



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

MEETING #: 006
LOCATION: Askew Elementary School
DATE / TIME: February 12, 2015, 3:30pm
ATTENDEES: (those marked with a check were present)

	Amanda Polk			Bankhead, Dan	HISD – Facilities Design
	Asma Ahmed			Barrera, Gloria	HISD – Facilities Design
✓	Beverly Fisher	Secretary		Clayton, Clay	HISD – Facilities Planning
	Dawn Danowski	Teacher		✓ Funk, Dave	HISD - Facilities Design
✓	Earle Taylor	Technologist		Robertson, Sue	HISD - Facilities Planning
	Ebony Cumby	Principal		Wright, Kedrick	HISD - Facilities Design
✓	Fatima Spinner	Teacher		✓ Michael Scott	HISD Bond – Senior Project Mgr.
✓	Jane Farley	Teacher		Rod Sias	HISD Bond – Construction Mgr.
✓	Jennifer Major	Parent/Community		Dustin Fredrickson	HISD Bond – Assistant Project Mgr.
✓	Karen Calhoun	Teacher		✓ Amber Moncla	cre8 – Design / PA
✓	Kathy Geer	Registrar		✓ Bayardo Selva	cre8 – Design / PA
	Raul Ruiz	Assistant Principal		✓ George Watanabe	cre8 – Project Manager
✓	Scott Bounds	Vanguard Magnet Coordinator			
✓	Veronica Pina	Vanguard Magnet Secretary			
✓	Rick Sperandio	Parent/Community Member			

PURPOSE

The purpose of this meeting was to provide an overview of the Educational Program Development process to review a 21st Century Learning Environments presentation as provided by cre8 Architects.



AGENDA ITEMS:

- Introductions
- Review Overview of the Education Program Development process
- Review 21st Century Learning Environments presentation
- What to expect at the next Project Advisory Team Meeting

NOTES:

- Overview of the Education Program Development Process
 - The Project Advisory Team (PAT) reviewed the Education Program Development process as presented by David Funk, HISD Facilities Planner.
 - Mr. Funk advised that the Educational Specification for the project was completed and was scheduled to be issued to the architect (cre8) by tomorrow afternoon.
 - Mr. Funk also advised the design charrette was the official hand off spring boarding into the design phase of the project.
 - The PAT advised that they wanted an update from the 1/5/15 meeting with the Askew staff; the PAT also requested for an overall update on the overall process as the Gant Chart currently shown on the HISD Bond Website was not up to date.
 - David Funk expounded upon the programming aspect of the meeting with the school staff advising that all spaces were reviewed including crossing guard storage.
 - Mr. Funk also further clarified the process as follows:
 - Planning Phase
 - Design Phase
 - Design Charrette
 - Conceptual Design
 - Schematic Design
 - Design Development
 - Mr. Funk advised that a Community Meeting (which would be coordinated and scheduled by HISD Communications) would typically follow completion of the design charrette. He also advised that each Bond Project has its own individual website/post page.
 - Mr. Funk also recommended the development of a fact sheet be developed for the project itemizing the construction start date, interim space to be used during the construction process and the substantial completion date.
 - Mr. Funk again reminded the PAT of a potential tour of Wolf School for visual review of construction; suggested times: Mon through Fri with a possibly start time of 9am; A potential date of 3/16 was recommended. Tentative tour date of 3/16 was agreed upon. A design charrette is tentatively scheduled for 3/2 and 3/3;

HOUSTON INDEPENDENT SCHOOL DISTRICT

Construction and Facility Services • 3200 Center Street • Houston, Texas 77007-5909
www.HoustonISD.org • www.facebook.com/HoustonISD • www.twitter.com/HoustonISD

- 21st Century Learning Environments
 - The PAT reviewed the presentation of 21st Century Learning Environments as provided by cre8 Architects. Key points of the presentation are as follows:
 - Libraries of the future would have learning commons
 - Courtyard had the potential to be used as classroom spaces
 - Learning Spaces in general would offer maximum flexibility including spaces such as Cafetorium – a multipurpose space which has the flexibility to be used as a Gymnasium, Cafeteria, & Auditorium
 - Technology – The primary function of 21st Century schools would be to provide infrastructure for future technology
 - Sustainability – East/west building orientation on sites would maximize natural light received on building facades facing North/South.

- Questions / Concerns
 - Is Askew being re-built? What's the current status? When will the Design charrette occur? Mr. Funk recommended the development of a fact sheet that could be implemented on the bond project's current web page that addressed these questions. The web page would address other project questions including the construction start date, address what interim space would be used during the construction process and the substantial completion date.
 - Could corporate sponsors be used/implemented during the project? Mr. Funk confirmed that they were a possibility and not unheard of or out of the question.
 - Will there be a laptop/mobile transition for students? Cre8 advised that this could be a possibility in the form of a potential remote access for students in the future.
 - Can the new building be 3 stories/levels? Cre8 advised that this might be a code issue, but would look into.
 - Are parking garages allowed? David Funk advised that this was not in the current budget and could possibly be a security/safety risk after hours.
 - Are there any current deed or neighborhood restrictions? Cre8 confirmed that they do not exist.
 - How can we prepare for the upcoming design charrette? What can we expect? Cre8 advised that the best thing to do is to come with an open mind and be as flexible as possible.

- Next Steps? What to expect at next Project Advisory Team Meeting. **(March 12, 2015)**
 - Feedback from the design charrette
 - Finalize tour of Wolf School



PAT initially agrees that PAT meetings should take place every 2nd Thursday of the month at 3:30pm at Askew Elementary beginning October 9, 2014.

ACTION ITEMS - (February 12, 2015):

- 1-01 Design Charrette
- 1-02 Wolf School Tour

NEXT MEETING: Thursday, March 12, 2015 - @ 3:30 p.m.

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

Sincerely,

Michael Scott
Senior Project Manager
HISD – Construction & Facility Services
3200 Center Street, Houston, TX 77007
Mscott14@houstonisd.org
Phone: (832) 732 - 2648

C: All attendees