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)

<table>
<thead>
<tr>
<th>X Amanda Polk</th>
<th>Bankhead, Dan</th>
<th>HISD – Facilities Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Derek Blair</td>
<td>X Cheesman, Brad</td>
<td>Division One</td>
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<tr>
<td>Beverly Fisher</td>
<td>Helen Spencer</td>
<td>HISD – Communications</td>
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<tr>
<td>X Dawn Danowski</td>
<td>Funk, Dave</td>
<td>HISD - Facilities Design</td>
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<td>Earl Taylor</td>
<td>Carlos Ramirez</td>
<td>HISD - SSO</td>
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<tr>
<td>Ebony Cumby</td>
<td>X Weis, Tom</td>
<td>Division One</td>
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<tr>
<td>X Fatima Spinner</td>
<td>X Michael Scott</td>
<td>HISD Bond – Senior Project Mgr.</td>
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<tr>
<td>X Jane Farley</td>
<td>X Dinah Wiafe</td>
<td>HISD Bond – Design Mgr.</td>
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<tr>
<td>X Jennifer Major</td>
<td>Mike Huang</td>
<td>Cre8 – Design / PA</td>
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<tr>
<td>Karen Calhoun</td>
<td>Amber Moncla</td>
<td>cre8 – Design / PA</td>
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<tr>
<td>X Kathy Geer</td>
<td>Bayardo Selva</td>
<td>cre8 – Design / PA</td>
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<tr>
<td>Raul Ruiz</td>
<td>X George Watanabe</td>
<td>cre8 – Project Manager</td>
</tr>
<tr>
<td>X Scott Bounds</td>
<td>Matisia Hollingsworth</td>
<td>HISD Bond – Senior Manager</td>
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<tr>
<td>X Veronica Pina</td>
<td>Rebecca Kiest</td>
<td>HISD - Communications</td>
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<tr>
<td>X Rick Sperandio</td>
<td>Nicole Moore</td>
<td>HISD - SSO</td>
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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 4th Community Meeting to be scheduled during Pre Construction along with a possible 5th 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)
o 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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Email: mscott14@houstonisd.org