



**Project Advisory Team Meeting Minutes**

**Askew Elementary School PAT**

**MEETING NO.:** 001

**LOCATION:** Askew Elementary School

**DATE / TIME:** September. 29, 2014 3:30pm

**ATTENDEES:** Beverly Fisher, Secretary; Dawn Danowski, Teacher; Earle Taylor, Technologist; Fatima Spinner, Teacher; Jane Farley, Teacher; Jen Major, Parent/Community Member; Karen Calhoun, Teacher; Kathy Geer, Registrar; Raul Ruiz, Assistant Principal; Scott Bounds, Vanguard Magnet Coordinator; Rick Sperandio, Parent/Community Member; Dave Funk, HISD - Facilities Design; Rod Sias, HISD Bond – Construction Manager

**PURPOSE:** The purpose of this meeting was to present the team with an overview of the planning process and to begin the process of establishing the Guiding Principles for Askew Elementary School which will be used to “test” the decisions that are made throughout the design process.

**AGENDA ITEMS:**

- Introductions
- Overview of the Planning, Design & Construction Process
  - Planning, Design and Construction for New Schools
- Roles & Responsibilities
- 21<sup>st</sup> Century Educational Facilities
- Creating Guiding Principles
- Next Steps
  - What to expect at next Project Advisory Team Meeting
- Questions

**NOTES:**

- Planning Process Overview
  - HISD Facilities Planners, Designers, Project Managers, and Construction Managers will be involved in the planning, design and construction of the new school for Askew Elementary.
  - The Facilities Planners will be actively involved and engaged for the life of the project to assure a smooth transition from the existing building to the new building.
  - The Designer for new school is to be determined by HISD. The architect will be included in the PAT meetings after the initial planning stage is complete.
  - A Program Manager will be assigned to the project. The Program Manager will be responsible for assuring that the project is completed on time and within budget.
  - A Construction Manager will be assigned to the project. The Construction Manager will be responsible ensure that overall day to day site safety protocols are enforced and that the new building is built correctly and follows the approved Construction Documents.
- Roles and responsibilities for each team member.
  - Teachers and Staff are to provide input related to the classrooms and how learning will take place in the new building and how spaces in the new building can be utilized.
  - Community members are encouraged to provide input on how the community should and would perceive the school as a part of their neighborhood.
  - Students are encouraged to participate and give their insight and perspective.

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**MEETING NO.:** 001 (continued)

- What do we want to see from the Askew PAT?
  - Askew's PAT is to identify 4-5 big idea statements that describe what learning will look like in the 21<sup>st</sup> century for Askew Elementary students.
  - This information should be translated into the Guiding Principles for the school.
  
- Next Steps? What to expect at next Project Advisory Team Meeting.
  - Formalize and agree on Guiding Principles for the new Askew Elementary School.
  - PAT initially agrees that PAT meetings should take place every 2<sup>nd</sup> Thursday of the Month at 3:30pm at Askew Elementary beginning October 9, 2014.
  
- Questions / Concerns
  - Concern that time of the PAT meetings will exclude participation of Parents and Community Members.
  - PAT members open to flexible meeting times during the course of the project to accommodate Parents and Community members
  - PAT open to phone conference calls to members who are unable to attend.

**ACTION ITEMS:**

- 1-01 Complete Guiding Principles. (PAT)
- 1-02 Re-examine Meeting times to see if adjustments need to be made (Reference: "Next Steps and Questions")

**NEXT TWO MEETINGS:** Thursday, October 9, 2014 - @ 3:30 p.m.  
Thursday, November 13, 2014 - @ 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,

Dave Funk  
Facilities Planner, Facility Planning  
HISD – Construction & Facility Services  
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