



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

MEETING #: 015

LOCATION: Askew Elementary School

DATE / TIME: September 24, 2015, 3:30pm

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

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

	Bankhead, Dan	HISD – Facilities Design
	Barrera, Gloria	HISD – Facilities Design
X	Helen Spencer	HISD – Communications
	Funk, Dave	HISD - Facilities Design
	Robertson, Sue	HISD - Facilities Planning
	Wright, Kedrick	HISD - Facilities Design
X	Michael Scott	HISD Bond – Senior Project Mgr.
X	Dinah Wiafe	HISD Bond – Design Mgr.
	Mike Huang	Cre8 – Design / PA
X	Amber Moncla	cre8 – Design / PA
	Bayardo Selva	cre8 – Design / PA
X	George Watanabe	cre8 – Project Manager
	Matisia Hollingsworth	HISD Bond – Senior Manager
X	Rebecca Kiest	HISD - Communications
X	Nicole Moore	HISD - SSO

PURPOSE

The purpose of this meeting was to review and discuss the Relocated Service Yard Design Option and to provide an update on feedback received from the HOA Meeting 9/17/2015.

AGENDA ITEMS:

- Introductions
- Review and discuss Relocated Service Yard Options versus the current Schematic Design
- Provided update relative to Swing Space/Relocation Options
- What to expect at the next Project Advisory Team meeting?



NOTES:

- Michael Scott, Senior Project Manager for the HISD Bond Program opened the meeting advising the PAT of specific items to be covered per the provided agenda.
- Mr. Scott requested a PAT member provide feedback from the HISD Presentation provided at the HOA Meeting held 9/17/2015. A PAT member that was in attendance at the HOA Meeting provided the requested feedback. She advised that the HISD Presentation and team presenting was well received by attendees of same. The HOA was also receptive to the Optional Design presented.
- Mr. Scott also shared a tabulate spreadsheet reflective of the comment cards collected at the HOA Meeting showing that 80% of the HOA attendees were in support of the optional design.
- Mr. Scott shared with the PAT a presentation relative to the additional funding that the 2012 Bond Program might be receiving pending a vote by the HISD Board. He also distributed information outlining specifics for same including how funds would be earmarked for each school.
- Mr. Scott introduced HISD Chief Communications Officer Helen Spencer who provided additional input relative to the aforementioned additional funding.
- Mr. Scott introduced cre8 architects who presented and reviewed with the PAT the Optional Design which shows an alternate plan option that basically flipped the current SD floor plan having a longer bus drive around the west and north sides of the site. Cre8 reviewed the site, first, and second floor plans in detail with discussion offered to the following points:
 - Since the Learning Commons would now be located on the west side of building, a shading device will be needed to control the light into the space. It was noted that window treatments possibly in the form of roller shades would be installed at the windows.
 - The screen wall at the service yard could be an opportunity for a mural. Screen wall surface should be a cleanable surface so graffiti can be removed.
 - It was suggested that the Teachers' Break room be moved to the south side of the cafeteria to be closer to the administrative and workroom areas.
 - Location of future temporary buildings on the north side of the new building is preferable.
- Cre8 also presented and reviewed with the PAT a site plan showing the potential location of temporary buildings during construction
 - It was asked if the two existing small portable buildings could remain during construction in lieu of adding the additional portable building on the west side of the building which would allow for more room for a small carpool drive.
 - It was also determined that an additional portable restroom building might be needed to serve the increased enrollment in the temporary buildings
 - It was noted by staff members that the number of student restroom facilities was insufficient for efficient usage. The PAT felt that there should be a student restroom bank for every grade level or more stalls at each restroom bank
- Swing Space Update
 - Mr. Scott provided an update to the PAT Members specific to the status of HISD's communication with the COH Department of Asset Management regarding use of the adjacent area north of the existing Water Tower as temporary parking during construction of the new building. He advised that the COH Department of Public Works was looking into preliminary approval. But a final decision was still pending COH.



- The staff also advised that at least one additional restroom building will be needed in the revised configuration.
- The idea of the possibility use a two story “temporary” structure to be provided instead of temporary buildings was also discussed.
- In light of the feedback received at today’s PAT meeting, all attendees agreed that the optional design showing the alternate site and floor plans be strongly considered in lieu of the current Schematic Design. Further, the PAT felt that since the optional design was preferred, HISD Design should vet the optional design fully moving forward.

Questions / Concerns

- Is there a way to make the service drive up area more attractive? Cre8 advised that this was a possibility that could be developed further. Does the current layout of the temporary buildings encroach into the existing buildings? Cre8 confirmed that it did not.
- Could the locations of the Teacher’s Lunch Room and Dining Storage be flipped in the alternate floor plan? Cre8 to review and advise at next PAT meeting.

Next Steps? What to expect at next Project Advisory Team Meeting? (October 15, 2015)

- Review of an updated Flipped Plan Option versus current Schematic Design

ACTION ITEMS - (October 15, 2015):

15-01 Update Flipped Plan Option

15-02 Swing Space/Relocation Transition Plan – Update

NEXT MEETING: Thursday, October 15, 2015 - @ 4:30 p.m.

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
Senior Project Manager
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C: All attendees