict, the next PAT meeting is scheduled for 3/8/2016 at 3:30pm.

## Questions / Concerns

1. Due to the location of the new school, could security gates (both pedestrian and vehicular) be added at the southeast corner near the bus drive? HISD confirmed the possibility of this addition.

## Next Steps? What to expect at next Project Advisory Team Meeting? (February 11, 2016)

### HOUSTON INDEPENDENT SCHOOL DISTRICT

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- Updated Phasing Plan

**ACTION ITEMS** - (February 11, 2016):

21-01 Review of Interior Finishes – PAT

21-02 CMAR – Updated Site Logistics

**NEXT MEETING:** Tuesday, March 8, 2016 - @ 3:30 pm

Please review the meeting minutes once posted and submit any corrections to Michael Scott. If no corrections are submitted with five (5) days from HISD posting, the minutes will be assumed to be accurate.

Sincerely,

Michael J. Scott, Sr.  
Senior Project Manager  
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